

Office of the Clerk
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK

Lawrence K. Baerman, Clerk
(315)234-8500

100 South Clinton Street
Syracuse, New York 13261-7367

June 22, 2011

BIENNIAL ATTORNEY ADMISSION REGISTRATION FEE

Dear Northern District Bar Member:

The Northern District's Local Rules¹ of Practice include a provision requiring all permanent, active members of the Northern District Bar to pay a **\$50.00** biennial registration fee. (See Local Rule 83.1(a)5.) The registration fee will be deposited in the District Court Attorney Admission Fund in accordance with L.R. 83.1(a)5 and General Order #8. The fund will be used for expenses which will benefit the bench and bar in the administration of justice. Examples of such expenses include furnishing attorney conference rooms at each of our courthouse locations, providing Internet access for the bar in the Court's electronic courtrooms, funding CLE programs for the bar, and funding disbursement costs in pro bono matters.

Communication with attorneys is done via email at the address that is registered with the Court as part of their Case Management/Electronic Case Filing (CM/ECF) account. Failure to keep your email address current will result in the Court not being able to serve you with notices, orders and documents filed by other parties in actions.

PLEASE NOTE: If your physical office address changes, you must complete the electronic form promptly so that we may update our database. (See Local Rule 83.1(e)) This is an electronic form and is available at the Court's website,

<http://www.nynd.uscourts.gov/e-filingregistration/procform13.cfm>

The Northern District of New York collects fees by credit card or ACH debit electronically through the use of Pay.Gov. **The 2011 biennial fee will be collected by credit card or ACH debit through the use of Pay.Gov.** To submit your 2011 biennial fee payment, please follow the instructions below:

1. Login to NDNY CM/ECF -Your login is your Bar Roll Number (If you have forgotten your NDNY Bar Roll Number, please visit our website at: <http://www.nynd.uscourts.gov/attylookup/>) If you have forgotten your CM/ECF password, you can use the Court's password self-service feature: <https://ecf.nynd.uscourts.gov/cgi-bin/lostPassword.pl>.
2. Under the Civil Event Category, Other Filings, select **Biennial Fee Payment**
3. Under Available Events, select the event **Biennial Fee Payment** and hit Next(There is no need to attach a document to this event)

¹The \$50.00 registration fee is waived for all attorneys employed by the United States Government as well as all state and local public sector entities. See L.R. 83.1(a)5. Attorneys admitted in calendar year 2011 and pro hac vice attorneys are also exempt from the 2011 biennial fee.

4. Hit Next
5. Screen appears advising that the fee is \$50.00.
6. Hit Next
7. The filing attorney is re-directed to Pay.Gov to pay the associated \$50.00 fee. The item is payable by **Bank Account Debit (ACH) or Plastic Card (ex: VISA, Mastercard, American Express, Diners Club, Discover)**
8. Complete the Pay.Gov payment screens to process the payment
1st Screen-Complete all fields with Red Asterisk and then Click **Continue with ACH Payment or Continue with ACH Payment** depending on the selected method of payment.
2nd Screen- Verify Information and enter email address: Click in the Box **I authorize a charge to my account for the above amount in accordance with my card issuer agreement; Click Submit Payment.**
9. *****YOU ARE ALMOST DONE*****You will be redirected back to CM/ECF. Hit Next and View the Docket Text.
10. Hit **Next** again, and the transaction is submitted; These final steps will ensure that your attorney record is updated to reflect the biennial payment.

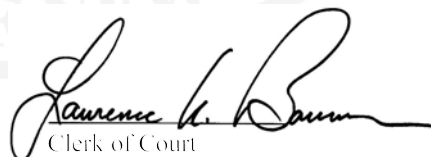
Failure to remit this fee by August 26th, 2011 will result in your name being removed from the active rolls of this Court. You will receive a Pay.Gov receipt upon completion of the docket entry. If you have a question concerning the Biennial Attorney Registration, please phone (315) 234-8686.

Note: The Northern District of New York is an electronic filing Court. The electronic filing system known as CM/ECF has been in use since January 1st, 2004 and is mandatory for all members of the Northern District Bar. General Order #22 - covers the Administrative Guidelines which set forth the procedures for electronic filing in the Northern District. My office offers extensive support and training to the members of the Northern District Bar on the use of this very exciting technology. Classes on the use of CM/ECF are available at each of our staffed offices in Albany, Binghamton, Utica and Syracuse.

For additional information on the Court's CM/ECF Program, class schedules and locations, please visit our website at www.nynd.uscourts.gov, and click on the link for CM/ECF. Our website also contains copies of the Court's Local Rules, General Orders, forms, and general office and resource information.

Thank you, and I look forward to seeing and working with you in the future.

Sincerely,


Clerk of Court