

INSTRUCTIONS FOR PAYING BIENNIAL REGISTRATION FEE

(Reference: NDNY Local Rule 83.1)

To pay the Biennial Fee, you must first log into [PACER](#) and navigate to the NextGen/CM/ECF site for the Northern District of New York.

*Effective January 16, 2018, all attorneys admitted to practice in NDNY were required to upgrade their PACER account and link that PACER account to NYND CM/ECF. If you have not linked your CM/ECF account to PACER, you will be unable to pay the biennial fee registration payment and affirm your attorney good standing status. Please follow these instructions to "[Link Pacer Account to CM/ECF](#)" first, and then after you have successfully linked your account, then you may proceed with the following payment instructions. Instructions for upgrading your PACER account can be found at [PACER NextGen](#).

1. Log into [PACER](#). Avoid using Google Chrome/Internet Explorer as a platform.
2. You will see 4 boxes on the main page: the first box is [Search for a Case](#); the second box is [Filing Electronically](#). Hover over the 2nd box [Filing Electronically](#) and choose the second option for [Court CM/ECF Lookup](#).
3. Scroll down to New York Northern District Court and click on [NextGen](#) on the right side, OR if you click on New York Northern District Court, then click on [Login to CM/ECF](#). Either way takes you to the main NDNY CM/ECF page.
4. Click on the long link "[Northern District of New York – Main Office \(Syracuse\) \[NextGen CM/ECF Release 1.7...](#)"
5. Log in using PACER username and password, if requested.
6. Some attorneys have to acknowledge the redaction policy and click [Next](#).
7. On the main page, click on [Civil](#) in the Menu bar at the top of the screen.
8. Under "Other Filings", click [Biennial Fee Payment](#).
9. Under "Available Events", click [Biennial Fee Payment](#) so it populates on the right side under "Selected Event" and click [Next](#).
10. On the next screen, do **NOT** click on the link on the top link for "5:23-at-2023 In re: 2023 Biennial Registration Fee". Just click "[NEXT](#)". If you do this in error, use the back browser button to get back to the correct page.
11. The next screen advises that the fee is \$50.00. Click [Next](#).

12. The filing attorney is now re-directed to Pay.Gov to pay the \$50.00 biennial registration fee. (You will be required to log into PACER again due to confidential bank/credit card information)
- 1st Screen – Select a payment method. This fee is payable by Bank Account (ACH) or Credit Card/Debit Card. Complete all fields with **Red Asterisk**. Click **Next**.
 - 2nd Screen – Verify information and enter email address to send receipt; **Check the box** next to “I authorize a charge to my account for the above amount in accordance with my card issuer agreement”. Click **Submit**.

Authorization

I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *

13. **YOU ARE ALMOST DONE** - You will be redirected back to CM/ECF. Enter the attorney’s name and bar roll number. If you do not know your bar roll number, you can look it up [here](#). Click **Next**.
14. Answer **Yes/No** to the questions regarding criminal history/court disciplinary history within the past 2 years. (Reference [Local Rule 83.1\(a\)\(5\)](#))
IMPORTANT: If you answer “yes” to any of these questions, you must send an explanation in a separate email to biennial@nynd.uscourts.gov. Failure to send an email of explanation may result in the denial of your bar membership renewal.
15. Answer **Yes/No** to the statement that you “declare under penalty of perjury that your answers are true and correct to the best of your knowledge.” Click **Next**.
16. Click **Next** and view the Docket Text.
17. Click **Next** again, and the transaction is complete. You will receive an NEF via email.