

INSTRUCTIONS FOR BIENNIAL FEE WAIVER

(Reference: NDNY Local Rule 83.1)

To obtain approval of a waiver of the Biennial Registration 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, including attorneys with waived payment status, 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 affirm your “attorney in 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 waiver instructions. Instructions for upgrading your PACER account can be found at <https://www.pacer.gov/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 Waiver](#).
9. Under “Available Events”, click [Biennial Fee Waiver](#) 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. 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**.
12. Answer **Yes/No** to the question: Are you currently employed full-time by a federal, state or local public sector entity? Click **Next**.
WARNING: if you are no longer employed by a public sector entity, abort this event. You are required to pay the biennial registration fee using the Biennial Fee Payment event in CM/ECF.
13. Answer **Yes/No** to the questions regarding criminal history/court disciplinary history within the past 2 years. (Reference [Local Rule 83.1\(a\)\(5\)](#))
WARNING: 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.
14. 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**.
15. 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 click on the link in error, use the back browser button to get back to the correct page.
16. Click **Next** and view the Docket Text.
17. Click **Next** again, and the transaction is complete. You will receive an NEF via email.