

Biennial Registration FAQs

1. I already paid the biennial fee; why am I still getting emails to complete the biennial registration?

If you received this email, then your biennial registration is not complete. You most likely did not finish the event in CM/ECF so your answers to the attorney disciplinary/criminal history questions did not save. You must now complete an Amended/Corrected Attorney Declaration in CM/ECF using the event “**Biennial Fee – Amended Attorney Declaration**” found under the **Civil** tab. An email was sent to all attorneys who did not complete the registration properly. Please check your spam/junk email.

2. My PACER account is inactive.

If you cannot log into your PACER account, you will need to contact PACER at 800-676-6856 directly to get your account reactivated. To ensure your PACER account remains active, we strongly recommend logging in every few months using MFA to avoid going into inactive status and being locked out.

3. I need to set up Multifactor Authentication (“MFA”) in PACER:

PACER requires all active accounts set up MFA for security purposes. For assistance with setting up MFA, please see PACER's MFA Tips and Resources at <https://pacer.uscourts.gov/announcements/2025/09/16/mfa-tips-and-resources>.

4. Do I qualify for a waiver of the biennial fee?

Attorneys employed full time by a federal, state or local public sector entity qualify for a Biennial Fee Waiver.

5. I never received any emails advising me that I had to complete the biennial registration.

Notice of the biennial registration is sent by email to the attorney's email address contained within their bar record. Please check your spam or junk folder. The email blast will come from one of the following court email addresses: biennial@nynd.uscourts.gov or uscourts@updates.uscourts.gov. Attorneys are responsible for ensuring their spam mail filters and email security are set to permit delivery of a mass email from these email addresses. Please note that the Court is unable to send this email any secondary email addresses set up in CM/ECF.

Instructions on how to update your bar record can be found at https://www.nynd.uscourts.gov/update_your_bar_record.

6. I do not see Civil and Criminal menu tabs at the top of the CM/ECF webpage:

This could be a couple of different things:

- Make sure you are using Microsoft Edge or Mozilla Firefox. Avoid Google Chrome and Internet Explorer as they do not work well with CM/ECF.
- Try clearing your cache. Instructions to clear your cache can be found [here](#).
- An old PACER account or email is linked to NDNY, and you are logged in with a different account. Contact the clerk's office to confirm you are using the correct username.
- If none of these work, contact the clerks office at 351-234-8500 or use the Court's "Let's Chat" feature by clicking on the icon below.

7. I finished the event in CM/ECF, but it never re-directed me to Pay.gov to pay the fee.

If you previously qualified for a waiver in 2023, but you no longer work for a government entity and are paying the biennial fee for the first time, your internet payment may be turned off. Contact the clerk's office to make arrangements for payment.

8. I answered "yes" to the attorney disciplinary/criminal history question, now what do I do?

If you answer yes to any of these questions, you must send an email of explanation to biennial@nynd.uscourts.gov to be reviewed by the Chief Judge.

9. How do I update my firm address, phone number and/or email address?

Pursuant to Local Rule 83.1(f), every attorney must update the contact information contained in their bar record within 14 days of a change via PACER. Instructions on how to update your bar record can be found at [Update your Bar Record](#).

10. Can I pay by check, cash or over the phone?

No, **all** attorneys **must file in CM/ECF** either a "[Biennial Fee Payment](#)" or "[Biennial Fee Waiver](#)". Pursuant to Local Rule 83.1, **all** attorneys must affirm under the penalties of perjury that they have no criminal history or disciplinary history in any other court within the last 2 years, or provide a letter of explanation. This affirmation must be made by filing one of the aforementioned events in CM/ECF.