

## INSTRUCTIONS FOR PAYING BIENNIAL REGISTRATION FEE

(Reference: NDNY Local Rule 83.1)

1. Log into [PACER](#). Avoid using Google Chrome/Internet Explorer as a platform. Navigate to the NextGen/CM/ECF site for the Northern District of New York.
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 2<sup>nd</sup> 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 again 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 "5:25-at-2025 In re: 2025 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.
11. Enter Attorney's Name and 6 digit NDNY Bar Roll number. If you do not know your bar roll number, you can look it up here: [Attorney Information Lookup](#).
12. Answer questions regarding attorney criminal and attorney disciplinary history:
  - Have you been convicted of a misdemeanor or felony within the last 2 years?
  - Are there any disciplinary proceedings presenting pending against you?
  - Have you been censured or suspected from practice before any Court within the last 2 years?
  - Have you been denied admission or readmission to the bar of any Court within the last 2 years?

13. **WARNING: If you answer “yes” to any of these questions, you must send an explanation in a separate email to [biennial@nynd.uscourts.gov](mailto:biennial@nynd.uscourts.gov) addressed to Chief Judge Brenda K. Sannes for review. Failure to send an email of explanation may result in the denial of your bar membership renewal.**
14. Answer the question: Do you declare under the penalty of perjury that the foregoing is true and correct to the best of your knowledge?
15. The next screen advises that the fee is \$50.00. Click **Next**.
16. 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)
- 1<sup>st</sup> 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. \*

17. **YOU ARE ALMOST DONE** - You will be redirected back to CM/ECF.
18. Click **Next** to view the docket text and review your answers to all of the questions. Do **NOT** click on the link for 5:25-at-2025 In Re: 2025 Biennial Registration fee.

**Biennial Registration Fee Payment**

[5:25-at-02025 In Re: 2025 Biennial Registration Fee](#)

**Next** Clear

19. Click **Next** again, and the transaction is complete. You will receive a receipt for payment via email.