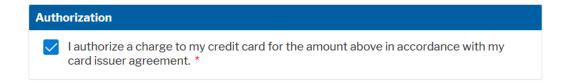
INSTRUCTIONS FOR PAYING BIENNIAL REGISTRATION FEE

(Reference: NDNY Local Rule 83.1)

- Log into <u>PACER</u>. 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 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 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.
- 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 <u>NOT</u> 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 vears?
 - 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 <u>must</u> send an explanation in a separate email to <u>biennial@nynd.uscourts.gov</u> 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)
 - 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.



- 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.



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