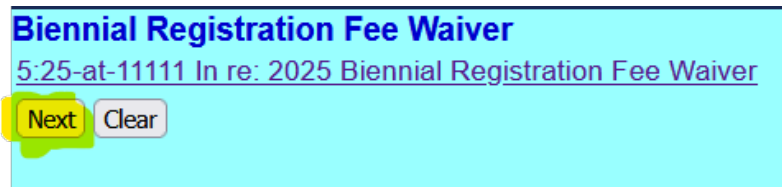


INSTRUCTIONS FOR BIENNIAL FEE WAIVER

(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 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.
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 "5:25-at-11111 In re: 2025 Biennial Registration Fee Waiver". Just click "[NEXT](#)". If you do this 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 the question: Are you employed full-time by a federal, state or local public sector entity? **If you answer "NO" to this question, STOP**. You do not qualify for a waiver of the biennial fee, and you must abort this event. You are required to pay the biennial fee using the event [Biennial Fee Payment](#). Instructions for completing the biennial registration and paying the fee can be found here: [Biennial Registration Fee Payment Instructions](#).

13. Answer the 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?
14. **WARNING: If you answer “yes” to any of these questions, you must send an explanation in a separate email to 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.**
15. On the next screen, do **NOT** click on the link on the top link for “5:25-at-11111 In re: 2025 Biennial Registration Fee Waiver”. Just click “**NEXT**”. If you click on the link in error, use the back browser button to get back to the correct page.



Biennial Registration Fee Waiver

[5:25-at-11111 In re: 2025 Biennial Registration Fee Waiver](#)

Next Clear

16. Click **Next** to view the Docket Text and review your answers to all of the questions.
17. Click **Next** again, and the transaction is complete. You will receive an NEF via email.