

BIENNIAL REGISTRATION INFORMATION

- Biennial Registration only applies to permanent members of the Northern District Bar.
- The Biennial Registration Fee does not apply to attorneys admitted during the Biennial Year.
- The Biennial Registration Fee is **\$30.00** and is paid electronically through Pay.Gov (payments will no longer be accepted by regular mail). Attorneys must first log in to CM/ECF and docket the **Biennial Fee Payment** event (See **Instructions For Paying NDNY 2007 Biennial Fee**).
- The Biennial Fee is waived for attorneys employed by a State or Government Agency. If you are exempt **you must email biennial@nynd.uscourts.gov**. If you have not activated your CM/ECF account, you will need to do so.
- The Court will notify you via email when your Biennial Registration is due
- Pursuant to Local Rule 83.1(e) you must keep the Court apprised of any address changes, electronic and/or physical, within 10 days of such change.
- If you wish to update your information, submit the automated request *Update My Information* in the CMECF section of the website. Click [Register for ECF](#) and complete the on-line form.
- Use the [Attorney Lookup](#) feature on the website to locate your Bar Number.
- Requests for Certificates of Good Standing will be denied for attorneys who fail to pay the Biennial Registration by the due date.
- If you inadvertently paid your Biennial Fee twice via Pay.Gov, follow the instructions for *Refunds of Fees Paid Electronically* located in the [Biennial Registration Fee](#) section of the website.
- If you wish to be removed from the rolls of the Northern District, submit the automated request *Voluntary Removal from the NDNY Bar* in the CMECF section of the website. Click [Register for ECF](#) and complete the on-line form.
- If you are receiving this for the first time, it means that your address on file with the Court is not accurate and must be updated. To achieve this, submit the automated request *Update My Information* in the CMECF section of the website. Click [Register for ECF](#) and complete the on-line form.