

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK

In Re: Failure to Pay Attorney Biennial Registration Fee

ORDER TO SHOW CAUSE

The Northern District of New York's Local Rules of Practice include a provision requiring all permanent, active members of the Northern District Bar to pay a \$30.00 biennial registration fee. (See Local Rule 83.1(a)(5)) In preparation for the 2009 biennial registration fee, a search of our records indicate that you have not complied with the 2007 biennial fee. Notice was sent to you via U.S. mail, at the address of record with the Court, on **May 1, 2007** regarding the biennial registration fee.

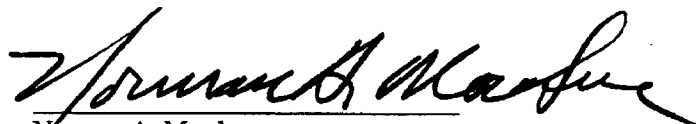
NOW, it is hereby

ORDERED, that you pay the \$30.00 biennial registration fee on or before **January 30, 2009**.

Failure to comply with this order will result in the removal of your name from the bar of the Northern District of New York without further action of the Court. Please note that you must also comply with the electronic filing requirements of General Order #22.

ORDERED, that if you comply prior to **January 30, 2009**, this order will be vacated. Please find attached instructions for paying the biennial registration fee. You may also contact the clerk's office biennial registration line at (315) 234-8686, or visit the court's web page at www.nynd.uscourts.gov for additional instructions for payment of the biennial registration fee.

Dated: January 14, 2009



Norman A. Mordue
Chief United States District Court Judge

enclosures: Instructions & FAQ

CM/ECF Registration and Activation Flowchart

Step 1: Obtaining a CM-ECF Password

Visit the Northern District's web page at www.nynd.uscourts.gov

Click on the icon entitled "Electronic Filing Information"

On the left hand side, click on the category entitled "Register for ECF"

Complete the on-line form and click the "Submit" button

Within 24 to 72 hours you will receive an e-mail from the Court with your CM/ECF password

Help Desk Numbers

(518) 257-1815 - Albany
(607) 779-2671 - Binghamton
(315) 234-8687 - Syracuse
(315) 266-1195 - Utica

Step 2: Activating your account

After you receive your password - Log into the CM/ECF system. Your login is your NYND bar roll number and your password is the password that the Court provided to you when you registered.

Click on "Utilities" on the main menu bar at the top of the screen.

Click on "Maintain Your Account"

Click on "Email information" at the bottom of the screen.

Verify that the e-mail listed in the "Primary e-mail address" box is accurate.

Click on "Return to Personal Information Screen"

Click on "More User Information"

Do not change your Login. Your login is your 6-digit NYND Bar roll number.

Change your password to something unique by typing over the ***

Click on "Return to Account Screen"

Click "Submit" - Click "Submit" on the next screen. This completes the process.

INSTRUCTIONS FOR PAYING NDNY 2007 BIENNIAL FEE

*****TO PAY THE 2007 BIENNIAL FEE, YOU MUST FIRST LOG IN TO CM/ECF*****
www.nynd.uscourts.gov

1. **Login to NDNY CM/ECF** -Your login is your 6 digit Bar Roll Number. If you have forgotten your NDNY Bar Roll Number, please visit our website at:
<http://www.nynd.uscourts.gov/attylookup/>

*******If you have forgotten your CM/ECF password, you can have it resent to you by completing the online request at:**
<http://www.nynd.uscourts.gov/e-filingregistration/procform13.cfm>

2. Click on Civil at the Top of the Screen (In the Blue Bar), under Other Filings, click **Other Documents**
3. From the drop down menu, select the event **Biennial Fee Payment** and hit Next (There is no need to attach a document to this event)
4. Enter the case number **07-2007**
5. Hit **Next** twice
6. Screen appears advising that the fee is \$30.00.
7. Hit **Next**
8. The filing attorney is re-directed to Pay.Gov to pay the associated \$30.00 fee
9. Complete the 2 Pay.Gov payment screens to process the payment.

1st Screen– Complete all fields with Red Asterick and then Click **Continue with Plastic Card Payment**

2nd Screen– Verify Information and enter email address; Click in the Box I **authorize a charge to my account for the above amount in accordance with my card issuer agreement; Click Submit Payment**

10. *****YOU ARE ALMOST DONE*****You will be redirected back to CM/ECF. Hit **Next** and view the Docket Text
11. Hit **Next** again, and the transaction is submitted; These final steps will ensure that your attorney record is updated to reflect the biennial payment.

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.