

U.S. District Court – District of Colorado Instructions for Payment of the 2024 Biennial Renewal Fee

Overview

- The Biennial Renewal Fee for 2024 is **\$60.00**.
- The payment collection period is **October 1 – December 31, 2024**.
- Payment is made through the court's CM/ECF system as indicated in the instructions below.
- Only attorneys who are active and **In Good Standing** are eligible to pay the Biennial Renewal Fee.
- Attorneys admitted prior to October 1, 2024, will be required to pay the Biennial Renewal Fee during the payment collection period.
- The Biennial Renewal Fee is waived for **federal agency attorneys ONLY**.¹ Attorneys employed by the U.S. government in a legal capacity need not take any action.
- Attorneys who fail to pay the Biennial Renewal Fee by December 31, 2024, will be subject to removal from the roll of the court's bar.
- Attorneys removed from the roll of the court's bar must reapply for bar membership and pay the full admission fee if they wish to practice in this court again.

How to Pay the Biennial Renewal Fee

1. Check your USDC District of Colorado bar membership by visiting the court's website. From the homepage, under Quick Links, click **Attorney Status**. (<https://www.cod.uscourts.gov/CMECF/AttorneyStatus.aspx>). Search for your name.



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Admission Status: In Good Standing

Fee Status: due

Date of Admission: 2/1/2024

¹ See [General Order 2022-7: Establishment of a Biennial Fee to Assist the Funding of the Federal Pro Se Clinic Program](#), entered June 1, 2022, by Chief Judge Philip A. Brimmer.

If your Admission Status reflects “In Good Standing”, you are a current bar member and therefore eligible to pay the biennial renewal fee. Note that Fee Status will reflect “due” until payment is processed *which may take up to 30 days*.

However, if your Admission Status reflects “Administrative Removal,” **DO NOT PROCEED** with the Biennial Renewal Fee payment. Similarly, if your Admission Status reflects “Not in Good Standing,” “Suspended,” or any other disciplinary status classification, **DO NOT PROCEED** with the Biennial Renewal Fee payment. This means you are not in good standing and therefore ineligible to pay the Biennial Fee.

If you have been Administratively Removed and wish to practice in this court again, visit the court’s website for instructions as to how you may be readmitted to the court’s bar. From the homepage, go to the **Attorney Information** tab and select **Attorney Admission Information** (<http://www.cod.uscourts.gov/AttorneyInformation/AttorneyAdmissionInformation.aspx>).

2. Once you have confirmed your Admission Status as active and “In Good Standing”, log into PACER (<https://pacer.uscourts.gov/>). Then, go to **File a Case** → **Court CM/ECF Lookup** and select **Colorado District Court**. Click **District of Colorado – Document Filing System** to access the homepage.
3. Click **Civil** → [Other Filings] **Other Documents** and select **2024 Biennial Fee** from the list of Available Events. Your selection will populate to the Selected Event field. Click **Next**.

***** IMPORTANT *****

**CM/ECF will likely populate the last case number you entered.
Clear the text field and enter the correct miscellaneous case number,**

24-mc-6000

After you enter the miscellaneous case number, **24-mc-6000**, click **Find a Case**, then **Next**.

4. Click **Next** at the following case confirmation screen.
5. The next screen reflects the current date. Click **Next**.

6. The next screen confirms that you have entered the correct case number, **24-mc-6000**. Make the appropriate selection, then click **Next**.
7. The next screen asks if you are a federal agency attorney. Make the appropriate selection, then click **Next**.
8. The next screen asks on whose behalf you are paying the fee. Make the appropriate selection, then click **Next**.
9. The next screen explains that you will route to PACER to pay the biennial fee and then return to CM/ECF. There is also a warning to complete the process fully until you get to the Notice of Electronic Filing (NEF) screen and confirmation of the biennial fee amount. Click **Next**.
10. You will route to PACER so that payment can be submitted. If prompted for login credentials, enter them.
11. You will route to Manage My Account page. Select your preferred payment method, then click **Next**. Note that ACH (bank account) transactions are not available.
12. The next screen is a Payment Summary and Authorization page.
 - Verify that the correct credit card was selected.
 - Enter **Yes** to confirm that you have verified your Admission Status as “In Good Standing” on the [Attorney Status page](#) on the court’s website.
 - Enter the email address at which you will receive your receipt.
 - You may enter an Additional Email Address to which the receipt may also be sent, such as a legal staff member.
 - Check the Authorization box to authorize the credit card charge.
 - Click **Submit**.
13. PACER will reroute back to CM/ECF. Click **Next** at this case confirmation screen.
14. The next screen is a final confirmation screen that displays your name, the Biennial Renewal Fee payment amount, and a receipt number name. Ignore the question concerning redaction. Click **Next**.
15. The final Notice of Electronic Filing (NEF) is now displayed. This confirms that you have successfully completed payment of the 2024 Biennial Renewal Fee.

Notice of Electronic Filing

The following transaction was entered on 10/2/2024 at 11:25 AM MDT and filed on 10/2/2024

Case Name: In re: Attorney Biennial Fee

Case Number: [1: -mc-06000](#)

Filer:

Document Number: 11(No document attached)

Docket Text:
[2024 Biennial fee payment for John Bobby \\$60, receipt number ABCDE-0123456. \(Bobby, John\)](#)

16. A receipt will be sent to the designated email address(es). Note that a Tracking ID Number is provided – this is your receipt number, should payment verification be requested by the court.

***** IMPORTANT *****

If many payments are being submitted at once,
the server may become overloaded and delay sending a receipt.

DO NOT SUBMIT A SECOND PAYMENT!

Refunds for duplicate payments may take up to 90 days.

17. Verify that your payment is now reflected in the court's records by accessing the miscellaneous case, 24-mc-6000.

As previously mentioned in Step 1, your Fee Status will update from "due" to "paid" in 30 days.

CONGRATULATIONS!

You have successfully completed payment
of the 2024 Biennial Renewal Fee.

If you have any questions regarding this process,
email the Attorney Services Division at cod_attorneyservices@cod.uscourts.gov.