

U.S. District Court, District of Colorado

Instructions for Payment of the Attorney 2022 Biennial Renewal Fee

Overview:

- The Biennial Renewal Fee is **\$60.00**.
- The payment period is Oct. 1, 2022 through Dec. 31, 2022.
- Payment is made through the court's Case Management/Electronic Case Filing ("CM/ECF") system, as shown in these instructions.
- Attorneys must be in good standing with the court in order to proceed.
- Attorneys admitted before October 1 of the biennial fee year will be required to pay the Biennial Renewal Fee during the collection period.
- Note: the fee is waived for federal agency attorneys ONLY.¹ Attorneys employed by the U.S. Government in a legal capacity do not need to take any action.
- Attorneys who fail to pay the fee by December 31st will be subject to removal from the roll of the court's bar.
- Attorneys removed from the roll of attorneys must reapply for bar membership and pay the full fee for admission if they wish to practice.

Step	Action
1	Check your USDC District of Colorado bar membership by visiting the District of Colorado's Attorney Status page first: https://www.cod.uscourts.gov/CMECF/AttorneyStatus.aspx
2	If your name appears and it indicates your Bar Membership status as "In Good Standing," you are a current bar member: Edward P. Butler U.S. District Court-District of Colorado-Denver Alfred A. Arraj United States Courthouse 901 19th Street Denver, CO 80294-3589 Email: edward_butler@cod.uscourts.gov Phone: 303-335-2043 Admission Status: In Good Standing Fee Status: due Date of Admission: 6/8/1998 [Note: prior to payment of the 2022 Biennial Fee, your "Fee Status" displays as "due."]

¹ See "<u>General Order 2022-7: Establishment of a Biennial Fee to Assist the Funding of the Federal Pro Se Clinic</u> <u>Program</u>" entered June 1, 2022 by Chief Judge Philip A. Brimmer.

Step	Action
3	If your Admission Status shows "Administrative Removal" DO NOT GO FURTHER with the Biennial Fee payment. The same applies to "Not in Good Standing," "Suspended," or other disciplinary status classification – do not proceed with the Biennial Fee payment, because you are not in good standing and A PAYMENT MADE BY MISTAKE WILL NOT BE REFUNDED . If Administratively Removed, visit the court's website under "Attorney Admission Information" and if you wish to continue to practice in the U.S. District Court, follow the instructions for readmission.
4	Go to the District of Colorado's Electronic Case Filing (CM/ECF) login screen: http://www.cod.uscourts.gov/CourtOperations/CMECF.aspx
5	Select District of Colorado - Document Filing System:
	Welcome to the U.S. District Court - District of Colorado for the District of Colorado District of Colorado - Document Filing System
	The Control States District Outries Control of Court, bill free, at 1.466-365-4581 or 303-844-3433, or via email to cod_cmeed@cod.uccourts.gov. Assistance is available Monday through Friday between the hours of 8.00 AM and 5.00 PM Mountain Time.
	NOTICE: Please dack the Court's website resultary for the most oursent emission or COURT OPERATIONS UNDER THE EXIGENT CIRCUMSTANCES CREATED BY COWID-19 HERE.
	Users filing documents with the United States District Court should review the privacy requirements in Federal Rule of Civil Procedure 5.2 and Federal Rule of Criminal Procedure 49.1. The clerk is not required to review documents filed with the Court for compliance with these rules. It is the responsibility of the party filing the documents to comply with the reduction and privacy requirements in the rules.
	Court Information
6	On the Home page of CM/ECF once you have logged in, select " Civil " followed by " Other Filings ," then followed by " Other Documents ."
	CMIL Criminal- Query Reports • Utilities • Seargh Help Log Out Open a Case Intial Pleadings and Service Notices Notices Trial Documents Other Flings ADR Documents Notices Trial Documents Other Documents Other Documents Other Documents Other Documents Other Documents Other Documents Other Documents Other Documents Other Documents Other Documents Other Documents Other Documents Other Documents Other Documents Other Documents Other Documents Other Documents

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Step	Action
6 (continu ed)	To get to the "Other Documents" page, you will be selecting these sub-events in CM/ECF:
	CIVILECF Civil Criminal Query Reports Utilities Search
	Open a Case Attorney Case Opening
	Initial Pleadings and Service Trial Documents Complaints and Other Initiating Documents Appeal Documents Service Administrative Appeals Answers to Complaints, Counterclaims and Crossclaims Other Documents Other Answers Other Service
	Motions and Related Filings <u>Motions</u> <u>Supporting Documents, Responses and Replies</u>
7	In "Other Documents" click " 2022 Colorado Biennial Fee " under "Available Events"
	CMmECF Civil, Criminal, Query Reports, Utilities, Search Help Log Out Other Documents
	Available Events (click to select an event) Selected Event 2022 Colorado Biennial Fee 2022 Colorado Biennial Fee Affidavit 2022 Colorado Biennial Fee Appendix 2022 Colorado Biennial Fee Appendix Application for Certificate of Judgment for Lien Upon Land and Application for Writ of Garnishment Bond Brief CJA - Travel Request (Non-Defendant) CJA 23 - Financial Affidavit CJA 23 - Financial Affidavit Certificate of Compliance Certificate of Compliance Certificate of Compliance Certificate of Mailing/Service Claim Construction Brief (Patent) Confession V

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Step	Action
8	You will be filing your 2022 Biennial Fee in a civil miscellaneous case. Enter "22- mc-6000" in the Civil Case Number screen and click "Find This Case."
	CM ECF Civil - Criminal - Query Rep
	Other Documents
	Civil Case Number
	Next Clear
	CM/ECF will search for the case, and when found the "1:" prefix will be added. Click " Next ."
	CM ECF Civil - Criminal - Query Rep
	Other Documents
	1:22-mc-6000
	Next Clear
9	The miscellaneous case name and number will be listed. Click "Next."
	CM CF Civil - Criminal - Query Reports -
	Other Documents 1:22-mc-06000 In re: 2022 Attorney Biennial Fee
	Next Clear

Step	Action
10	Displayed next is a long message regarding Federal Agency attorneys. Since the fee is waived, those attorneys should not continue. Click "Next." [Note: Federal Agency attorneys' records have been assigned a "Fee Status: waived" designation in advance of the 2022 Biennial Fee collection period.]
CMÍ	ECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out
Other Doc <u>1:22-mc-06</u> If you are an Next (Clear	uments <u>100 In re: 2022 Attorney Biennial Fee</u> attorney employed by the United States government and serving in a legal capacity for it, your 2022 fee is <i>WAIVED</i> . Please do not complete this transaction.
11	Another reminder/warning message – attorneys or their designated staff should be submitting one request per attorney and not on behalf of another attorney(s).
	CMmECF Civil - Criminal - Query Repor
	Other Documents 1:22-mc-06000 In re: 2022 Attorney Biennial Fee
	DO NOT use your login to pay the fee for another attorney.
12	An important reminder to complete the process fully – as you go through the payment process, follow all "submit" instructions until you get the Notice of Electronic
	Also, another reminder that the Biennial Renewal fee is \$60.00.
	Click "Next."
	Other Documents 1:22-mc-06000 In re; 2022 Attorney Biennial Fee
	IMPORTANT!! You must continue processing through each remaining page until you reach the <i>Notice of Electronic Filing (NEF)</i> or your transaction will not be recorded as paid!
	Fee: \$60
	Next Clear



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Step	Action
15	 The next screen in PACER is the Payment Summary and Authorization page. Verify that the correct card was used. Enter "Yes" that you verified your bar status as "In Good Standing" on the court's <u>Attorney Status</u> page. Verify the e-mail address at which you'll receive the Notice of Electronic Filing (NEF) is correct, and confirm. You may also add an additional e-mail address, such as the legal staff member who may be completing the Biennial Fee payment for you. Confirm authorization for payment. Click "Submit."
	Account Number 7043689 Username cohsimpson1111 Account Balance \$0.00 Case Search Status Active Account Type Upgraded PACER Account Pay Filing Fee for Colorado District Court (test) Payment Summary Payment Details VSSI Payment Method Payment Sec.00 XXXXXXXXXXX4747 Payment Sco.00 XXXXXXXXXXX4747 Fee Type Filing Fee Henrys Ginance Filing Fee
	458 Goober Way Denver, CO 80294 USA Court Specific Checked the court's Yes website to verify attorney standing
	Email Receipt Email Jccoloradocso+hsimpson@gmail.com Confirm Email usdccoloradocso+hsimpson@gmail.com Additional Email edward_butler@cod.uscourts.gov
	Authorization I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. * Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit. Submit Back Cancel

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Step	Action	
16	PACER returns you to your CM/ECF account with the following screen:	
	CM ECF Civil - Criminal - Query Re	
	1:22-mc-06000 In re: 2022 Attorney Biennial Fee Next Clear	
	Click "Next."	
17	The final text screen reflecting your Biennial Fee payment, name, and receipt number are displayed, as well as the final reminder that clicking "Next" commits the transaction. Ignore the "Have you redacted?" query – that only applies with document submissions.	
	Click "Next "	
Other E <u>1:22-mc</u>	ocuments 06000 In re: 2022 Attorney Biennial Fee	
Other I 1:22-mc Dooket Te 2022 B Attention Have you Next (Chor Front. Cocuments 06000 In re: 2022 Attorney Biennial Fee Att Final Text ennial fee payment for Homer Simpson \$60, receipt number ACOXDC-1769247 (Simpson, Homer) !! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. I redacted? lear	
Other I 1:22-mc Docket Te 2022 B Attention Have you Next (concurrents 06000 In re: 2022 Attorney Biennial Fee xtt Final Text ennial fee payment for Homer Simpson \$60, receipt number ACOXDC-1769247 (Simpson, Homer) *!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. redacted? lear The final Notice of Electronic Filing screens confirms that you have successfully completed the 2022 Biennial Renewal Fee payment.	
Other I 1:22-mc Docket Te 2022 B Attention Have you Next (Oncoments 06000 In re: 2022 Attorney Biennial Fee xxt Final Text ennial fee payment for Homer Simpson \$60, receipt number ACOXDC-1769247 (Simpson, Homer) *!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. redacted? lear The final Notice of Electronic Filing screens confirms that you have successfully completed the 2022 Biennial Renewal Fee payment. CMMMECF Cpuit- Crimigal- Query Reports- Utilities- Search Help Log Out Other Documents	
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Step	Action
19	You will receive a Receipt / Notice of Electronic Filing (NEF) at the e-mail addresses you entered. Please note that the Tracking ID number is your receipt number.
	From: do_not_reply@psc.uscourts.gov <do_not_reply@psc.uscourts.gov> Sent: Monday, September 05, 2022 8:18 PM To: Edward Butler <edward_butler@cod.uscourts.gov> Subject: Pay.gov Payment Confirmation: COLORADO DISTRICT COURT</edward_butler@cod.uscourts.gov></do_not_reply@psc.uscourts.gov>
	Your payment has been successfully processed and the details are below. If you have any questions or
	you wish to cancel this payment, please contact: Finance Division at 303-335-2526.
	Account Number: 3327932 Court: COLORADO DISTRICT COURT Amount: \$60.00 Tracking Id: ACODC-8640720 Approval Code: 001822 Card Number: *********2499 Date/Time: 09/05/2022 10:18:22 ET
	Charked the court's website to verify attorney standing. Yes
	NOTE: This is an automated message. Blosse do not reply
	status in CM/ECF by going to Miscellaneous Case 22-mc-6000 [Reports→Docket Sheet→enter "22-mc-6000"]. Your Notice of Electronic Filing (NEF) entry is listed on the docket with payment confirmation and the receipt number:
	CM mECF Civil Criminal Query Reports Utilities Search Help What's New Log Out (ebuti)
	U.S. District Court - District of Colorado District of Colorado (Denver) CIVIL DOCKET FOR CASE #: 1:22-mc-06000 Internal Use Only
	In re: 2022 Attorney Biennial Fee Date Filed: (Assigned to: Cause: Civil Miscellaneous Case Defendant In re: 2022 Attorney Biennial Fee
	09/05/2022 3 5 2022 Biennial fee payment for Edward P. Butler \$60, receipt number ACODC-8640720 (Butler, Edward) (Entered: 09/05/2022)
	Also, your fee status on the " <u>Attorney Status</u> " page of the court's website will change to "Fee Status: Paid" from "Fee Status: Due." Please be aware that court staff verify your payment and mark your Attorney Status manually, so it may take up to one week for your Attorney Status record to reflect this. [Federal attorneys: see note in Step 10, page 5.] Edward P. Butler Alfred A. Arraj United States Courthouse 901 19th Street Denver, C0 80294-3589 Email: edward_butler@cod.uscourts.gov Phone: 303-335-2043
	Admission Status: In Good Standing Fee Status: paid
	Admission Status: In Good Standing Fee Status: paid Date of Admission: 6/8/1998
	Admission Status: In Good Standing Fee Status: paid Date of Admission: 6/8/1998 Congratulations! You have successfully completed the 2022 Biennial / Renewal Fee process.