



U.S. District Court, District of Colorado

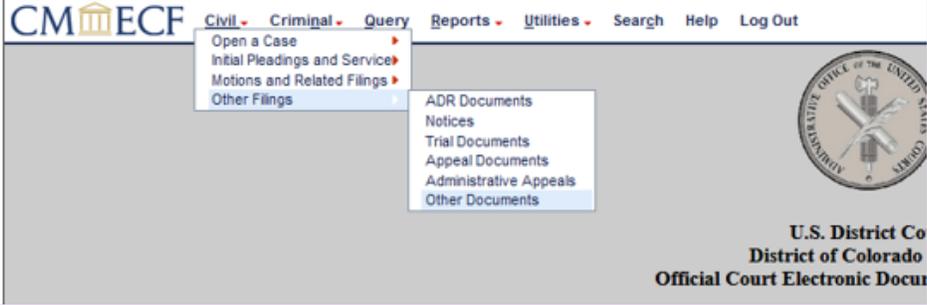
Instructions for Payment of the Attorney 2022 Biennial Renewal Fee

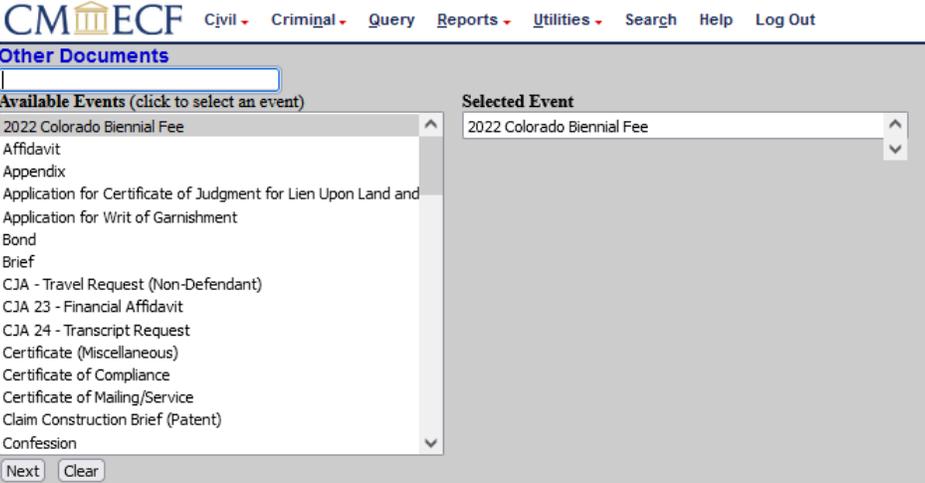
Overview:

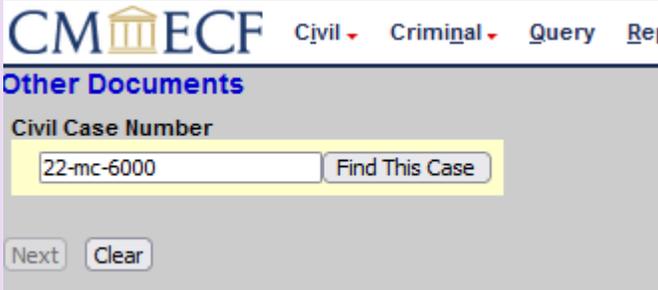
- The Biennial Renewal Fee is **\$60.00**.
- The payment period is **Oct. 1, 2022** through **Dec. 31, 2022**.
- Payment is made through the court's Case Management/Electronic Case Filing ("CM/ECF") system, as shown in these instructions.
- Attorneys must be in good standing with the court in order to 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.

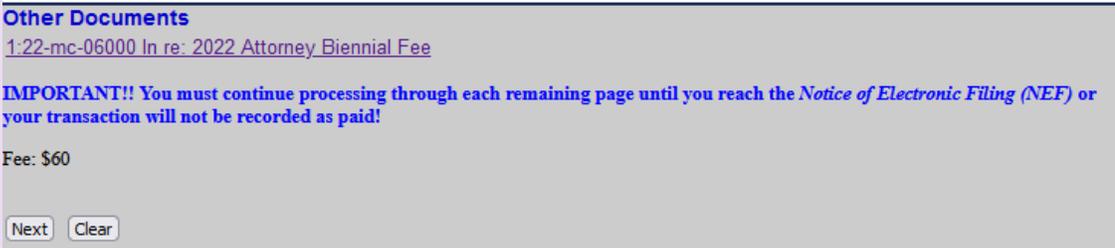
Step	Action
1	Check your USDC District of Colorado bar membership by visiting the District of Colorado's Attorney Status page first: https://www.cod.uscourts.gov/CMECF/AttorneyStatus.aspx
2	If your name appears and it indicates your Bar Membership status as "In Good Standing," you are a current bar member: 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 "[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.

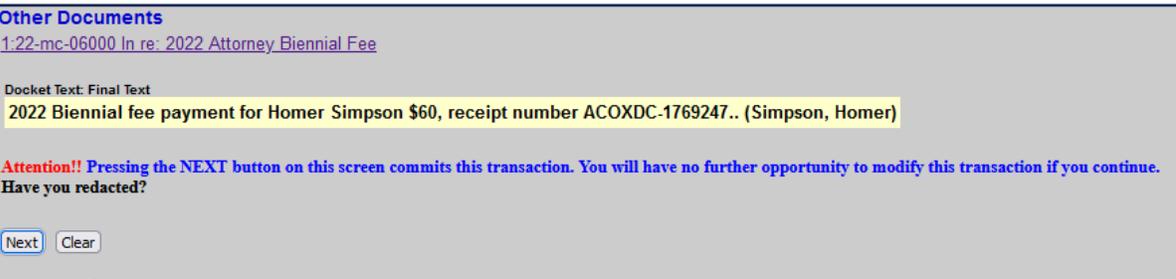
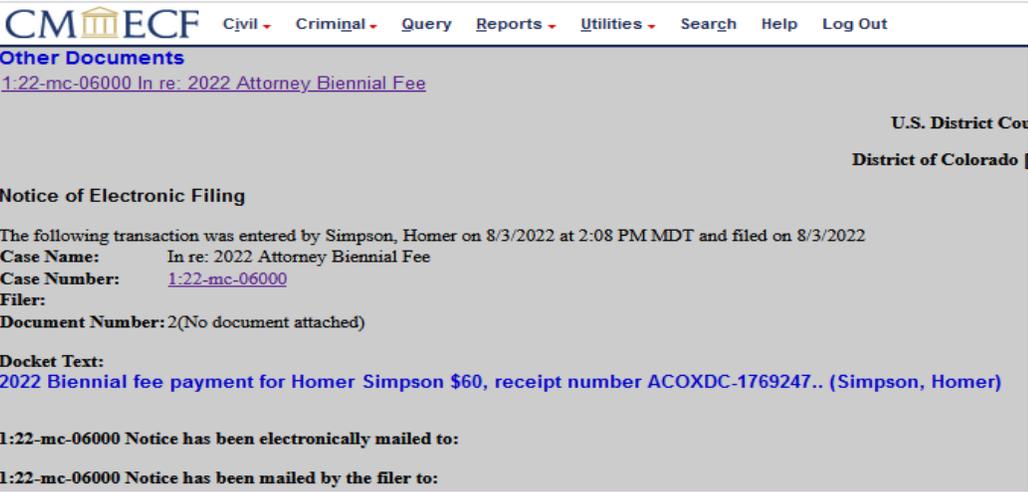
Step	Action
3	<p>If your Admission Status shows “Administrative Removal” DO NOT GO FURTHER with the Biennial Fee payment. The same applies to “Not in Good Standing,” “Suspended,” or other disciplinary status classification – do not proceed with the Biennial Fee payment, because you are not in good standing 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.</p>
4	<p>Go to the District of Colorado’s Electronic Case Filing (CM/ECF) login screen: http://www.cod.uscourts.gov/CourtOperations/CMECF.aspx</p>
5	<p>Select District of Colorado - Document Filing System:</p> 
6	<p>On the Home page of CM/ECF once you have logged in, select “Civil” followed by “Other Filings,” then followed by “Other Documents.”</p> 

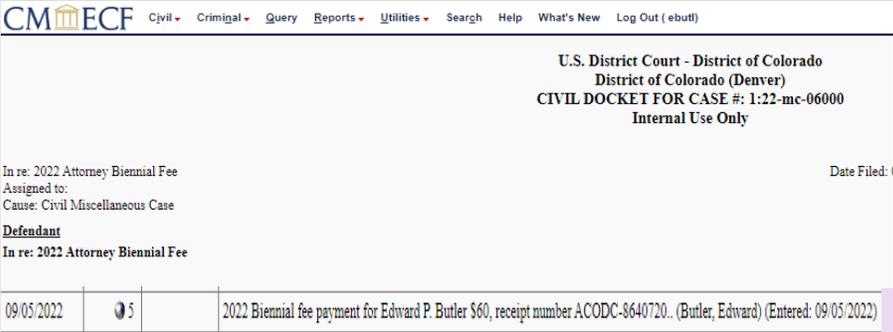
Step	Action
6 (continued)	<p>To get to the “Other Documents” page, you will be selecting these sub-events in CM/ECF:</p>  <p>The screenshot shows the CM/ECF homepage with the following elements circled in red:</p> <ul style="list-style-type: none"> Civil Events (top left navigation menu) Other Filings (top right navigation menu) Other Documents (under the 'Other Filings' menu)
7	<p>In “Other Documents” click “2022 Colorado Biennial Fee” under “Available Events” and populate the “Selected Event” box with the selection.</p>  <p>The screenshot shows the 'Other Documents' page with the following elements:</p> <ul style="list-style-type: none"> Available Events (click to select an event): A dropdown menu with '2022 Colorado Biennial Fee' selected. Selected Event: A dropdown menu with '2022 Colorado Biennial Fee' selected. Buttons for Next and Clear are visible at the bottom of the dropdowns.

Step	Action
8	<p>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.”</p>  <p>CM/ECF will search for the case, and when found the “1:” prefix will be added. Click “Next.”</p> 
9	<p>The miscellaneous case name and number will be listed. Click “Next.”</p> 

Step	Action
10	<p>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.]</p>  <p>The screenshot shows the CM ECF website header with navigation links: Civil, Criminal, Query, Reports, Utilities, Search, Help, Log Out. Below the header, it says 'Other Documents' and '1:22-mc-06000 In re: 2022 Attorney Biennial Fee'. A message states: 'If you are an attorney employed by the United States government and serving in a legal capacity for it, your 2022 fee is WAIVED. Please do not complete this transaction.' At the bottom of the message are 'Next' and 'Clear' buttons.</p>
11	<p>Another reminder/warning message – attorneys or their designated staff should be submitting one request per attorney and not on behalf of another attorney(s).</p>  <p>The screenshot shows the CM ECF website header with navigation links: Civil, Criminal, Query, Reports. Below the header, it says 'Other Documents' and '1:22-mc-06000 In re: 2022 Attorney Biennial Fee'. A message states: 'DO NOT use your login to pay the fee for another attorney.' At the bottom of the message are 'Next' and 'Clear' buttons.</p>
12	<p>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 Filing, otherwise the Attorney Status function won’t reflect that you paid the fee. Also, another reminder that the Biennial Renewal fee is \$60.00.</p> <p>Click “Next.”</p>  <p>The screenshot shows the CM ECF website header with navigation links: Civil, Criminal, Query, Reports. Below the header, it says 'Other Documents' and '1:22-mc-06000 In re: 2022 Attorney Biennial Fee'. A message states: 'IMPORTANT!! You must continue processing through each remaining page until you reach the Notice of Electronic Filing (NEF) or your transaction will not be recorded as paid!'. Below the message, it says 'Fee: \$60'. At the bottom of the message are 'Next' and 'Clear' buttons.</p>

Step	Action																														
15	<p>The next screen in PACER is the Payment Summary and Authorization page.</p> <ul style="list-style-type: none"> • Verify that the correct card was used. • Enter “Yes” that you verified your bar status as “In Good Standing” on the court’s Attorney Status 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.” <div data-bbox="451 688 1146 1835" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Account Number</td> <td>7043689</td> </tr> <tr> <td>Username</td> <td>cohsimpson1111</td> </tr> <tr> <td>Account Balance</td> <td>\$0.00</td> </tr> <tr> <td>Case Search Status</td> <td>Active</td> </tr> <tr> <td>Account Type</td> <td>Upgraded PACER Account</td> </tr> </table> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; margin-top: 10px;"> Pay Filing Fee for Colorado District Court (test) </div> <div style="margin-top: 10px;"> <table border="0" style="width: 100%;"> <tr> <th colspan="2" style="background-color: #0056b3; color: white; padding: 5px;">Payment Summary</th> </tr> <tr> <td style="width: 50%; vertical-align: top;"> Payment Method XXXXXXXXXXXXX4747 01/2040 Homer Simpson 458 Goober Way Denver, CO 80294 USA </td> <td style="width: 50%; vertical-align: top;"> Payment Details Payment Amount \$60.00 Fee Type Filing Fee </td> </tr> </table> </div> <div style="margin-top: 10px;"> <table border="0" style="width: 100%;"> <tr> <th colspan="2" style="background-color: #0056b3; color: white; padding: 5px;">Court Specific</th> </tr> <tr> <td style="width: 70%;">Checked the court's website to verify attorney standing</td> <td style="width: 30%;"><input type="text" value="Yes"/></td> </tr> </table> </div> <div style="margin-top: 10px;"> <table border="0" style="width: 100%;"> <tr> <th colspan="2" style="background-color: #0056b3; color: white; padding: 5px;">Email Receipt</th> </tr> <tr> <td style="width: 30%;">Email</td> <td><input type="text" value="jccoloradocso+hsimpson@gmail.com"/></td> </tr> <tr> <td>Confirm Email</td> <td><input type="text" value="usdcoloradocso+hsimpson@gmail.com"/></td> </tr> <tr> <td>Additional Email Addresses</td> <td><input type="text" value="edward_butler@cod.uscourts.gov"/></td> </tr> </table> </div> <div style="margin-top: 10px;"> <table border="0" style="width: 100%;"> <tr> <th colspan="2" style="background-color: #0056b3; color: white; padding: 5px;">Authorization</th> </tr> <tr> <td style="width: 20px;"><input checked="" type="checkbox"/></td> <td>I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *</td> </tr> </table> </div> <p style="font-size: small; margin-top: 10px;">Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.</p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> </div> </div>	Account Number	7043689	Username	cohsimpson1111	Account Balance	\$0.00	Case Search Status	Active	Account Type	Upgraded PACER Account	Payment Summary		Payment Method XXXXXXXXXXXXX4747 01/2040 Homer Simpson 458 Goober Way Denver, CO 80294 USA	Payment Details Payment Amount \$60.00 Fee Type Filing Fee	Court Specific		Checked the court's website to verify attorney standing	<input type="text" value="Yes"/>	Email Receipt		Email	<input type="text" value="jccoloradocso+hsimpson@gmail.com"/>	Confirm Email	<input type="text" value="usdcoloradocso+hsimpson@gmail.com"/>	Additional Email Addresses	<input type="text" value="edward_butler@cod.uscourts.gov"/>	Authorization		<input checked="" type="checkbox"/>	I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *
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Step	Action
16	<p>PACER returns you to your CM/ECF account with the following screen:</p>  <p>Click “Next.”</p>
17	<p>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.</p> <p>Click “Next.”</p> 
18	<p>The final Notice of Electronic Filing screens confirms that you have successfully completed the 2022 Biennial Renewal Fee payment.</p> 

Step	Action
19	<p>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.</p> <div data-bbox="500 331 1182 751" style="border: 1px solid black; padding: 5px;"> <p>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</p> <p>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.</p> <p>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</p> <p>Checked the court's website to verify attorney standing: Yes</p> <p>NOTE: This is an automated message. Please do not reply</p> </div>
20	<p>To verify that your payment is reflected in the court's bar records, check the payment 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:</p> <div data-bbox="446 907 1339 1239" style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows the CM/ECF interface for the U.S. District Court - District of Colorado, Denver. It displays a docket entry for '2022 Attorney Biennial Fee' with a date of 09/05/2022 and a receipt number ACODC-8640720. The entry is marked as 'Paid'.</p> </div> <p>Also, your fee status on the "Attorney Status" 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.]</p> <div data-bbox="446 1396 906 1654" style="border: 1px solid black; padding: 5px;"> <p>Edward P. Butler 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: paid Date of Admission: 6/8/1998</p> </div> <p>Congratulations! You have successfully completed the 2022 Biennial / Renewal Fee process.</p> <p>If you have questions regarding the 2022 Biennial Renewal Fee process, you may contact the court's Attorney Services Division by e-mail at: COD_AttorneyServices@cod.uscourts.gov.</p>