

Edward Butler

From: US District Court - Colorado <autoreply@cod.uscourts.gov>
Sent: Wednesday, November 02, 2022 5:14 PM
To: Edward Butler
Subject: REMINDER! U.S. District Court - District of Colorado Biennial / Renewal Fee for Attorneys PAYMENT PERIOD IS OPEN. SEE BELOW TO AVOID FREQUENT PROBLEMS.

The U.S. District Court for the District of Colorado mandatory Biennial Fee Payment program began on October 1, 2022. The payment period runs until December 31, 2022 after which all attorneys who fail to pay the \$60 fee will be removed from the U.S. District Court's attorney roll. Federal agency attorneys employed in a legal capacity are exempt from the Biennial Fee, and do not need to take any action.

First, thank you to the numerous attorneys who have paid the fee since the payment process was opened. The court appreciates the effort and time required to complete the payment process.

If you have not paid the Biennial Fee, or have attempted to do so but encountered difficulties, please reviewing the following points:

- The \$60 payment is made in the specially-designated miscellaneous case in this process, 22-mc-6000, and NOT in a civil case in which you are counsel of record or have been in the past.
- There is a set of instructions that walks attorneys and their assistants through the payment process, step-by-step. Please visit the court's Biennial Fee page on the court's website, available here:
<http://www.cod.uscourts.gov/AttorneyInformation/BiennialRenewalFeeInformation.aspx>.
- The most frequent problem that attorneys have encountered is that they have FAILED TO LINK their local CM/ECF (filing) account with their national PACER account to create a NextGen CM/ECF PACER account. YOU CANNOT MAKE THE 2022 BIENNIAL FEE PAYMENT UNLESS YOU HAVE LINKED THESE TWO ACCOUNTS. The announcement requiring all District of Colorado bar members to link their accounts was issued in August 2021.

There are two ways to complete the linkage of the two accounts:

- I. You can link a CM/ECF account to a PACER account from the Court's website at <https://ecf.cod.uscourts.gov> by:
 - a. Clicking on "Click Here to link CM/ECF account to your PACER account,"
 - b. Entering your PACER Username and Password (not your CM/ECF credentials),
 - c. Entering your current District of Colorado CM/ECF login and password and clicking Submit, and
 - d. Verifying you are linking the correct CM/ECF account to the correct PACER account and clicking Submit again.
- II. You can also link your CM/ECF account to a PACER account (and update your contact information) from the PACER Manage My Account site at pacet.uscourts.gov by:
 - a. Logging onto the PACER Manage My Account site on the PACER Home page and clicking on "Manage Your Account,"
 - b. Selecting "Manage My Account Login,"
 - c. Selecting "Maintenance,"
 - d. Clicking on "Attorney Admissions / E-File Registration,"
 - e. Selecting "U.S. District Courts" for the correct "Court Type" and "Colorado" as the correct "Court." If "Colorado" does not appear as an option, please contact the court's Attorney Services department at cod_attorneyservices@cod.uscourts.gov for assistance.
 - f. Clicking on "E-file Registration Only" and completing all sections with a red asterisk denoting "Required information" and submitting the form, and
 - g. Receiving a PACER generated e-mail informing the user that the E-File Registration was processed.

III. Other problems raised with the court's Attorney Services Division staff can be resolved by observing the following:

- a. Print the court's INSTRUCTIONS FOR PAYMENT OF THE 2022 BIENNIAL FEE FOR ATTORNEYS and completing ALL the steps, through Final Step 20. The Instructions can be found at this link:
<http://www.cod.uscourts.gov/AttorneyInformation/BiennialRenewalFeeInformation.aspx> .
- b. After the payment is made in the PACER screens, follow the Instructions through Steps 18-20, so that the payment is recorded in 22-mc-6000 (you are not finished after submitting the payment at the PACER).
- c. Do NOT submit a check to the clerk's office to pay the fee - it will be rejected and returned to you.

Finally, please also note the following:

-Attorneys must be in good standing with the U.S. District Court - District of Colorado. To determine whether you are in good standing, enter your name on the court's Attorney Status page:
<https://www.cod.uscourts.gov/CMECF/AttorneyStatus.aspx>. Attorneys who are not in good standing and pay the fee by mistake are not eligible for a refund.

-After you pay the Biennial Fee, you may check the Attorney Status page on the court's website to confirm payment. Your Attorney Status record will be manually changed by court staff from "Fees Due" to "Fees Paid" - please give at least one week from your payment to allow court staff to update your record.

-Attorneys admitted before October 1 of the biennial fee year will be required to pay the Biennial Renewal Fee during the collection period. Attorneys admitted to the U.S. District Court - Colorado bar after Oct. 1, 2022 do not have to pay the Biennial Fee until the next collection period in 2024.

-The fee is waived for federal agency attorneys ONLY, including attorneys employed by the office of the Federal Public Defender. Attorneys employed by the U.S. Government in a legal capacity do not need to take any action. Your Attorney Status will show "Fees waived" if you are a federal attorney.

-Attorneys who fail to pay the fee by December 31st will be subject to removal from the roll of the U.S. District Court bar.

-Attorneys removed from the roll will be subject to a docket entry notifying the court of their administrative removal in all active cases.

-Attorneys removed from the roll of attorneys after Dec. 31 for non-payment of the fee must reapply for bar membership and pay the full fee for bar admission if they wish to continue to practice.

-Law firms / legal offices cannot pay collectively for all attorneys in the firm or organization; attorneys must pay individually.

Authorization of the Biennial / Renewal Fee is described in Chief Judge Philip A. Brimmer's General Order 2022-7, "Establishment of a Biennial Fee to Assist the Funding of the Federal Pro Se Clinic Program."
(<http://www.cod.uscourts.gov/CourtOperations/OrdersandOpinions/CourtPlansandGeneralOrders.aspx>)

Thank you for your cooperation.