



**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLORADO**

Alfred A. Arraj  
United States Courthouse  
901 19<sup>th</sup> Street  
Denver, Colorado 80294  
www.cod.uscourts.gov

Jeffrey P. Colwell, *Clerk*

Phone: (303) 844-3433

December 31, 2018

**ATTORNEY SERVICES PORTAL – 2018 BIENNIAL FEE**

– FREQUENTLY ASKED QUESTIONS and Answers –

**When can I pay the fee?** - Anytime between October 1, 2018 and Dec. 31, 2018. A grace period has been granted, and counsel who are delinquent with their payment may continue to do so until Jan. 31, 2019, without penalty. No further extensions will be granted.

**How do I pay the fee?** - Through the online Attorney Services Portal ("ASP"). Each member of the bar who is in good standing, with very few exceptions, has an ASP account; payment must be made through each attorney's ASP account.

**Can I pay by check?** - No, your check will be returned. Payment is made through via a link between the Attorney Services Portal and the U.S. Department of Treasury's Pay.gov website. Payments are secured transactions through either a bank account (first option on the website) or credit card (second option).

**Can we pay for all attorneys in the firm?** - Unfortunately, no – each attorney must pay individually through the Attorney Services Portal.

**How can I determine if an attorney is a member of the bar and required to pay the fee?** - Look up the attorney under the "Attorney Status" link. If the attorney's bar status is "in good standing," he or she is required to pay the 2018 biennial fee to avoid being administratively removed from the attorney roll. The only exceptions are for attorneys employed by the federal government or appointed by the Tenth Circuit as a CJA attorney to represent a criminal defendant on appeal.

**How Can I determine if the fee is recorded by the Court as paid?** - Look up the attorney under the Attorney Status link under "Quick Links" on the USDC Home website page. If the fee has been paid, the last line of the attorney's contact information will state "**2018 Fee Paid.**"

**The attorney's bar information under "Attorney Status" states "Admin Removal" what does this mean?** - The attorney was removed from the Attorney Roll for failing to pay a fee assessed in 2013. An attorney who has been administratively removed must complete a new Bar/ECF application through his or her existing Attorney Services Portal account or by creating a new ASP account.

**Why is my Attorney Services Portal account requiring me to fill out a new Bar/ECF application and pay the full filing fee of \$216.00, even though I am in good standing with the Court?** You have created a new ASP account with a new e-mail address instead of logging into an existing ASP account with what is likely an old e-mail address. All e-mail addresses must be unique to the system;

unfortunately, the Attorney Services Portal allows multiple accounts to be created for the same name, but which remain unlinked to CM/ECF. E-mail your full name and your NEW e-mail address to [cod\\_attorneyservices@cod.uscourts.gov](mailto:cod_attorneyservices@cod.uscourts.gov), and we will update the e-mail for your ECF linked account and send you a temporary administrative password.

**Why do I get the message “That e-mail is already in use” when I attempt to login to my ASP account?** - You are not logging into an existing ASP account; you are attempting to create a new ASP account with the same e-mail as an existing CM/ECF linked account. All e-mails must be unique to the system. This message means you or someone else has an existing ASP account with that e-mail address. You need to log in to an existing account with the e-mail address and that account’s password that you created; if you are unable to remember the password, you can request a password reset for that e-mail address. If the email is no longer functional, e-mail your full name and your new e-mail address to [cod\\_attorneyservices@cod.uscourts.gov](mailto:cod_attorneyservices@cod.uscourts.gov). We will update the ASP e-mail account and send you a temporary administrative password.

**Why am I directed to a page to create a new ASP account when I login with my ASP email and ASP temporary or permanent password?** - Our IT department recommends you use your cursor and mouse to click on the login link. **Do not use the ENTER button.**

**Does the fee apply to attorneys employed by the federal government?** - No, if the attorney is serving in a legal capacity for the federal government (executive, legislative, judicial branches).

**As a federal government attorney do I need to seek a waiver of the fee?** - No, but your contact information must show a federal connection. You can submit a change of contact information request through your ASP account under the link “My Profile.” The payment page for the 2018 biennial fee does contain a link for federal attorneys to request a waiver, and you may use it, but the court will not remove any **attorney whose contact information demonstrates a current federal connection.**

**Does the fee apply to attorneys employed by state, municipal or other local governments?** - Yes.

**Who can I contact for help?** - Please send an e-mail to: [cod\\_attorneyservices@cod.uscourts.gov](mailto:cod_attorneyservices@cod.uscourts.gov).

Thank you.

U.S. District Court Attorney Services Division staff