



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

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

Jeffrey P. Colwell, *Clerk*

Phone: (303) 844-3433

October 1, 2020

ATTORNEY SERVICES PORTAL – 2020 BIENNIAL FEE

– FREQUENTLY ASKED QUESTIONS and Answers –

When can I pay the fee? - Anytime between October 1, 2020 and Dec. 31, 2020.

How do I pay the fee? - Through the online Attorney Services Portal (“ASP”). Each member of the bar who is in good standing, has an existing ASP account; payment must be made through each attorney’s ASP account.

ATTENTION: If you have an existing Attorney Services Portal (ASP) Account, DO NOT create a new ASP account. If you were admitted after 2013, you have an existing ASP account, likely under another email address. You MUST use your existing ASP account to submit an application for re-admission, update your contact information, pay your Biennial Fee, and/or request a Certificate of Good Standing. If you do not remember your login credentials, or are unsure if you have an ASP account, please contact us before creating a new account: COD_AttorneyServices@cod.uscourts.gov.

Can I pay by check? - No, your check will be returned. Payment is made via a link in 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 2020 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 “**2020 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 either 2013 or 2018. 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 if admitted prior to 2013.

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, 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 login 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. We will update the ASP e-mail account and send you a temporary administrative password. **DO NOT create a new ASP account using a different email address. You need to use your existing account.**

Why am I directed to a page to create a new ASP account when I login with my ASP e-mail 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). Other government attorneys – state, county, municipal – must pay the fee. See U.S. District Court Miscellaneous Fee Schedule, FN 2.

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 and that you are employed in a legal capacity for it. You can submit a change of contact information request through your ASP account under the link “My Profile.” The payment page for the 2020 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 and employment in a legal capacity.**

Does the fee apply to attorneys employed by state, municipal or other local governments? - Yes. See U.S. District Court Miscellaneous Fee Schedule, FN 2.

Who can I contact for help? - Please send an e-mail to: cod_attorneyservices@cod.uscourts.gov.

Thank you.

U.S. District Court Attorney Services Division staff