



**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](http://www.cod.uscourts.gov)

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Phone: (303) 844-3433

October 1, 2020

**ATTORNEY SERVICES PORTAL – 2020 BIENNIAL FEE NOTICE AND  
FREQUENTLY ASKED QUESTIONS [SEE FAQ SECTION AT END OF DOCUMENT]**

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Counselor:

Beginning October 1, 2020 all members admitted before this date to the U.S. District Court bar for the District of Colorado, with limited exceptions set forth below, will be required to pay a biennial fee of \$50. The fee will be used to continue the funding of the Federal Pro Se Clinic (see Aug. 16, 2018 Press Release: [http://www.cod.uscourts.gov/Portals/0/Documents/Announcements/Press\\_Release\\_Federal\\_Pro\\_Se\\_Clinic.pdf](http://www.cod.uscourts.gov/Portals/0/Documents/Announcements/Press_Release_Federal_Pro_Se_Clinic.pdf)).

To maintain your eligibility to practice before the U. S. District Court for the District of Colorado, this fee must be paid no later than December 31, 2020. If this fee is unpaid as of January 1, 2021, you will be administratively removed from the Attorney Roll and your Electronic Case Filing privileges revoked. To be restored to the Attorney Roll after January 1, 2021, you will need to pay the full Bar/ECF application fee, which on that date will be \$223.

Please note that the biennial fee is waived for attorneys employed by the United States government and serving in a legal capacity for it; the fee is also waived for those attorneys specially appointed by the U.S. Tenth Circuit Court of Appeals under the Criminal Justice Act for representation for appeal purposes. Please note that the fee requirement includes U.S. Bankruptcy Court bar members.

Attorneys serving in a legal capacity for a U.S. government agency do not need to apply for a waiver. For the court to determine if an attorney is eligible for a waiver, the attorney's contact information must demonstrate that the attorney is employed in a legal capacity by the federal government or no fee waiver will be granted. There is a link to request a waiver of the biennial fee within the Attorney Services Portal (ASP) account. The Attorney Services Division of the clerk's office of the court will check an attorney's contact information for a federal legal employment connection before removing any attorney from the Attorney Roll after the deadline for paying the fee expires on December 31, 2020.

Each active member of the U. S. District Court bar has an Attorney Services Portal (ASP) account. The ASP account will be the exclusive means of paying the mandatory biennial fee. If

you do not have an ASP account, you either are not a member of the district court bar or the district court previously administratively removed you from the Attorney Roll. Before paying the \$50 Biennial Fee, you must check your bar status under a link styled “Attorney Status” on the court’s home page at [www.cod.uscourts.gov](http://www.cod.uscourts.gov) under the heading “Quick Links” [<https://www.cod.uscourts.gov/CMECF/AttorneyStatus.aspx>]. If you are currently “In Good Standing” and admitted before Oct. 1, 2020, please pay the \$50 fee. If you are “Administratively Removed” you should not pay the \$50 fee; if you do so anyway, it will not be refunded. If you are not a bar member or your status reflects “Administrative Removal,” you will need to complete the ASP online Bar/ECF application and pay the full application fee [\$216 currently; \$223 effective Dec. 1, 2020] to be restored to the attorney roll.

Your ASP account requires a username, which is the e-mail address on file for the ASP account, and an ASP account password. If you do not recall your ASP account password, you can reset it on the ASP login page with your username. The ASP login page can be accessed from the U.S. District Court’s home page at [www.cod.uscourts.gov](http://www.cod.uscourts.gov), again under the heading “Quick Links.” The link is styled “Attorney Services Portal.” You must use the e-mail address our court has on file to reset your ASP account password. If you do not receive a temporary password, the e-mail address is not the e-mail address the court has on file for your ASP account. If the e-mail address for your ASP account is no longer current, e-mail your full name and current e-mail address to [cod\\_attorneyservices@cod.uscourts.gov](mailto:cod_attorneyservices@cod.uscourts.gov). We will update the e-mail address for your ASP account and send you - as the account holder - a temporary ASP account password.

To account for and respond to all inquiries efficiently – especially in light of a reduced physical presence of staff in the courthouse because of coronavirus precautions – all questions and ASP login problems should be directed by e-mail to [cod\\_attorneyservices@cod.uscourts.gov](mailto:cod_attorneyservices@cod.uscourts.gov).

Please share this critical message with your office administrator, paralegal, and other appropriate office staff members.

Thank you for your cooperation.

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– FREQUENTLY ASKED QUESTIONS and Answers –

**[I paid the fee for partners in my law firm, and they now tell me they don’t intend to practice in the District of Colorado. Can the fee be refunded?](#)** - No. It is the law firm’s responsibility to decide whether to pay the fee, and then stand by that decision. The court is not responsible for lawyers or law firms changing their minds.

**[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](mailto: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](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 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](mailto: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](mailto:cod_attorneyservices@cod.uscourts.gov).

Thank you.

U.S. District Court Attorney Services Division staff