

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLORADO

Attorney Services Portal User Guide

Attorneys seeking to practice before the U.S. District Court for the District of Colorado must become members of the bar by completing an Application for Admission to the Bar of the U.S. District Court.¹ **All applications for admission to the court's bar must be submitted by completion of an electronic form, through the court's Attorney Services Portal on the court's website. Registration for the Case Management/Electronic Case Filing System (CM/ECF) can be completed simultaneously, allowing for speedy access to the court's filing system for new and existing attorneys.**

A link to the Portal is provided below and requires creation of an individual online account by all attorneys. Completion of the form must be accompanied by a \$216.00 fee, paid online from a bank account or by credit/debit card through Pay.Gov. The \$216 admission fee is waived for attorneys employed by the United States government; effective June 2014, the admission fee is also waived for those attorneys specially appointed by the United States Court of Appeals for the Tenth Circuit under the Criminal Justice Act for representation for appeal purposes of District of Colorado criminal defendants. **The court imposed a \$50.00 "One-Time Renewal Fee" in 2013; collection of that fee ended November 1, 2015. As of that date, all attorneys previously admitted to the court who did not pay the fee are considered Administratively Removed and must reapply for bar admission, submitting a bar application and paying the \$216 fee. The same applies to those attorneys who did not pay the \$50 Biennial Fee imposed in 2018, and who fail to pay the 2020 Biennial fee.**

The online application form ensures the accuracy of attorney contact information and also allows attorneys to perform a variety of functions – they may register for the Electronic Case Filing System, change their contact information, and order certificates of good standing or duplicate bar admission certificates. After successful completion of the online application form, the applicant will receive an e-mail confirmation and the court will issue a downloadable Certificate of Admission.

This Guide is designed to assist you with creating an Attorney Services Portal Account and completing the online combined admission and e-filing registration form. If you encounter difficulties or have a question, you may call the Clerk's Office main phone number at 303-844-3433 and select "1" on the menu to contact the Attorney Services Division.

Welcome to the Bar of the United States District Court for the District of Colorado.

¹ Please note the following regarding eligibility for admission to the U.S. District Court, Dist. of Colo.:

- A person must be licensed by the highest court of a state, federal territory, or the District of Columbia, be on active status in a state, federal territory, or the District of Columbia, and be a member of the bar in good standing in all courts and jurisdictions where the applicant has been admitted. D.C.COLO.LAttyR 3
- There are no continuing legal education requirements, and an attorney's membership is valid unless and until terminated by the Court, which includes failure to pay the \$50.00 Biennial Fees.
- An attorney need not be a member of the Colorado bar or associated with local counsel to practice in the U.S. District Court.
- The court does not accept or admit counsel on a *pro hac vice* basis.

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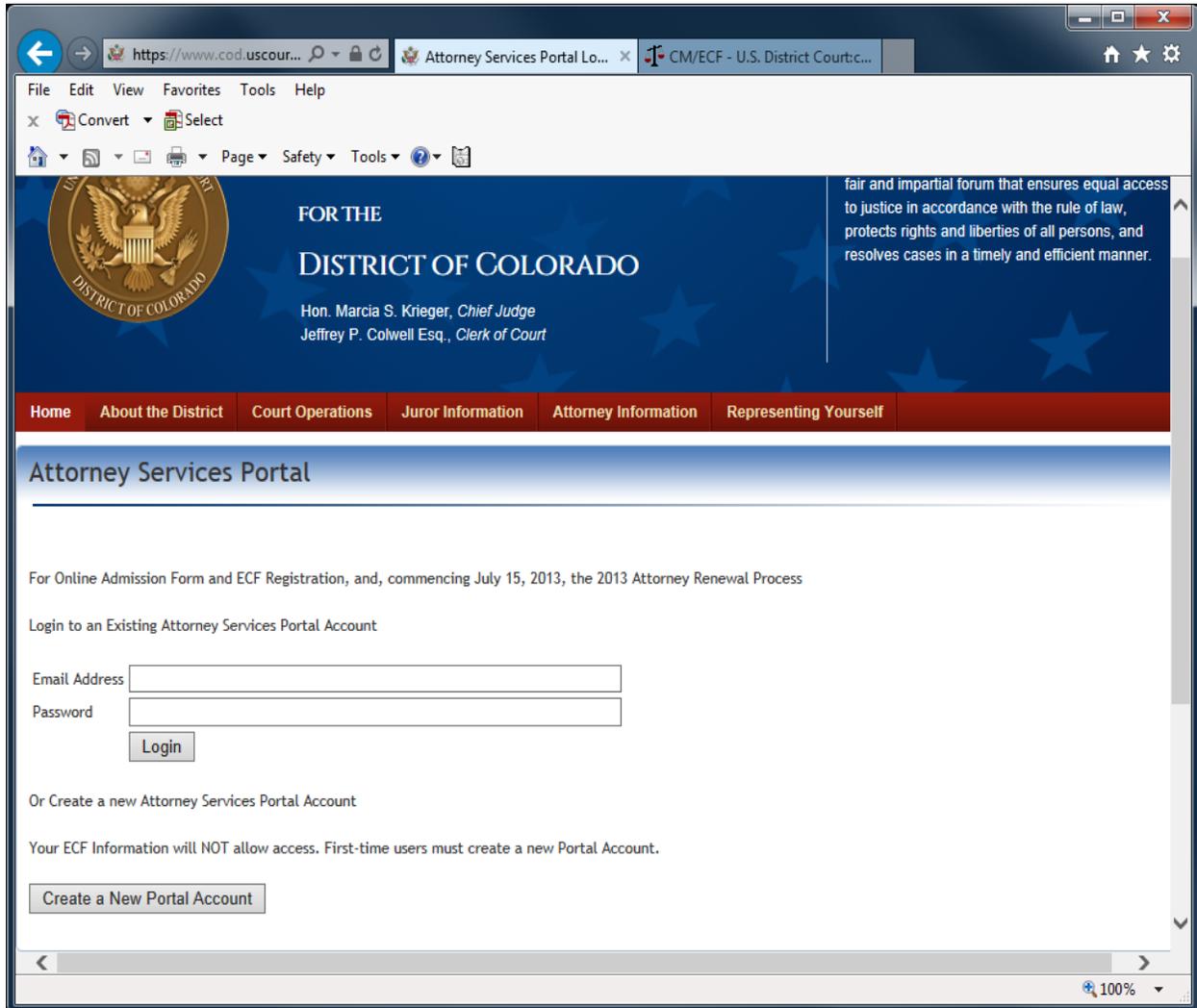
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I. Getting Started - The Attorney Services Portal on the U.S. District Court Website:

Locate the Attorney Services Portal page on the U.S. District Court Home Page, at <http://www.cod.uscourts.gov/Home.aspx>. The Attorney Services Portal page is available as a link under the Attorney Information tab on the Home Page menu bar, and a connection to the page is also available under “Quick Links.”

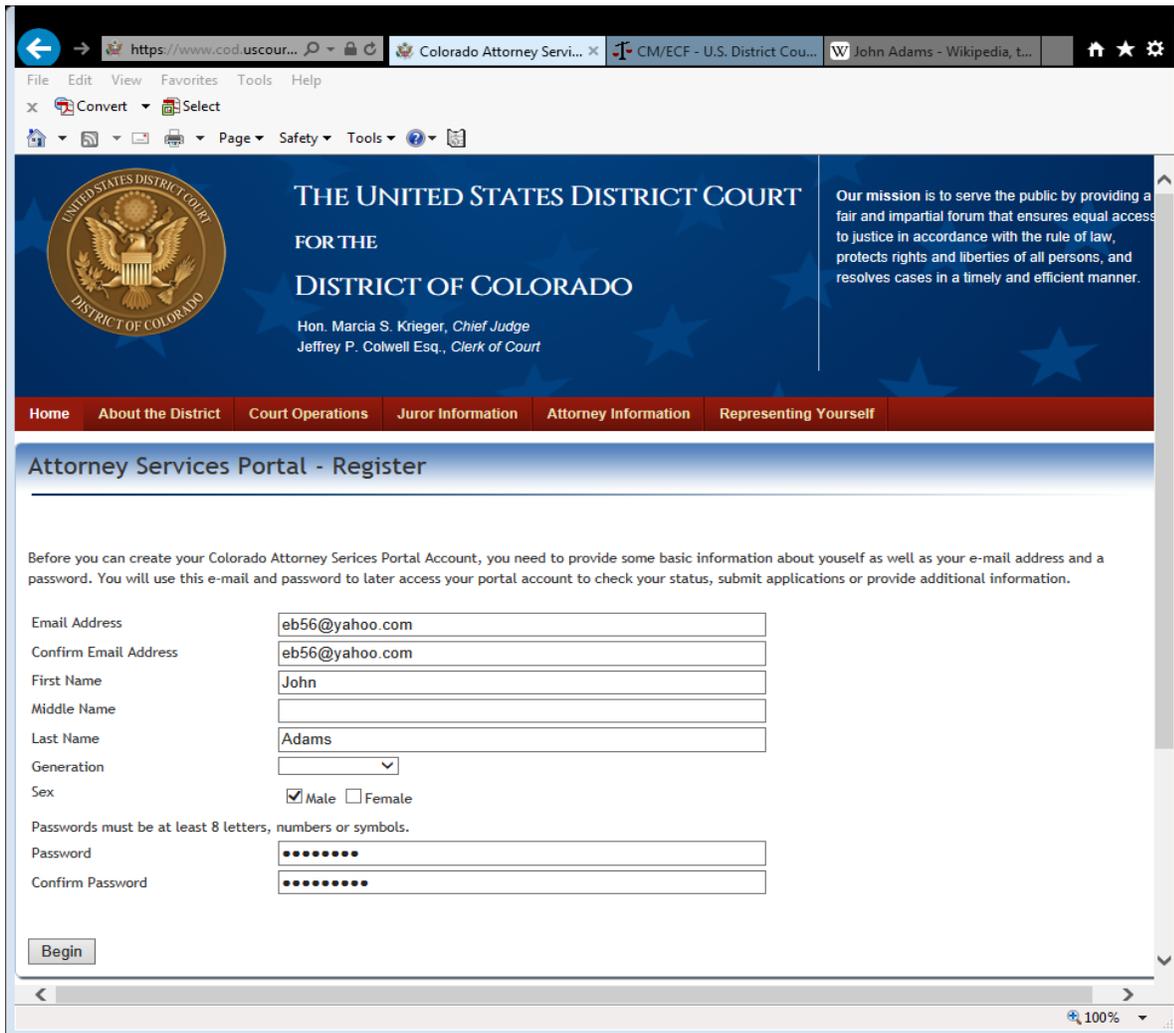
The screenshot shows the U.S. District Court of Colorado website. The navigation menu at the top includes "Attorney Information", which is expanded to show "Attorney Services Portal" circled in red. The "Quick Links" section on the left also has "Attorney Services Portal" circled in red. The main content area features "Court News" with several articles, including "District Court Request for Quote - Office Furniture" and "Public Notice Concerning the Appointment of New Magistrate Judge".

- The Attorney Services Portal page's opening screen has a button to create a new portal account, or login fields to complete if you have an existing account.



II. Creating an Attorney Services Portal Account:

- Create a new account, by using an e-mail address convenient to you for conducting court business. Enter basic personal identifying information, and select “Begin.”



The screenshot shows a web browser window displaying the registration page for the Colorado Attorney Services Portal. The browser's address bar shows the URL <https://www.cod.uscour...>. The page header features the United States District Court logo and the text "THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLORADO". Below the header is a navigation menu with links: Home, About the District, Court Operations, Juror Information, Attorney Information, and Representing Yourself. The main content area is titled "Attorney Services Portal - Register" and contains a registration form. The form includes fields for Email Address, Confirm Email Address, First Name, Middle Name, Last Name, Generation, Sex, Password, and Confirm Password. A "Begin" button is located at the bottom of the form.

Before you can create your Colorado Attorney Services Portal Account, you need to provide some basic information about yourself as well as your e-mail address and a password. You will use this e-mail and password to later access your portal account to check your status, submit applications or provide additional information.

Email Address	<input type="text" value="eb56@yahoo.com"/>
Confirm Email Address	<input type="text" value="eb56@yahoo.com"/>
First Name	<input type="text" value="John"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Adams"/>
Generation	<input type="text"/>
Sex	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Passwords must be at least 8 letters, numbers or symbols.	
Password	<input type="password" value="....."/>
Confirm Password	<input type="password" value="....."/>

- The court's records will search for attorneys with similar names. Select the one that identifies you, if you are an existing bar member. If not, select "I'm not on this list."

The screenshot shows a web browser window displaying the homepage of the United States District Court for the District of Colorado. The page features the court's seal, the title "THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLORADO", and the names of the Chief Judge and Clerk of Court. A navigation menu includes links for Home, About the District, Court Operations, Juror Information, Attorney Information, and Representing Yourself. Below the menu, a search result is displayed with the text: "Your name is similar to an existing attorney record. Are any of these people you?". A button labeled "I'm not in this list." is visible. Below this, a box contains the following information: "John C. Adams III", "Adams, Rowley, Mathews & Hadley", "2260 North State College Boulevard", "Fullerton, CA 92631", and "Phone: 714-990-5522". A button labeled "This is me." is positioned below the contact information. Another "I'm not in this list." button is located below the contact box. At the bottom of the page, there is a horizontal strip of images showing various court buildings and a circular courtyard. The browser's address bar shows the URL "https://www.cod.uscour..." and the page title "Attorney Services Portal - Fi...".

- The Attorney Services Portal will indicate that your account is “awaiting linkage.” That means the court’s internal records are being double checked to ensure a similar name is not linked to the wrong account. Once “linkage” is complete, you will receive a confirmation e-mail.
- Congratulations! You completed the first step -- your Attorney Services Portal account is now created. You are now ready to complete the court’s bar application and Case Management/Electronic Case Filing (CM/ECF) registration. Select the “Submit Bar/ECF Application” button on the Portal Home page.

The screenshot shows a web browser window displaying the Attorney Services Portal Home page. The browser's address bar shows the URL <https://www.cod.uscour...>. The page header includes the United States District Court for the District of Colorado logo and the text: "THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLORADO". Below the header, there is a navigation menu with links: Home, About the District, Court Operations, Juror Information, Attorney Information, and Representing Yourself. The main content area is titled "Attorney Services Portal - Home" and displays the user's name "John Adams" with buttons for "My Profile" and "Logout". Below this, it shows the "Current Bar and ECF application status:" as "Incomplete" with a "Submit Bar/ECF Application" button. The footer of the page lists five courthouses: Alfred A. Arraj Courthouse (901 19th Street), Byron G. Rogers Courthouse (1929 Stout Street), U.S. Courthouse (712 N. Wabatch Avenue), Wayne Aspinall Courthouse (407 Bond Avenue), and U.S. Courthouse (103 Sheppard Drive). The browser window also shows a search bar and a zoom level of 100%.

III. Completing the Combined Bar Admission Application and CM/ECF Registration Form:

- The Combined Bar Application and ECF Registration Form appears next. The first question asked of you as prospective counsel is whether you are an attorney employed by the Federal Government and serving in a legal capacity for it (such as the Department of Justice or other executive branch agencies), an attorney employed by the judicial branch (permanent court staff or employed by the Federal Public Defender) or an attorney employed by the legislative branch.¹ If so, and you answer “Yes” the bar admission fee and any renewal fees are waived; proceed with completing the rest of the online application form. If you are counsel specially appointed under the Criminal Justice Act by the U.S. Tenth Circuit Court of Appeals to represent a District of Colorado defendant whose case is on appeal, the fee is also waived.
- Note that state and local government counsel do not qualify for a fee exemption.

https://www.cod.u... Combined Bar and ECF Acc... x

File Edit View Favorites Tools Help

Convert Select

Page Safety Tools ?

DISTRICT OF COLORADO

Hon. Marcia S. Krieger, Chief Judge
Jeffrey P. Colwell Esq., Clerk of Court

Home About the District Court Operations Juror Information Attorney Information Representing Yourself

Combined Bar Application and ECF Registration - Application Form

Pursuant to D.C.COLO.LCivR 83.3 and D.C.COLO.LCrR 57.5, admission to the bar of this court is limited to persons licensed by the high territory or the District of Columbia; who are on active status in at least one state, federal territory or the District of Columbia; and w courts and jurisdictions where admitted.

Name **John B. Adams**

Employed by the Federal Government or appointed as Appellate CJA Counsel by the 10th Circuit? Yes

Firm or Organization Name

100%

¹ The U.S. District Court’s Schedule of Fees states “The \$216 admission fee is waived for attorneys employed by the United States government and serving in a legal capacity for it; effective June 2014, the admission fee is also waived for those attorneys specially appointed by the United States Court of Appeals for the Tenth Circuit under the Criminal Justice Act for representation for appeal purposes of District of Colorado criminal defendants.”

- Complete the rest of the Combined Bar Application and ECF Registration Form. Please note that whether or not you are a State of Colorado Bar Member, you must indicate under “List all other licensing jurisdictions where you were admitted by examination or by reciprocity” where you were originally admitted to practice law and any other licensing (state, territory or District of Columbia) jurisdiction. Click the “Add Jurisdiction” button to provide more licensing jurisdiction information.

Home About the District Court Operations Juror Information Attorney Information Representing Yourself

Combined Bar Application and ECF Registration - Application Form

Pursuant to D.C.COLO.LCivR 83.3 and D.C.COLO.LCrR 57.5, admission to the bar of this court is limited to persons licensed by the highest court of a state, federal territory or the District of Columbia; who are on active status in at least one state, federal territory or the District of Columbia; and who are in good standing in all courts and jurisdictions where admitted.

Name: John Adams

Employed by the Federal Government or appointed as Appellate CJA Counsel by the 10th Circuit?: No

Firm or Organization Name: Adams and Sons LLC

Address 1: Suite 1100

Address 2:

Address 3:

City: Boston

State: MA

Zip Code: 89661

Phone Number: 615-222-3333

Fax: 615-222-3334

Primary Email: eb56@yahoo.com

Secondary Email: aa01@yahoo.com

Colorado State Bar Number: n/A If not a CO Bar Member, indicate Not Applicable ("N/A").

List all other licensing jurisdictions where you were admitted by examination or by reciprocity.

Admitted to the bar in: Massachusetts

Bar Number: 98765

On (MM/DD/YYYY): 04/01/1754

Please enter the date in MM/DD/YYYY format

- The personal identifying information requested in the lower half of the application is necessary for ECF login purposes.

filing documents will serve as my signature for the purposes of Fed. R. Civ. P. 11.

I certify that I have authorized access to a PACER account. (Visit the PACER website <http://pacer.psc.uscourts.gov/> to establish a PACER account.)

The information contained in this box will be maintained confidentially, and is necessary for security/confirmation purposes:

Last Four Digits of SSN	<input type="text" value="1111"/>	Password Rules: 1. At least 8 characters 2. At least 1 upper case and 1 lower case letter 3. At least 1 digit or special character (0-9, @, #, \$, %, ^, &, *, +)
Mother's Maiden Name	<input type="text" value="Boylston"/>	
Birthdate (MM/DD/YYYY)	<input type="text" value="10/30/1735"/>	
ECF Password	<input type="password" value="....."/>	
Confirm Password	<input type="password" value="....."/>	

I certify I am an attorney and meet all the eligibility requirements to be a member of the Court's bar.

I certify I am in good standing in all attorney licensing jurisdictions or courts to which I have been admitted.

I consent to this Court's exercise of disciplinary jurisdiction over me in connection with this application and any misconduct related to my practice before the bar of this Court.

I certify that I have read and am familiar with the local rules of this court and that I will comply with all its provisions.

I acknowledge that, if admitted to the bar of this court, I am duty bound to give immediate written notice to the clerk of this court of any formal discipline imposed upon me, including dates and terms thereof, by any court or attorney licensing agency.

I solemnly swear that as an attorney and counselor of this court, I will conduct myself in a professional and ethical manner at all times and that I will support and defend the Constitution of the United States.

I certify that in my practice as an attorney I have never been disciplined; OR, if disciplined, I have provided below a full explanation of the circumstances surrounding the discipline.

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury that the foregoing is true and correct.

(type your signature preceded by an s/)

After you submit your application you will be redirect to a page where you can pay the \$211 application fee.

- After selecting the “Submit Bar/ECF Application” you will be directed to the U.S. Treasury Department’s Pay.gov website, if you indicated you are not a Federal Government 10th Circuit Specially Appointed attorney. At the Pay.Gov site, the court’s bar admission fee of **\$216** will be automatically listed, and you will be offered payment options of completing an ACH (bank) account transaction, or if you wish to pay by credit card, scroll to the bottom of the page.

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2 | 3

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$211.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

⑆0 26946783⑆ 9243767390⑆ 1234

Payment Date: 06/10/2014

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$211.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

- Below is a completed Pay.gov screen ...

Windows Internet Explorer

s://qa.pay.gov/paygov/OCServlet?agency_id=1500&app_name=COD+Fee+Collection+System

line Payment

Print Date: 06/21/2013 * (MM/DD/YYYY)

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Continue with ACH Payment Cancel

Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Fields indicated with a red asterisk *

Name: John Adams, P.C. *

Amount: \$188.00

Address: 1600 Haymarket *

Suite: Suite 1100

City: Boston

State: Massachusetts - MA

Zip: 02118

Country: United States

Card Type: Master Card *

Card Number: 5111111111111118 * (Card number value should not contain spaces or dashes)

Card Code: 998 * [VISA: find the 3 digit code](#)

Expiration Date: 10 / 2016 *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment Cancel

Caching the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded the links provided whenever possible.

PlasticCardPaymentInformation.html;jsessionid=HYURDZjvIP7HLxhqTk2zW2T4FyzQBQjMBGv00

Internet

- ... and an Authorization of Payment screen:

The screenshot shows a web browser window with the URL <https://pay.gov/payg>. The page title is "Online Payment" and it is part of the "USDC 10 Intranet Site". The current step is "Step 2: Authorize Payment".

Payment Summary [Edit this information](#) 1 | 2 | 3

Address Information	Account Information	Payment Information
Account Holder Name: John B. Adams Billing Address: 1600 Haymarket Billing Address 2: Suite 1100 City: Boston State / Province: MA Zip / Postal Code: 89661 Country: USA	Card Type: Master Card Card Number: *****1118	Payment Amount: \$211.00 Transaction Date and Time: 06/09/2014 16:04 EDT

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

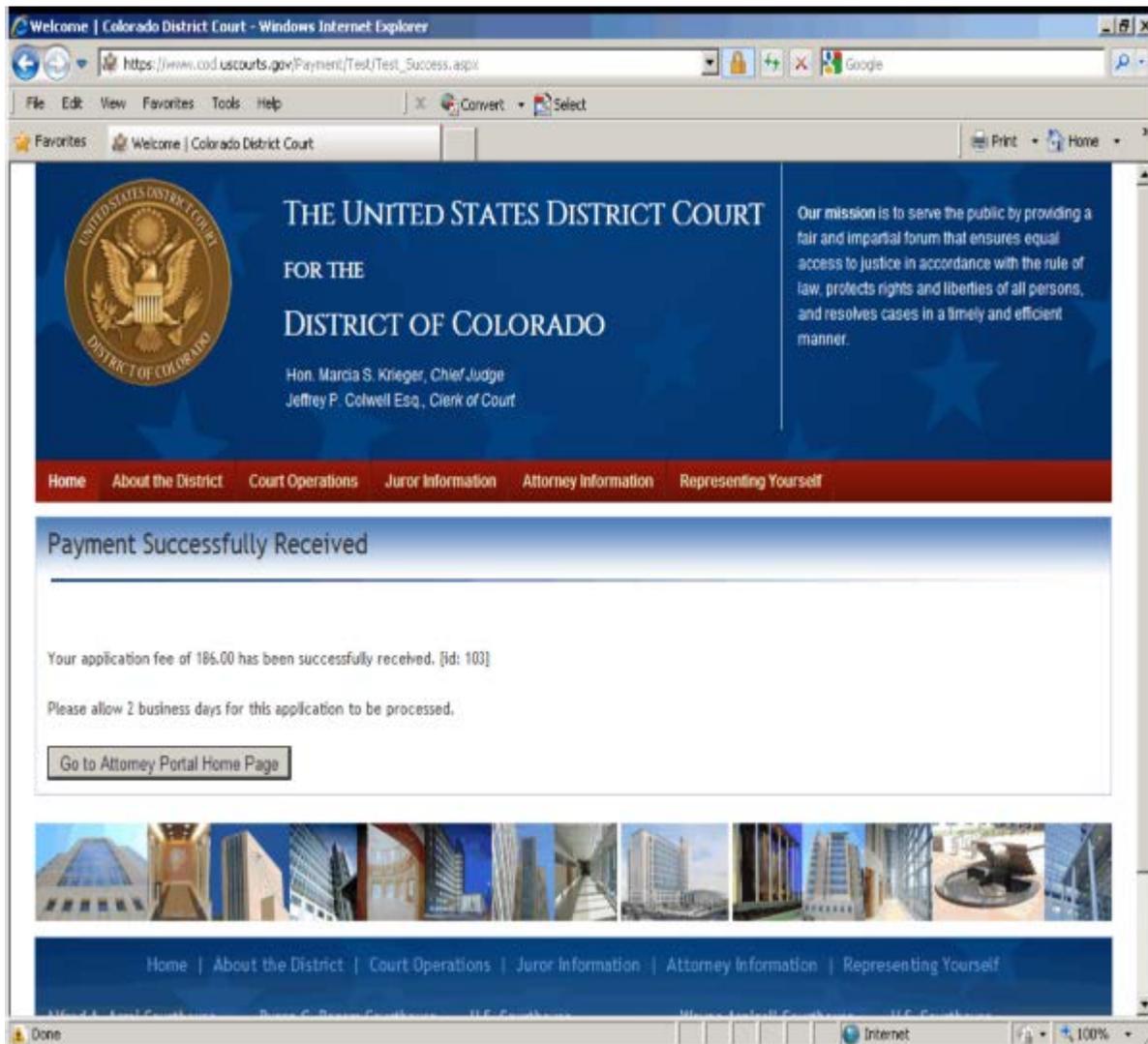
Authorization and Disclosure
Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

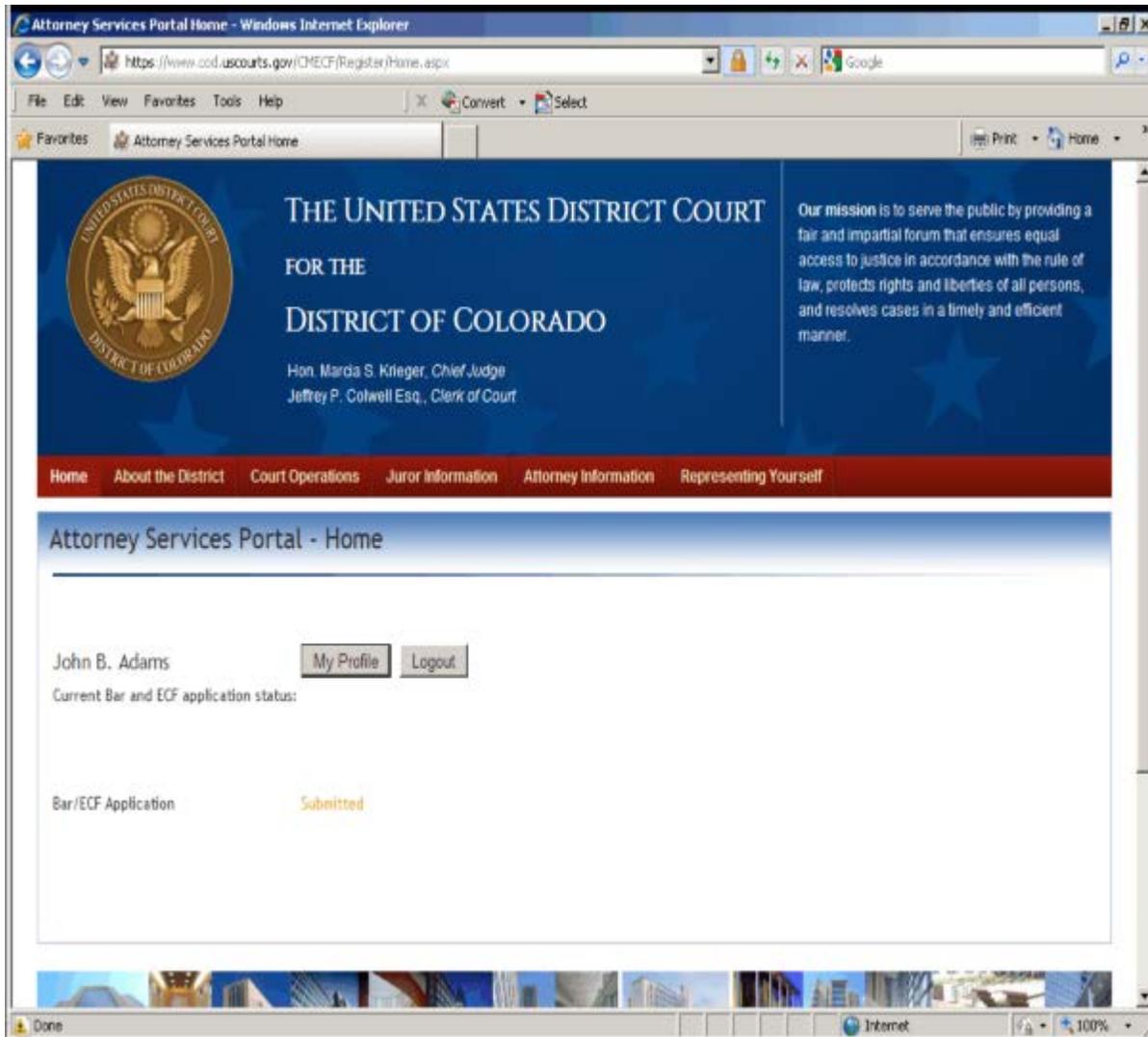
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- Once submitted and payment is successful, the Attorney Services Portal will reflect confirmation of payment. As the Portal indicates, processing of an application can take up to two business days, though it usually takes less time.



- The Attorney Services Portal Home page will reflect your application status.



- Once admitted, the Attorney Services Portal will reflect your date of admission and ECF Login.



Congratulations!! You are now a U.S. District Court Bar member and have registered for Electronic Case Filing. You may now file documents in U.S. District Court, District of Colorado cases.

IV. Ordering a Certificate of Good Standing:

- Ordering a Certificate of Good Standing is similar to paying the Biennial Fee. Select the “Order Certificate of Good Standing” button on the Home page, and the page will open a link to the Pay.Gov website. The **\$19.00** fee will be automatically posted as the appropriate amount. Follow the same steps as the Bar Admission payment in Part III above. Once completed, the Attorney Services Portal will reflect receipt of payment.

The screenshot shows a web browser window displaying the Attorney Services Portal for the United States District Court for the District of Colorado. The page header includes the court's name and mission statement. A navigation bar contains links for Home, About the District, Court Operations, Juror Information, Attorney Information, and Representing Yourself. The main content area is titled "Attorney Services Portal - Home" and displays the user's profile for Edward Patrick Butler. The profile includes buttons for "My Profile" and "Logout", and a section for "Current Bar and ECF application status" with the following information: Admitted to the bar since: 6/8/1998, Your ECF Username is: coxxxx1234, and Your 2013 One Time Fee is: Paid. Two buttons are visible: "Request Updated Certificate of Good Standing" and "Download Bar Certificate".

- You may also download a copy of your Bar Certificate, signed by the current Clerk of the Court. Select “Download Bar Certificate” at the bottom of the Home page.

The screenshot shows a web browser window displaying the homepage of the United States District Court for the District of Colorado's Attorney Services Portal. The browser's address bar shows the URL <https://www.cod.uscourts.gov>. The page features the court's seal on the left and a mission statement on the right. Below the header is a navigation menu with links for Home, About the District, Court Operations, Juror Information, Attorney Information, and Representing Yourself. The main content area is titled "Attorney Services Portal - Home" and displays the name "Edward Patrick Butler" with "My Profile" and "Logout" buttons. It also shows the current Bar and ECF application status, the date of admission to the bar (6/8/1998), the ECF Username (co-xxxx1234), and the 2013 One Time Fee status (Paid). At the bottom of the main content area, there are two buttons: "Request Updated Certificate of Good Standing" and "Download Bar Certificate".

V. Changing Personal Contact Information:

- To change one's personal contact information – perhaps due to a change of law firm, for example -- from the Home page of the Attorney Services Portal visit the “My Profile” page. All of Portal e-mail account information you’re using is listed, as well as the Linked ECF Contact Information. At the bottom of the screen is a button with the title “Submit Change of Contact Information.” To make such a change, select the button.

The screenshot displays the 'Attorney Services Portal - My Profile' page. At the top, there is a header for the District of Colorado with the text 'for the District of Colorado' and 'Hon. Marcia S. Krieger, Chief Judge' and 'Jeffrey P. Crowell Esq., Clerk of Court'. Below this is a navigation menu with links: Home, About the District, Court Operations, Juror Information, Attorney Information, and Representing Yourself. The main content area is titled 'Attorney Services Portal - My Profile' and contains a 'Portal Home Page' button. Below this are two sections: 'Portal Account Information' and 'Linked ECF Contact Information'. The 'Portal Account Information' section includes fields for 'Portal Email Address/Username' (edward_butler@cod.uscourts.gov) and 'Portal Name' (Edward Patrick Butler), with buttons for 'Change Portal Account Password' and 'Reset ECF Account Password'. The 'Linked ECF Contact Information' section includes fields for 'ECF Username', 'Name', 'Address', 'Email', 'Phone', 'Fax', 'Admission Status', 'Admission Date', and '2013 Fee'. Below this is a 'Submit Contact Information Change Request' button. At the bottom, there is a 'Payment History' table with columns for 'Payment Source', 'Payment Date', 'Payment Status', 'Amount', 'Result', 'Refunded Date', and 'Added Date'.

Payment Source	Payment Date	Payment Status	Amount	Result	Refunded Date	Added Date
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- Please note that you only need to complete the portion of the form applicable to your particular change (i.e., if your office relocated, change only the address line(s).
- If you are a sole practitioner operating under your own name, please input the following as your firm name: “Jane Smith, Attorney at Law.”
- The following page will appear, and when completed, select the “Submit” button and court personnel will process the request as quickly as possible, and the data will be input into the CM/ECF system.

The screenshot shows a web browser window with the URL <https://www.cod.uscourts.gov>. The page title is "Attorney Change of Contact Information". Below the title, there is a note: "Please do not abbreviate address changes (i.e., use Street, Boulevard, Suite, etc.).". The form contains the following fields:

- Edward Patrick Butler
- New First Name (if changed)
- New Middle Name (if changed)
- New Last Name (if changed)
- New Suffix (if changed) [dropdown menu]
- New or Updated Firm Name
- Address 1
- Address 2
- Address 3
- City
- State
- Zip Code
- Phone Number
- Fax
- E- Mail 1

At the bottom of the form are "Cancel" and "Submit" buttons. Below the form, there are three footnotes:

* Attorneys have the obligation to change their email addresses, pursuant to D.C.COLO.LCivR 5.2D and D.C.COLO.LCrR 49.2D. To change your email address, login to CM/ECF, click on "Utilities," then "Maintain Your Email." The Clerk's Office will update your primary email address only. You must update any secondary email address.

* In addition to notifying the court of any change in contact information, D.C.COLO.LCivR 10.1M and D.C.COLO.LCrR 49.3M require you to file a "Notice of Change of Address/Contact Information" in all active cases in which you are attorney of record.

* Please monitor your signature blocks in all cases to ensure changes are reflected there, including signature blocks you permit other counsel to sign.

That is the Attorney Services Portal on the U.S. District Court, District of Colorado’s website. Please remember, if you encounter difficulties or have a question, you may call the Clerk’s Office main phone number at 303-844-3433 and select “1” on the menu to contact the Attorney Services Division.

Thank you.