

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MARYLAND



ATTORNEY RENEWAL INSTRUCTIONS

I. OVERVIEW

Under Local Rule 701.2.b, active bar members are required to renew their bar memberships every six years. Since January 1, 2012, the Clerk's Office will only accept renewal applications and payments filed electronically through CM/ECF. Active members of our bar, who are due to renew in the current calendar year, will receive an electronic notification of renewal by June 1st. Renewal applications are due by July 1st.

The full renewal schedule for the current calendar year is available at:

<https://www.mdd.uscourts.gov/bar-membership-renewal>.

II. COMPLETE THE ATTORNEY RENEWAL APPLICATION

A. DOWNLOAD THE RENEWAL APPLICATION

1. Go to our website at <http://www.mdd.uscourts.gov>.
2. Click the **Attorney Information** tab and locate the **Attorney Forms** section.
3. Click the link for **Attorney Renewal Application** to download the renewal application form.

B. COMPLETE THE APPLICATION

1. Open the form using Adobe Reader or Adobe Acrobat. We recommend using Adobe version 8 or higher. **You must save the form to your computer before you begin completing the application.**

Adobe Reader: If you do not have Adobe Reader on your computer, you can download it free by going to <http://get.adobe.com/reader/>.

Apple/Mac Users: If you are using an Apple/Mac computer, be sure to open the form with Adobe Reader and not the default Preview program. The form will not work properly if opened with Preview.

2. Answer all questions to the best of your knowledge. The questions in red are required.

Note: To see the red outlines around questions, click the **Highlight Fields** button on the Adobe toolbar.

3. If you do not recall your bar number, Go to <http://www.mdd.uscourts.gov/bar-member-search> to look up your bar membership information.
4. After answering all questions, click the **Validate Form** button in Section D of the

form (under the **Instructions** heading).

D. INSTRUCTIONS**Validate Form**

Please complete this form and click the 'Validate Form' button.

5. If you completed the form, you will see a message telling you the form is complete, as well as print and save buttons. If your form is incomplete, the instructions will indicate the incomplete question(s).
6. The instructions will tell you which docket event to use to file your renewal form: **Attorney Renewal** or **Attorney Renewal Disclosure**. Note which event you will use.
7. Click the **Save Form** button to save the form to your computer. If you would like to print a copy of the form for your records, click **Print Form**.

You do not have to sign your renewal form. Your filing of the form in CM/ECF with your electronic filing credentials will constitute your signature.

III. UPDATE YOUR PACER - CM/ECF CONTACT INFORMATION

Under Local Rule 701.3, members of the bar must maintain current contact information on file with the Clerk's Office. As part of the renewal process, we ask renewing attorneys to verify their contact information and to make any necessary corrections.

Before you file your renewal application, you must have a PACER account with E-File access to CM/ECF (electronic filing) for the District of Maryland.

If you do **not** know your account information (or do not have an account), go to [Section A](#).

If you already have your PACER account information, skip to [Section B](#).

A. OBTAIN OR RETRIEVE PACER-CM/ECF ACCOUNT INFORMATION

If you do not recall your PACER Account Information . . .

1. Go to the PACER website at: <https://www.pacer.uscourts.gov> and request your User Name or Password Reset, as needed, or request a Pacer Account if you do not have one.
2. If you do not have E-File access to CM/ECF for the "Maryland District Court", you will need to request access on the PACER site as well: <https://www.pacer.uscourts.gov>

B. UPDATE YOUR PACER - CM/ECF CONTACT INFORMATION

1. Go to the PACER site by entering the following address into your web browser: <https://www.pacer.uscourts.gov>
2. Log into your PACER account using your PACER username and password and selecting "Manage PACER Account". **The PACER login used must be that of the attorney who is renewing.**
3. Once logged in to PACER, If you are unsure of your E-File status with our court, select **Manage My Account** click **Maintenance**, then click **Check E-File Status** and ensure you are registered with the **Maryland District Court**.

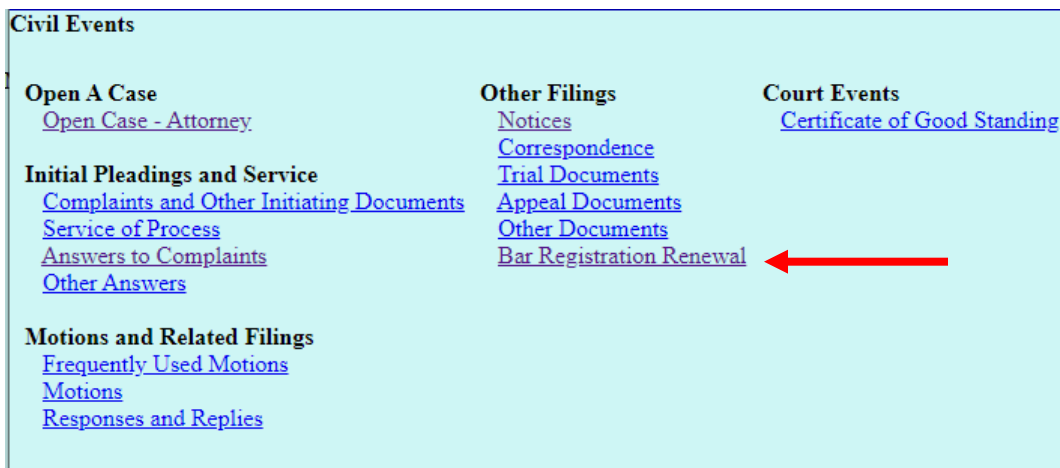
If you are not registered for E-File access, you will need to register. If you know your prior CM/ECF login and password, you may Link Your CMECF account to your Pacer account by clicking **Link a CM/ECF account to my PACER account**, from the **Utilities** menu within CM/ECF. If you do not know your prior CMECF Login and Password, then from Pacer, select **Attorney Admissions / E-File Registration** and request E-File access (this process may take a few days).

4. To check/update you information, from **Manage My Account**, click **Maintenance**, then **Update Address Information**, update information as needed. Make sure to select **Maryland District Court** to apply the update to, then click Submit.

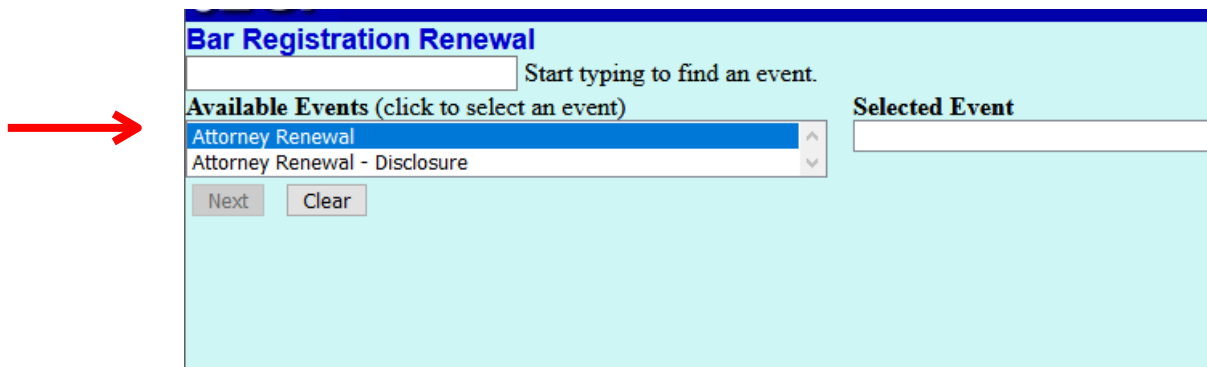
IV. FILING THE ATTORNEY RENEWAL APPLICATION

Once you have reviewed and updated (if needed) your PACER-CM/ECF account information, you can file your renewal application in CM/ECF.

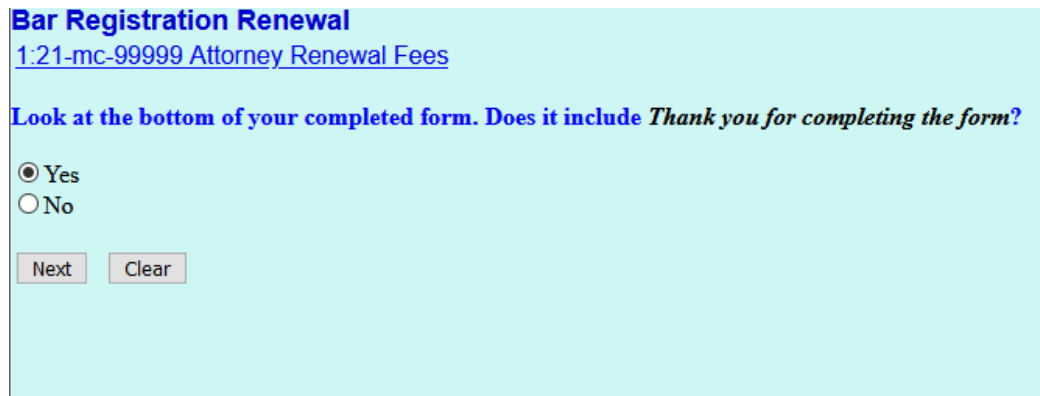
1. If not already logged in, log into your PACER account and select the CM/ECF system for the Maryland District Court. **The PACER login used must be that of the attorney who is renewing.**
2. Click **Civil** on the top of the screen, and then click **Bar Registration Renewal** from under the **Other Filings** menu.



3. Select the docket event listed in Section D of your completed renewal application (see [Section II.B](#), Steps 3-5 of these instructions). You will select either **Attorney Renewal** or **Attorney Renewal - Disclosure** as instructed on your renewal application. Click **Next 3 times**.



4. You will be asked the following question. Only **select YES and click Next** if you see the prompt at the bottom of the renewal form you completed. If you do not see this language in Section D of your form, you need to click the **Validate** button.



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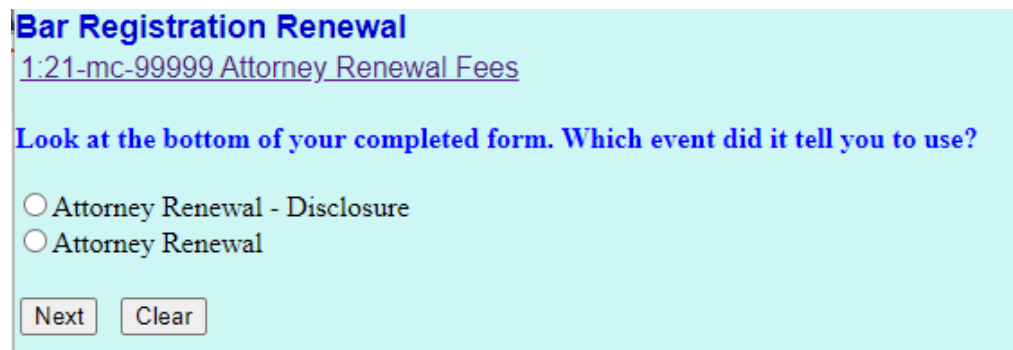
Look at the bottom of your completed form. Does it include *Thank you for completing the form?*

Yes
 No

5. You will be prompted to confirm the event listed on Section D of your renewal form. Select the event listed on your form, then click **Next**.

If you do not see an event in Section D of your form, you need to click the **Validate** button.

Follow the instructions on the screen. If you are directed to restart the filing processing, please return to Step 1 of this section, [Part IV](#).



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Look at the bottom of your completed form. Which event did it tell you to use?

Attorney Renewal - Disclosure
 Attorney Renewal

6. You will receive a reminder to verify that all of your contact information is up to date. Since you should have already updated your information (see Part III above), click **Next**.

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You must verify your current contact information before making your renewal payment.

To verify your information, click on **Utilities** then **Maintain Your Account**. If the information is not current, make any necessary changes by updating your contact information through [PACER](#) before completing your renewal application.

Note: After clicking **Next**, you will get additional screens prompting you to answer several questions. Please answer appropriately and click **Next** after each screen.

If you are prompted to use a different event, please return to the beginning of [Part IV](#) and restart the filing process. Select the different event as your event in Step 3.

7. The next question will ask about your eligibility for renewal. **Select the correct answer and click Next**.

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Are you an active member in good standing of the Maryland Bar, or, if not a member of the Maryland Bar, are you an active member in good standing of the highest court of any state (or the District of Columbia) and also an active member in good standing of any United States District Court?

Yes
 No

8. The next several questions will ask about your disciplinary history. If you have any disclosures and you are not using the Attorney Renewal – Disclosure docket event, exit out and start from the beginning. The next few qualifying questions will determine whether you have a prior disclosure or need to provide new disclosure. **Select the appropriate answers and click Next.**

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Are there any disciplinary proceedings pending against you?

Yes
 No

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Have you been denied admission to practice, disbarred, suspended from practice, or disciplined by any court or bar authority, other than administrative suspensions for non-payment of bar dues?

Yes
 No

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Have you ever resigned from the practice of law in any court in order to avoid disciplinary action or while the subject of any pending investigation, action, or proceeding involving allegations of misconduct or the commission of a crime?

Yes
 No

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Excluding traffic violations punishable by fine only, have you ever been convicted of, or entered a plea of no contest to, any crime or are any criminal charges pending against you?

Yes
 No

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Have you ever been held in contempt of court?

Yes
 No

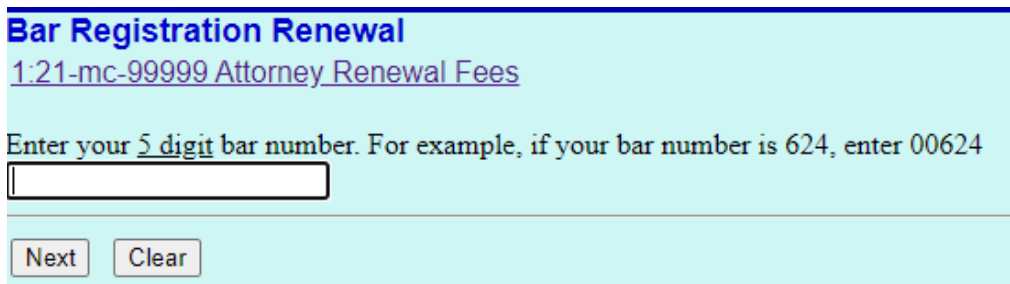
- 9. Indicate whether you would like to receive priority consideration for pro bono cases and click **Next**.

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Would you like to receive priority consideration for pro bono cases?

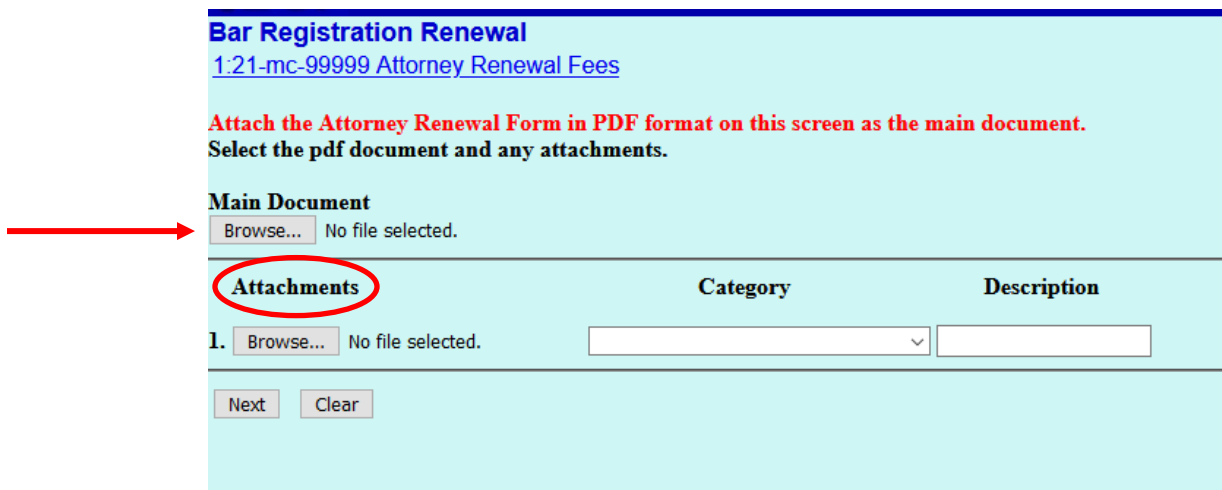
Yes
 No

- 10. Enter your five-digit bar number and click **Next**.



Note: The bar number entered must be the bar number of the person currently logged into CM/ECF. If you do not recall your bar number, go to <http://www.mdd.uscourts.gov/bar-member-search> to look up your bar number.

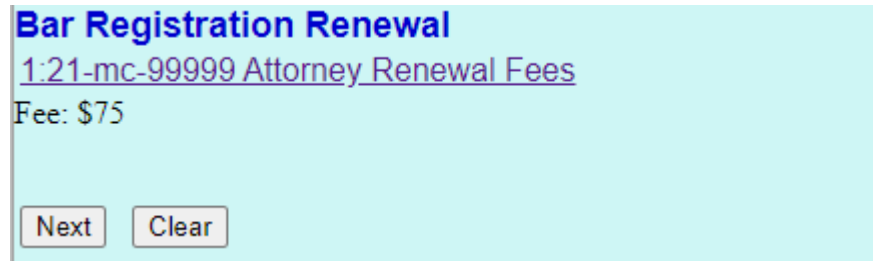
- 11. Attach your completed and saved **Attorney Renewal Application** (PDF) as the **Main Document**.



Note: To attach your renewal form, click **Browse** (see the red arrow) and then select the file saved on your computer. You will need to navigate to the directory where the file is saved. **Disclosures** should be attached in the Attachments section.

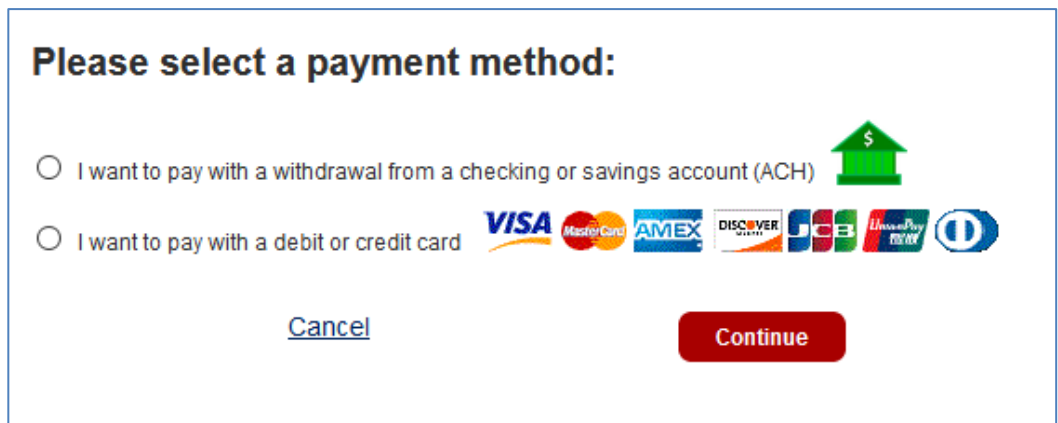
- 12. If you are required to submit supplemental material (refer to Section A of the renewal form), attach any supplemental materials in the **Attachments** section (see the red circle). Each attachment must be a **separate** PDF document, and you will need to enter a description for each attachment.

- 13. After submitting all documents, click **Next**.
- 14. The next screen shows you the fee amount of \$75.00. Click **Next** to continue.



Please wait while the payment screen loads.

- 15. Select a payment method – either pay from bank account or pay by credit card – then click the **Continue** button:



16. Complete the information requested on the next screen. **Items with a red asterisk may not be left blank.**

a. If you indicated wanted to pay from a bank account, you will see the screen below. Enter the information, then click the **Continue** button:

Please enter checking or savings account information below.
* indicates required fields

Agency Tracking ID: 0416-5620670
Payment Amount: \$75.00

* Account Holder Name:

* Account Type:

Routing Number	Account Number	Check Number
:0 26 94 6 78 3 :	9 24 3 76 7 3 9 0	1 2 3 4

* Routing Number:

* Account Number:

* Confirm Account Number:

[Previous](#) [Cancel](#) [Continue](#)

b. If you indicated you wanted to pay with a credit card, you will see the screen below. Enter the information, then click the **Continue** button.

Please provide the Credit or Debit Card Information below
* indicates required fields

Agency Tracking ID: 0416-5620670
Payment Amount: \$75.00

* Country:

* Billing Address:

Billing Address 2:

* City:

State/Province:

ZIP/Postal Code:

* Account Holder Name:

* Card Number:

* Expiration Date:

Card Security Code:

[Previous](#) [Cancel](#) [Continue](#)

17. Review the payment information on the screen. If you need to correct any information, click the **Previous** link and edit appropriately.
 - a. If paying from a bank account, be sure to check the box next to *"I agree to the Pay.gov authorization and disclosure statement"*.
 - b. If paying by credit card, be sure to check the box next to *"I authorize a charge to my card account for the above amount in accordance with my card issuer agreement"*.
 - c. Confirm all of the information, then click **Continue**.
18. You will now see a screen saying your request is being processed. **Do not close your browser or click the Back button during this time.**

Note: If you stop the process or are not automatically returned to CM/ECF after a few seconds, please call the Clerk's Office before attempting to file your application again.

19. After your transaction is processed, you will be taken back to the CM/ECF screen to finish filing your renewal application. You will get the following notice that your account has been charged. Click **Next twice**.

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CAUTION: THIS FILING IS INCOMPLETE! You must continue until you see a screen with *Notice of Electronic Filing* near the top of the screen, or your bar membership will not be renewed.

YOUR CREDIT OR DEBIT CARD HAS BEEN CHARGED. You must continue with the docket transaction until its completion. If you go **BACK**, you will be required to re-enter your credit or debit card information and will be charged twice for the same transaction.

WARNING!

You must complete all remaining steps or your renewal transaction will not be saved. If you stop the process or close your browser at this screen, contact the Clerk's Office.

- 20. The following screen(s) will appear. Verify all information is correct, then click **Next** to complete your filing.

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Docket Text: Modify as Appropriate.

Attorney Membership Renewal Fees paid for Bar Number 15101, in the amount of \$75, receipt number AMDXDC-9250163. The questions were answered as follows:

- Are you an active member in good standing of the Maryland Bar, or, if not a member of the Maryland Bar, are you an active member in good standing of the highest court of any state (or the District of Columbia) and also an active member in good standing of any United States District Court? *Yes*
- Are there any disciplinary proceedings pending against you? *No*
- Have you been denied admission to practice, disbarred, suspended from practice, or disciplined by any court or bar authority, other than administrative suspensions for non-payment of bar dues?*No*
- Have you ever resigned from the practice of law in any court in order to avoid disciplinary action or while the subject of any pending investigation, action, or proceeding involving allegations of misconduct or the commission of a crime? *No*
- Excluding traffic violations punishable by fine only, have you ever been convicted of, or entered a plea of no contest to, any crime or are any criminal charges pending against you? *No*
- Have you ever been held in contempt of court? *No*
- Would you like to receive priority consideration for pro bono cases? *Pro Bono Priority.* (Brotspies, Kevin)

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Docket Text: Final Text

Attorney Membership Renewal Fees paid for Bar Number 12345, in the amount of \$75, receipt number 0416-5621361. The current contact information is correct. The questions were answered as follows:

- Are you an active member in good standing of the Maryland Bar, or, if not a member of the Maryland Bar, are you an active member in good standing of the highest court of any state (or the District of Columbia) and also an active member in good standing of any United States District Court? *Yes*
- Are there any disciplinary proceedings pending against you? *No*
- Have you been denied admission to practice, disbarred, suspended from practice, or disciplined by any court or bar authority, other than administrative suspensions for non-payment of bar dues?*No*
- Have you ever resigned from the practice of law in any court in order to avoid disciplinary action or while the subject of any pending investigation, action, or proceeding involving allegations of misconduct or the commission of a crime? *No*
- Excluding traffic violations punishable by fine only, have you ever been convicted of, or entered a plea of no contest to, any crime or are any criminal charges pending against you? *No*
- Have you ever been held in contempt of court? *No*
- Would you like to receive priority consideration for pro bono cases? *No.*(Doughney, Mary)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):
 C:\fakepath\attachmnt.pdf pages: 1

Note: Your docket text may vary slightly from the example shown above, and may not be modified on these screens.

- 21. The screen below indicates that you have successfully submitted your renewal application and paid your fees. If you do not see a receipt number displayed on this screen, your fees have not been paid and you **MUST** contact the U.S. District Court of Maryland at MDD_AttyAdmissions@mdd.uscourts.gov.

Remember, your docket text may vary slightly from the example shown below.

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**U.S. District Court
District of Maryland**

Notice of Electronic Filing

The following transaction was entered by Doughney, Mary on 4/5/2021 at 12:45 PM EDT and filed on 4/5/2021

Case Name: Attorney Renewal Fees
Case Number: [1:21-mc-99999](#)
Filer:
Document Number: [11](#)

Docket Text:
Attorney Membership Renewal Fees paid for Bar Number 12345, in the amount of \$75, receipt number 0416-5621361. The current contact information is correct. The questions were answered as follows:
-- Are you an active member in good standing of the Maryland Bar, or, if not a member of the Maryland Bar, are you an active member in good standing of the highest court of any state (or the District of Columbia) and also an active member in good standing of any United States District Court? **Yes**
--Are there any disciplinary proceedings pending against you? **No**
--Have you been denied admission to practice, disbarred, suspended from practice, or disciplined by any court or bar authority, other than administrative suspensions for non-payment of bar dues?**No**
--Have you ever resigned from the practice of law in any court in order to avoid disciplinary action or while the subject of any pending investigation, action, or proceeding involving allegations of misconduct or the commission of a crime? **No**
--Excluding traffic violations punishable by fine only, have you ever been convicted of, or entered a plea of no contest to, any crime or are any criminal charges pending against you? **No**
--Have you ever been held in contempt of court? **No**
--Would you like to receive priority consideration for pro bono cases? **No.**(Doughney, Mary)

1:21-mc-99999 Notice has been electronically mailed to:
1:21-mc-99999 Notice will not be electronically delivered to:

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1046883720 [Date=4/5/2021] [FileNumber=6329250-0]
[8d0591698cbccba9614ca43cc81affbadc2962ac216dc2afb87d1a67bb02b23b9e7d610cef80eacf6e85526988817a0400d35cd3dceb27d766143dd8cdedee0]]

V. RENEWAL NOTIFICATION

After submitting your renewal application, staff will review and process your renewal. You should receive an email notification once your renewal has been approved. Please allow up to one week to receive this notification.

From time to time, the Court may need additional information to process your renewal application. If you are contacted by someone in the Clerk's Office, please provide the additional information as soon as possible to avoid further delaying your application.

All renewal applications will be processed by August of the renewing calendar year.