

# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF RHODE ISLAND



## ATTORNEY RENEWAL INSTRUCTIONS

*MARCH 2014*

## I. OVERVIEW

Pursuant to Local Rule 203(c), each member of the bar of this Court shall renew his or her bar registration every fourth year beginning with the year 2010. Bar membership renewal shall be completed electronically using the court's Case Management/Electronic Case Files ("CM/ECF") system.

These instructions assume you are an ECF Filing User and know your ECF login and password. If you are not an ECF User or forgot your login or password please visit the CM/ECF Quick Links section of our website ([www.rid.uscourts.gov](http://www.rid.uscourts.gov)) to obtain information on how to register for ECF or how to retrieve your ECF account information.

## II. UPDATE YOUR CM/ECF CONTACT INFORMATION

Members of the bar must maintain current contact information on file with the Clerk's Office. As part of the renewal process, renewing attorneys first must verify their contact information and make any necessary corrections.

### A. UPDATE YOUR CM/ECF CONTACT INFORMATION

Go to the ECF filing interface at <http://ecf.rid.uscourts.gov>

**NOTE:** You must use the CM/ECF login and password that you obtained from the U.S. District Court of Rhode Island. Please do not use your U.S. Bankruptcy Court or PACER login information.

We recommend you use Internet Explorer 8.0 or 9.0 with CM/ECF.

Log into your CM/ECF account using your District of Rhode Island CM/ECF username and password. **The CM/ECF login used must be that of the attorney who is renewing.**

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Click on the District of Rhode Island- Document Filing System hyperlink to direct you to the login page.



In the yellow authentication box, enter the login and password that was provided by the Clerk's Office. Be sure to click on the check box next to the redaction requirement before clicking the login button. No need to add a client code as there is no charge for ECF filing.

### CM/ECF Filer or PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions for filing:**  
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

**If you received this login page as a result of a link from a Notice of Electronic Filing email:**  
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

**If you have trouble viewing a document:**  
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

**Instructions for viewing filed documents and case information:**  
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://www.pacer.gov>.

If you forgot your District of Rhode Island CM/ECF filer password, you can request a password reset [here](#)

**Authentication**

Login:

Password:

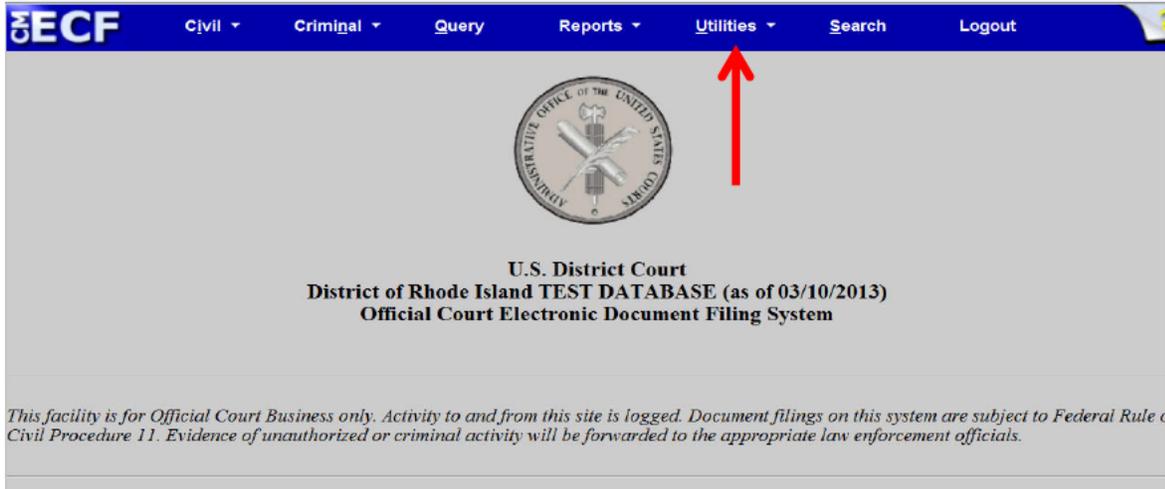
client code:

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

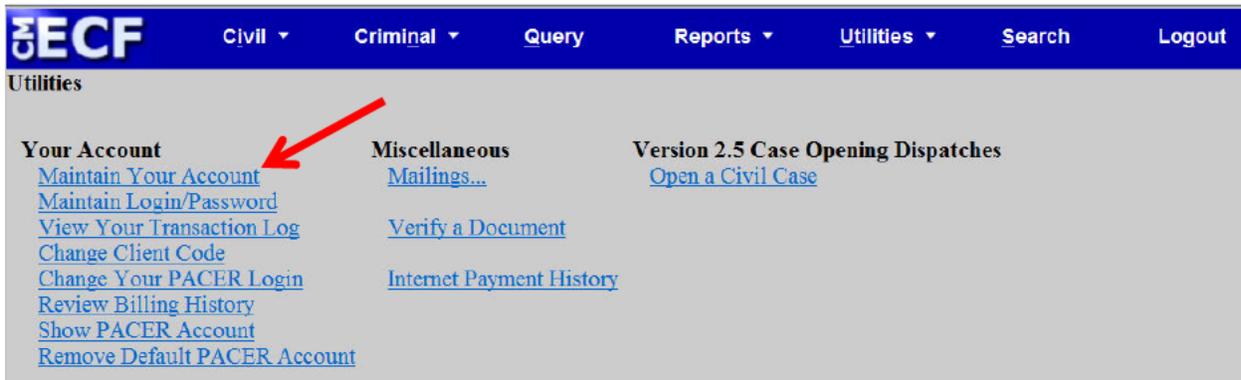
I understand that, if I file, I must comply with the redaction rules. I have read this notice.

**Notice**  
An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access

From the dark blue tool bar click on **Utilities**.



Click **Maintain Your Account** under the **Your Account** heading.



Update missing or incorrect account information. Click **Submit** either two or three times, as prompted. Once you see **Updating person record** on the screen, your account information has been updated.

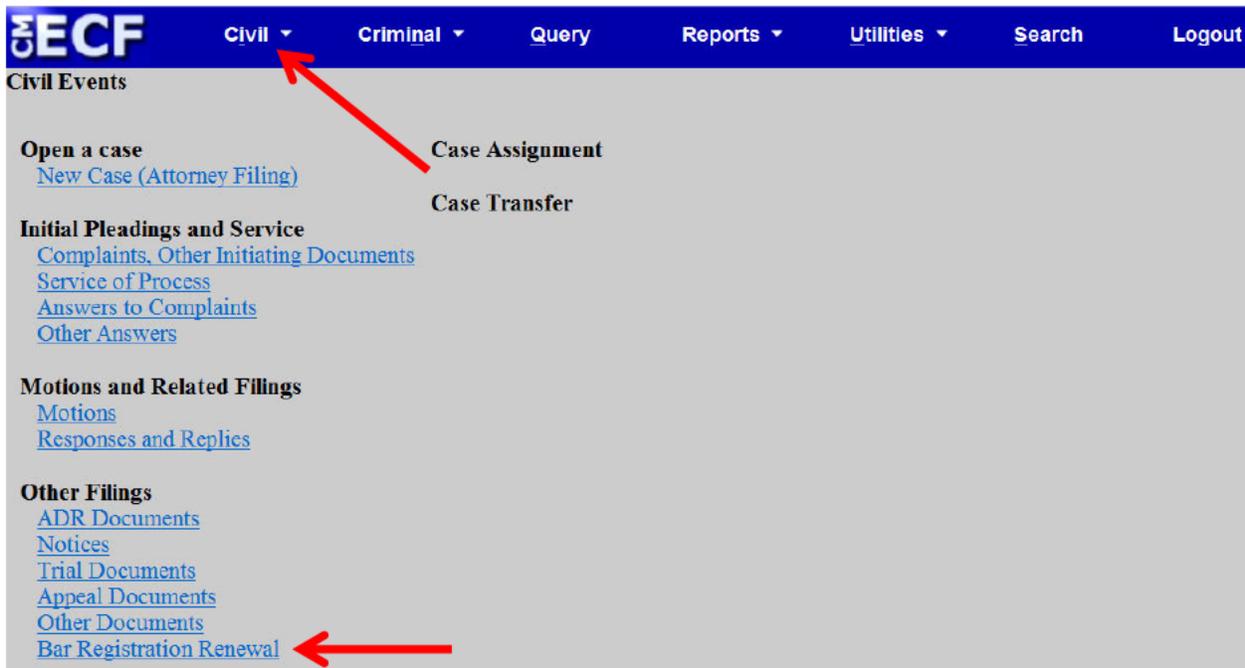
Detailed instructions on how to update your CM/ECF Contact Information are available on our website. To review click [here](#).

### III. COMPLETING THE BAR RENEWAL EVENT IN CM/ECF

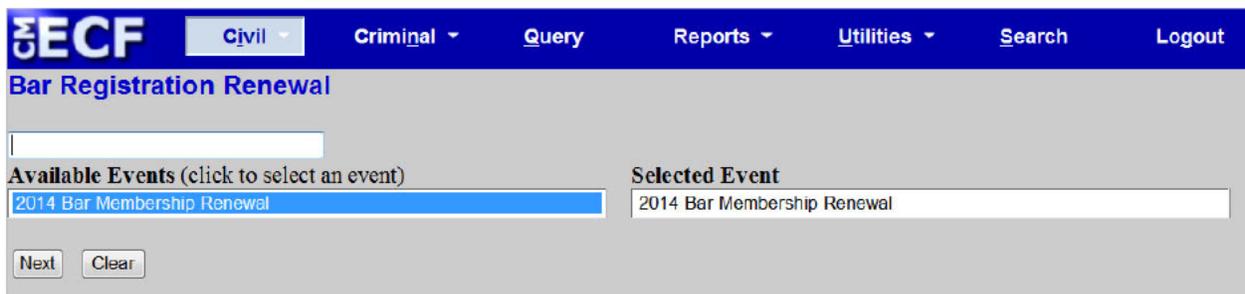
Once you have reviewed and updated (if needed) your CM/ECF account information, next you will log into CM/ECF and docket the Attorney Renewal event.

If not already logged in, go to the ECF filing interface at <http://ecf.rid.uscourts.gov> and log into your CM/ECF account using your District of Rhode Island CM/ECF username and password. **The CM/ECF login used must be that of the attorney who is renewing.**

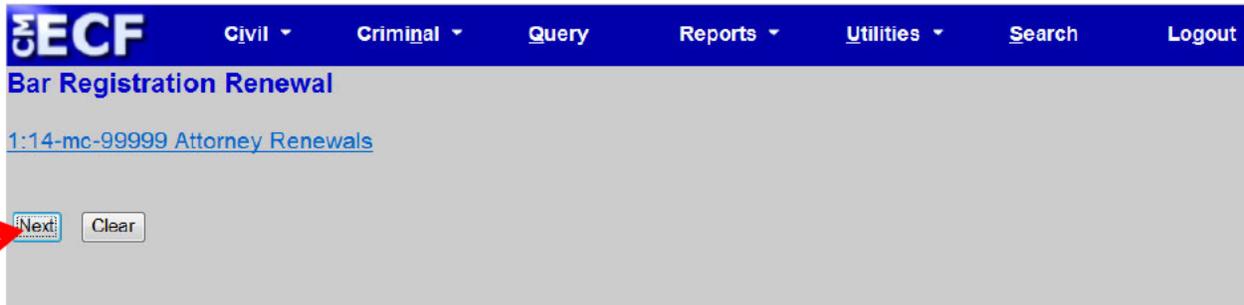
Click **Civil** on the top of the screen, and then click **Bar Registration Renewal** from under the **Other Filings** menu.



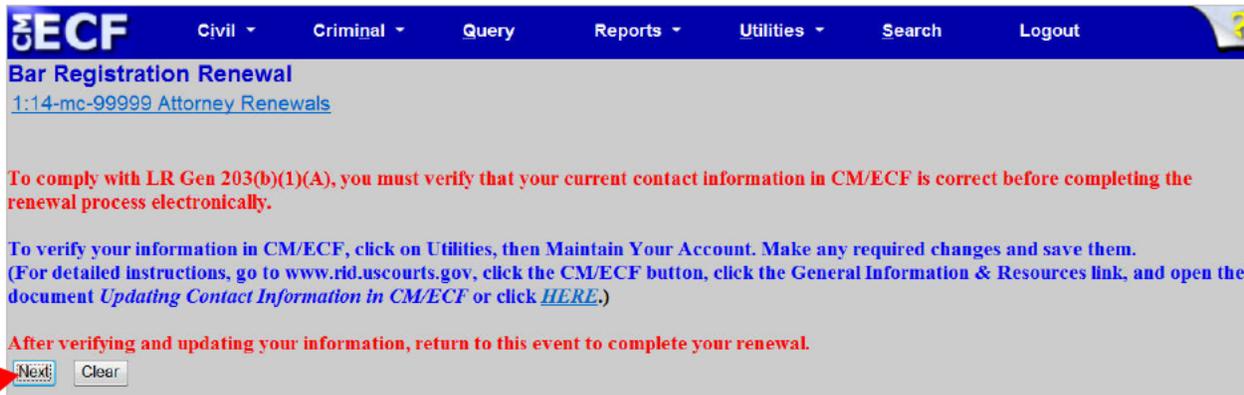
From the **Available Events** section, click on the **2014 Bar Membership Renewal** docket event until it is listed in the Selected Event text box. Click **Next**.



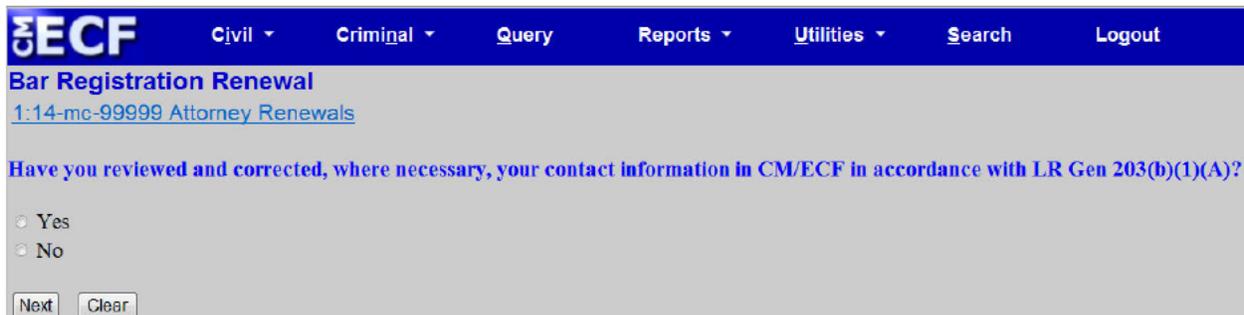
Click **Next**.



Review the instruction and information on this page then click **Next**.



You will be prompted to answer three questions. After answering the first question click **Next**. If you answer **yes**, you may continue onto the next question.



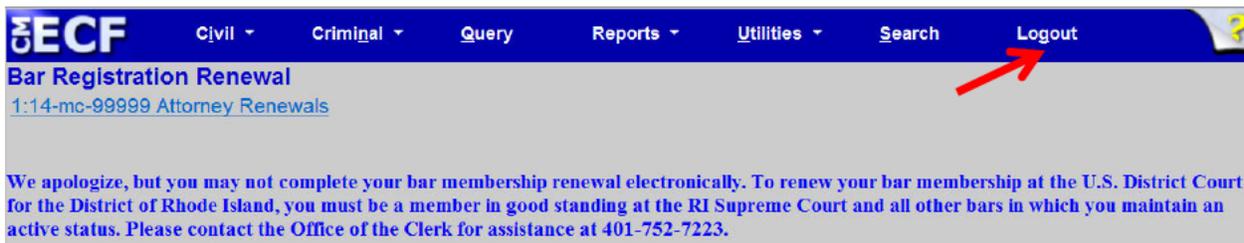
If you answer **no**, you will receive a message instructing you to leave this event and verify your current contact information as outlined in Part I and return to this event.



Select the appropriate response to the second question and click **Next**. If you answer **yes**, continue with the event.



If you answer no, you will receive a notice with instructions to contact the Clerk's Office. You will not be able to continue with the event and you should logout of the system by clicking on the **Logout** option from the dark blue tool bar.



Select the appropriate response to the third question and click **Next**. Answer **NO** if you are not an attorney employed on a full-time basis by the United States and/or the State of Rhode Island. If you answer **Yes** and you are an employee of the United States or State of Rhode Island, your fee will be waived.

The screenshot shows the ECF website interface for the Bar Registration Renewal process. The top navigation bar includes the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The page title is "Bar Registration Renewal" with a sub-link "1:14-mc-99999 Attorney Renewals". The question asks: "Are you an employee of the United States and/or the State of Rhode Island working as an attorney on a full-time basis?". There are two radio button options: "Yes" and "No", with "No" selected. Below the options are "Next" and "Clear" buttons.

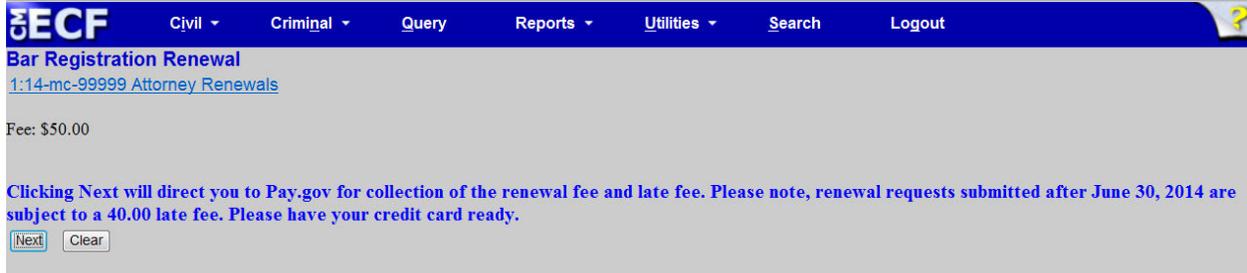
Select the appropriate response to the fourth question and click **Next**. If you answer **no**, continue with the event.

The screenshot shows the ECF website interface for the Bar Registration Renewal process. The top navigation bar includes the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The page title is "Bar Registration Renewal" with a sub-link "1:14-mc-99999 Attorney Renewals". The question asks: "Since 2010, have you been convicted of a serious crime as defined in LR 213(a)(3) or been disciplined by any other court or body having disciplinary authority over attorneys?". There are two radio button options: "Yes - You must provide an explanation as an attachment to your submission." and "No". Below the options are "Next" and "Clear" buttons.

If you answer **yes**, you will need to connect an explanation in PDF format as the main document. Browse you file manager and connect the PDF document, then click **Next**. Please note all submissions are confidential.

The screenshot shows the ECF website interface for the Bar Registration Renewal process, specifically the document upload section. The top navigation bar includes the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The page title is "Bar Registration Renewal" with a sub-link "1:14-mc-99999 Attorney Renewals". A red instruction states: "Attach your explanation in PDF format on this screen as the main document. Select the pdf document and any attachments." Below this, there is a "Main Document" section with a text input field and a "Browse..." button. Underneath is a table with columns for "Attachments", "Category", and "Description". The first row is numbered "1." and contains a text input field, a "Browse..." button, a dropdown menu, and another text input field. At the bottom are "Next" and "Clear" buttons.

If you are not waived from filing a renewal fee, you will be prompted to enter the Pay.gov system for collection of the renewal fee. Renewal requests submitted after June 30, 2014 are subject to a \$40.00 late fee. Click **Next** to enter the Pay.gov system.



Enter your credit card information and complete the internet payment transaction.

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

**Step 1: Enter Payment Information** 1 | 2

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

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$50.00

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.

**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.

Be sure to check the box at the bottom of the screen before clicking **Submit Payment**.

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

**Step 2: Authorize Payment** 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> James Milroy 2 Exchange Street <b>Billing Address:</b> Street <b>Billing Address 2:</b> City: <b>State / Province:</b> <b>Zip / Postal Code:</b> 02903 <b>Country:</b> USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****2222	<b>Payment Amount:</b> \$50.00 <b>Transaction Date and Time:</b> 07/01/2014 07:40 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.

Click Next.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Bar Registration Renewal**  
[1:14-mc-99999 Attorney Renewals](#)

**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.

Although this screen directs you to modify as appropriate, the system will not allow you to modify this text. Read through the docket text carefully and if any information is incorrect, contact the Clerk's Office at 401-752-7223. To continue click **Next**.

**Bar Registration Renewal**  
[1:14-mc-99999 Attorney Renewals](#)

Docket Text: Modify as Appropriate.

Attorney Membership Renewal Fees paid in the amount of \$50.00, receipt number 0103-619865 . The questions were answered as follows:

- Have you reviewed and corrected, where necessary, your contact information in CM/ECF? *Yes*
- Are you currently an active member, in good standing, of the Rhode Island Bar? *Yes*
- Are you an attorney employed on a full-time basis by the United States and/or the State of Rhode Island? *No.*
- Since 2010, have you been convicted of a serious crime as defined in LR 213(a)(3) or been disciplined by any other court or body having disciplinary authority over attorneys? *No. (Milroy, James)*

You have reached the final preview page. Click **Next**.

**CECF**   Civil ▾   Criminal ▾   Query   Reports ▾   Utilities ▾   Search   Logout

**Bar Registration Renewal**  
[1:14-mc-99999 Attorney Renewals](#)

Docket Text: Final Text

Attorney Membership Renewal Fees paid in the amount of \$50.00, receipt number 0103-619865. The questions were answered as follows:

- Have you reviewed and corrected, where necessary, your contact information in CM/ECF? *Yes*
- Are you currently an active member, in good standing, of the Rhode Island Bar? *Yes*
- Are you an attorney employed on a full-time basis by the United States and/or the State of Rhode Island? *No.*
- Since 2010, have you been convicted of a serious crime as defined in LR 213(a)(3) or been disciplined by any other court or body having disciplinary authority over attorneys? *No. (Milroy, James)*

**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?

You will receive a Notice of Electronic Filing (NEF) once you have completed the renewal process.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Bar Registration Renewal" with a link to "1:14-mc-99999 Attorney Renewals". The court name is "U.S. District Court" and the database is "District of Rhode Island TEST DATABASE (as of 03/10/2013)". The main heading is "Notice of Electronic Filing". The text indicates that a transaction was entered by Milroy, James on 7/1/2014 at 7:43 AM EDT and filed on 7/1/2014. The case name is "Attorney Renewals", the case number is "1:14-mc-99999", and the filer is "Milroy, James". The document number is "No document attached". The docket text includes: "Attorney Membership Renewal Fees paid in the amount of \$50.00, receipt number 0103-619865. The questions were answered as follows: --Have you reviewed and corrected, where necessary, your contact information in CM/ECF? Yes --Are you currently an active member, in good standing, of the Rhode Island Bar? Yes --Are you an attorney employed on a full-time basis by the United States and/or the State of Rhode Island? No. --Since 2010, have you been convicted of a serious crime as defined in LR 213(a)(3) or been disciplined by any other court or body having disciplinary authority over attorneys? No. (Milroy, James)". At the bottom, it states "1:14-mc-99999 Notice has been electronically mailed to:" and "1:14-mc-99999 Notice has been delivered by other means to:".

### Renewal Notification

After submitting your renewal application, the Clerk's Office will review and process your renewal. You will 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 delay with your submission.