

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF RHODE ISLAND



ATTORNEY RENEWAL INSTRUCTIONS

JANUARY 2022

OVERVIEW

Pursuant to Local Rule 203(c), each member of the bar of this Court shall renew their bar registration every fourth year. Bar membership renewal shall be completed electronically using the court's Case Management/Electronic Case Files ("CM/ECF") system. For the bar renewal period beginning on January 3, 2022, there is no fee for renewal. However, renewal requests submitted after March 31, 2022 are subject to a \$40.00 late fee.

The Court moved to CM/ECF NextGen in August 2021. To access CM/ECF to complete your bar membership renewal, you must first make sure that you have an upgraded PACER Account. Then, you must link your upgraded PACER account with your District of Rhode Island CM/ECF Filing Account. Once you have completed this, your PACER login and password will serve as your District of Rhode Island login credentials. For guidance on upgrading your PACER account and linking it to your ECF Filing Account, please review [the information on the Court's website](#). (Note: If you have previously upgraded your PACER account and linked it to your ECF Filing Account, you can disregard this step.)

PART I: UPDATE YOUR CM/ECF CONTACT INFORMATION

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

We recommend that you use Microsoft Edge or Google Chrome with ECF. Log into your CM/ECF account using your linked and upgraded PACER credentials. **The PACER login used must be that of the attorney who is renewing.**

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



Welcome to the U.S. District Court for the District of Rhode Island

[District of Rhode Island - Document Filing System](#)



2. Enter your PACER login and password. There is no need to add a client code as there is no charge for ECF filing.

➔ Rhode Island District Court (test) Login

*** Required Information**

Username *

Password *

Client Code

Login **Clear**

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

This is a restricted government website for official PACER use only. All

3. Check that you understand the redaction notice.

Redaction Agreement

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. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). 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.

Continue **Cancel**

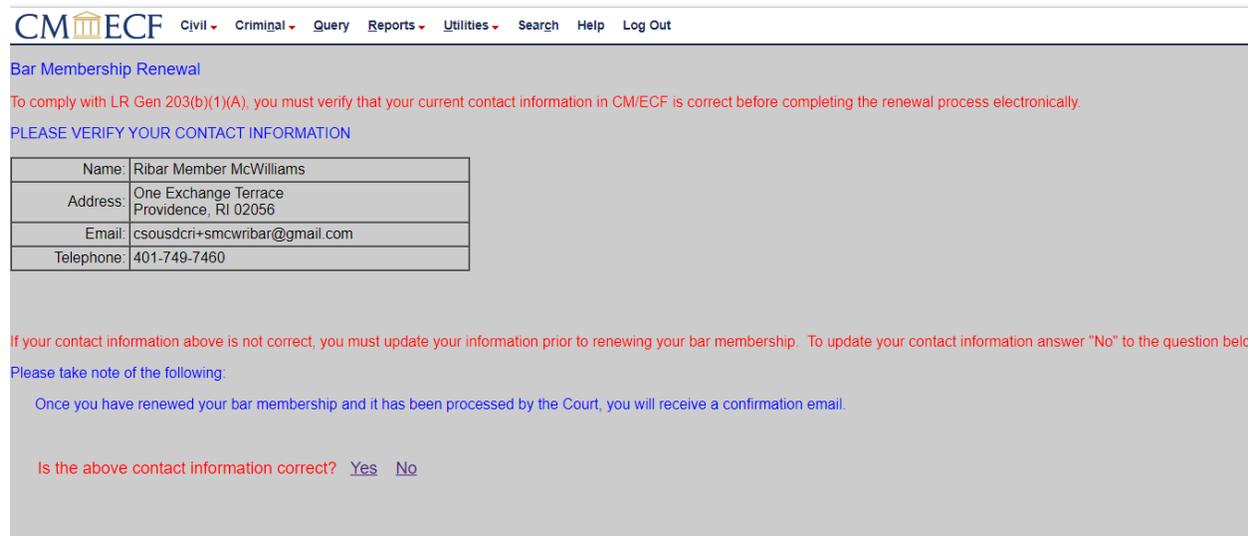
- Click **Utilities** on the toolbar at the top of the screen.



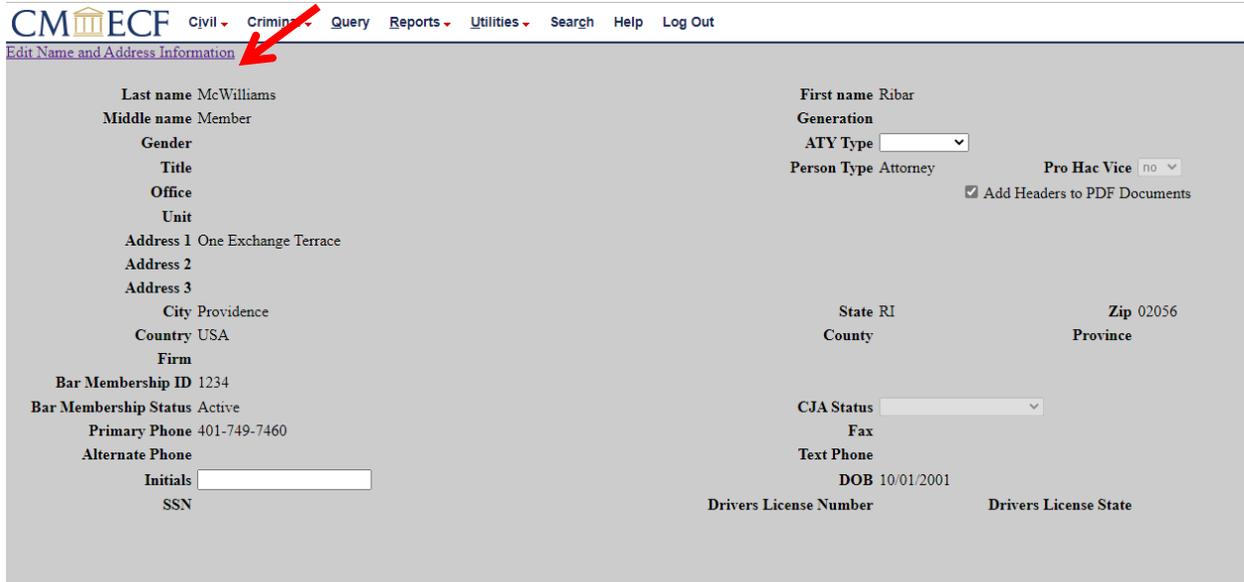
- Click **Renew Bar Membership** under the **Your Account** heading.



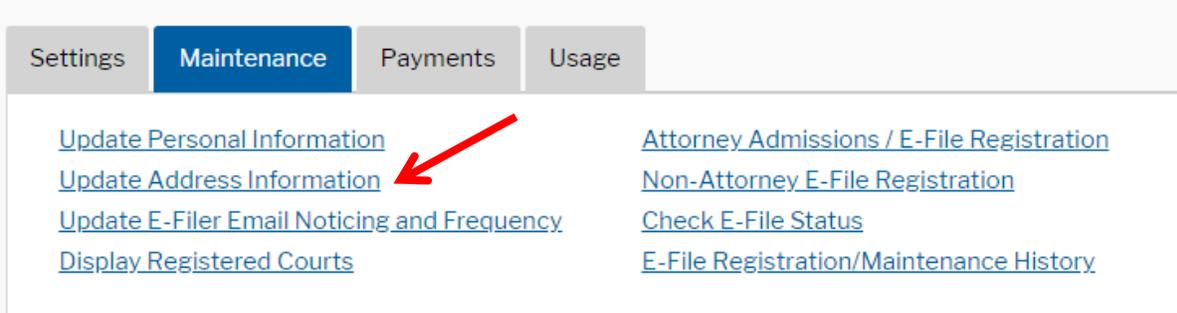
- Verify your contact information. If your contact information is not correct, you must update your information by answering **No** to the question at the bottom of the page. If your contact information is correct, answer **Yes** and proceed to Part III/Step 3 below.



- 7. Any contact information must be updated through PACER before you continue with your bar registration renewal. To update this information, click the “Edit Name and Address Information” hyperlink at the top of the screen.



- 8. Once you click this hyperlink, you will be directed to the PACER “Manage My Account” screen. (Note: You may be required to enter your PACER password again.) Click on the “Maintenance” tab and click the “Update Address Information” hyperlink to update your address information.



- 9. Once you have submitted your updated address information through PACER, the Clerk’s Office will apply these changes to your account. You will not be able to complete the renewal process until these address changes are applied by the Clerk’s Office.

PART 3: COMPLETING THE BAR RENEWAL EVENT IN CM/ECF

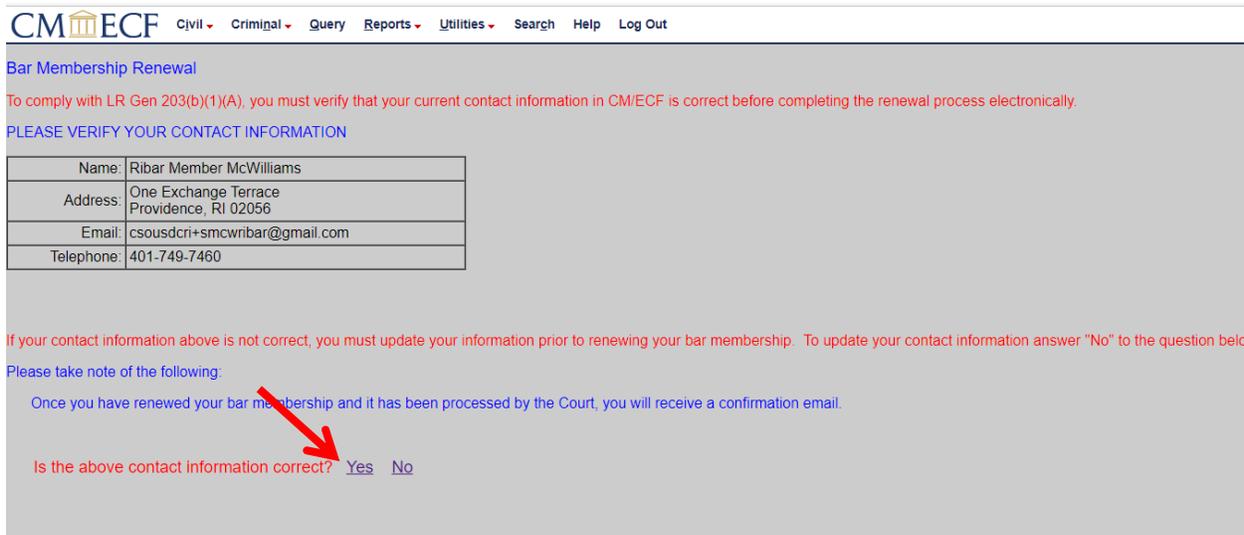
Once you have reviewed and updated (if needed) your contact information, you can complete the renewal process.

If you updated your contact information through PACER, you will need to log back into the District of Rhode Island’s ECF site as described in the previous section. If you confirmed that you contact information is correct, proceed to Step 3 below.

1. Click **Utilities** on the top of the screen, and then click **Renew Bar Membership** from under the **Your Account** menu.



2. After verifying that your updated contact information is correct, click **Yes** to proceed with the bar renewal.



- From the **Available Events** section, click on the **2022 Bar Membership Renewal** docket event until it is listed in the Selected Event text box. Click **Next**.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Bar Registration Renewal

Available Events (click to select an event)
2022 Bar Membership Renewal

Selected Event
2022 Bar Membership Renewal

Next Clear

- Click **Next**.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Bar Registration Renewal

[1:22-mc-99999 2022 Bar Renewal](#)

Next Clear

- 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.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Bar Registration Renewal

[1:22-mc-99999 2022 Bar Renewal](#)

Have you reviewed and corrected, where necessary, your contact information in CM/ECF in accordance with LR Gen 203(b)(1)(A)?

Yes
 No

Next Clear

6. 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 tool bar.

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Bar Registration Renewal
[1:22-mc-99999 2022 Bar Renewal](#)

Are you currently a member in good standing of the Rhode Island Supreme Court Bar and all other bars in which you maintain an active status?

Yes
 No

Next Clear

7. Select the appropriate response to the third question and click **Next**.

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Bar Registration Renewal
[1:22-mc-99999 2022 Bar Renewal](#)

Are you a federal or Rhode Island state employee working as an attorney on a full-time basis?

Yes
 No

Next Clear

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

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Bar Registration Renewal
[1:22-mc-99999 2022 Bar Renewal](#)

Since 2018, 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?

Yes - You must provide an explanation as an attachment to your submission.
 No

Next Clear

If you answer **yes**, you will need to provide an explanation to the Court. Please note all submissions are confidential.

The screenshot shows the CM/ECF Bar Registration Renewal page. At the top, there is a navigation bar with the CM/ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Bar Registration Renewal" with a link to "1:22-mc-99999 2022 Bar Renewal". A red instruction reads: "Attach your explanation in PDF format on this screen as the main document. Select the PDF document and any attachments." Under the heading "Main Document", there is a file selection box with "Choose File" and "No file chosen" buttons. Below this is a table with columns for "Attachments", "Category", and "Description". The first row shows a "Choose File" button, "No file chosen", a dropdown menu, and an empty text field. At the bottom of the table area are "Next" and "Clear" buttons.

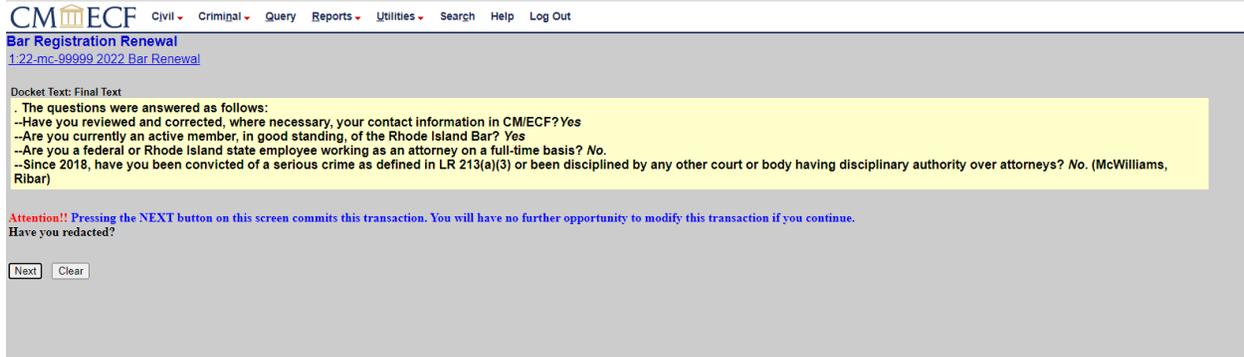
9. Click **Next**.

This screenshot shows the same CM/ECF Bar Registration Renewal page as above, but the document upload section is no longer visible. Only the "Next" and "Clear" buttons are present at the bottom of the page content area.

10. Review your answers and click Next. Although this screen directs you to modify as appropriate, the system will not allow you to modify this text. If any answers are incorrect, you must restart the process.

This screenshot shows the CM/ECF Bar Registration Renewal page with a summary of answers highlighted in yellow. The text reads: "Docket Text: Modify as Appropriate. 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 a federal or Rhode Island state employee working as an attorney on a full-time basis? No. --Since 2018, 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. (McWilliams, Ribar)". At the bottom of the page are "Next" and "Clear" buttons.

11. You have reached the final preview page. Click **Next** to submit your renewal.



12. You will receive a Notice of Electronic Filing (NEF) after clicking next.



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.