

# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF RHODE ISLAND



## ATTORNEY RENEWAL INSTRUCTIONS

2024

**OVERVIEW**

Pursuant to the recently amended LR Gen 203(c), members of the bar of this Court must renew their bar registration every two years. The bar membership renewal is completed electronically using the Court's Case Management/Electronic Case Files ("CM/ECF") system. For the bar renewal period beginning on June 3, 2024, there is a \$30.00 fee for renewal. Renewal requests submitted after August 31, 2024 are subject to a late fee.

**PART I: UPDATE YOUR CM/ECF CONTACT INFORMATION**

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

1. Go to [www.rid.uscourts.gov](http://www.rid.uscourts.gov), and click on the E-Filing (CM/ECF) button on the home page. On the next page, click the District of Rhode Island-Document Filing System hyperlink to direct you to the login page. Note: We recommend that you use Microsoft Edge or Google Chrome with CM/ECF.



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

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



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[Court Information](#)

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2. Enter your PACER login and password. No client code is needed. **Note: The PACER login used must be that of the attorney who is renewing their bar membership.**

**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

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



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

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

Utilities [NextGen Release 1.1 Menu Items](#)

CM/ECF Next-Gen Upgrade [Link a CM/ECF account to my PACER account](#)

Miscellaneous [Mailings...](#)

Version 2.5 Case Opening Dispatches [Open a Civil Case](#)

**Your Account**

- [Maintain Your Account](#)
- [Renew Bar Membership](#)
- [Request Certificate\(s\)](#)
- [View Your Transaction Log](#)
- [Change Client Code](#)
- [Change PACER Exemption Status](#)
- [Review Billing History](#)

[Verify a Document](#)

[Internet Payment History](#)

- 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 2/Step 3 of these instructions.

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

Bar Membership Renewal

To comply with LR Gen 203(b)(1)(A), you must verify that your current contact information in CM/ECF is correct before completing the renewal process electronically.

PLEASE VERIFY YOUR CONTACT INFORMATION

Name:	Ribar Member McWilliams
Address:	One Exchange Terrace Providence, RI 02056
Email:	csousdcrl+smcwribar@gmail.com
Telephone:	401-749-7460

If your contact information above is not correct, you must update your information prior to renewing your bar membership. To update your contact information answer "No" to the question below.

Please take note of the following:

Once you have renewed your bar membership and it has been processed by the Court, you will receive a confirmation email.

Is the above contact information correct? [Yes](#) [No](#)

- 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.

The screenshot shows the 'Edit Name and Address Information' page in the CM/ECF system. A red arrow points to the 'Edit Name and Address Information' link in the top navigation bar. The form contains the following fields:

- Last name: McWilliams
- Middle name: Member
- Gender: [ ]
- Title: [ ]
- Office: [ ]
- Unit: [ ]
- Address 1: One Exchange Terrace
- Address 2: [ ]
- Address 3: [ ]
- City: Providence
- Country: USA
- Firm: [ ]
- Bar Membership ID: 1234
- Bar Membership Status: Active
- Primary Phone: 401-749-7460
- Alternate Phone: [ ]
- Initials: [ ]
- SSN: [ ]
- First name: Ribar
- Generation: [ ]
- ATY Type: [ ]
- Person Type: Attorney
- Pro Hac Vice: no
- Add Headers to PDF Documents
- State: RI
- County: [ ]
- Zip: 02056
- Province: [ ]
- CJA Status: [ ]
- Fax: [ ]
- Text Phone: [ ]
- DOB: 10/01/2001
- Drivers License Number: [ ]
- Drivers License State: [ ]

- Once you click this hyperlink, you will be redirected 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.

The screenshot shows the 'Manage My Account' screen with the 'Maintenance' tab selected. The following hyperlinks are visible:

- [Update Personal Information](#)
- [Update Address Information](#) (indicated by a red arrow)
- [Update E-Filer Email Noticing and Frequency](#)
- [Display Registered Courts](#)
- [Attorney Admissions / E-File Registration](#)
- [Non-Attorney E-File Registration](#)
- [Check E-File Status](#)
- [E-File Registration/Maintenance History](#)

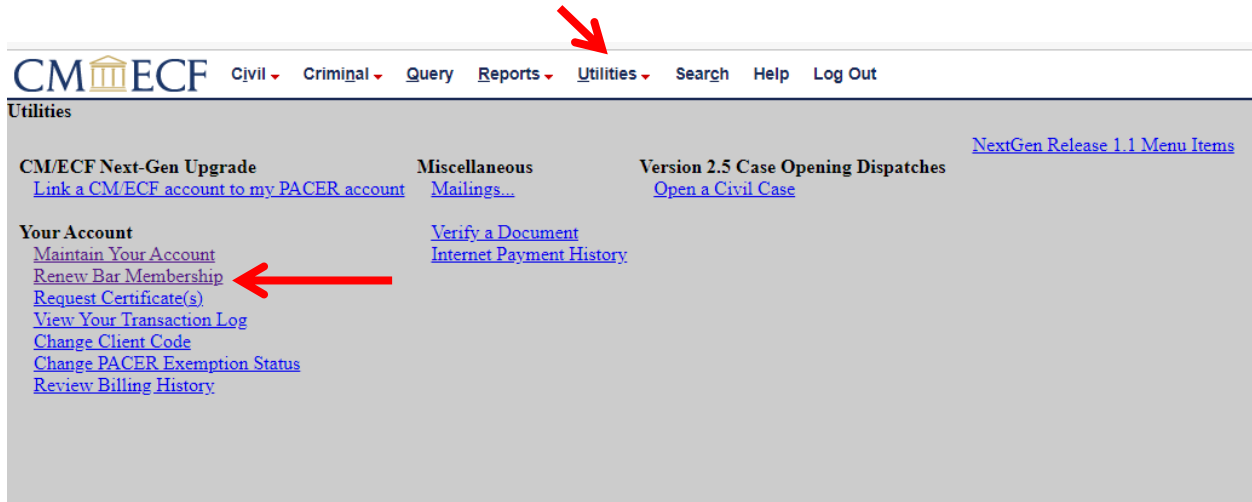
- Once you have submitted your updated address information through PACER, the Clerk’s Office will apply these changes to your account. You will not be able to complete the renewal process until these address changes are applied by the Clerk’s Office.

## PART 2: COMPLETING THE BAR RENEWAL EVENT IN CM/ECF

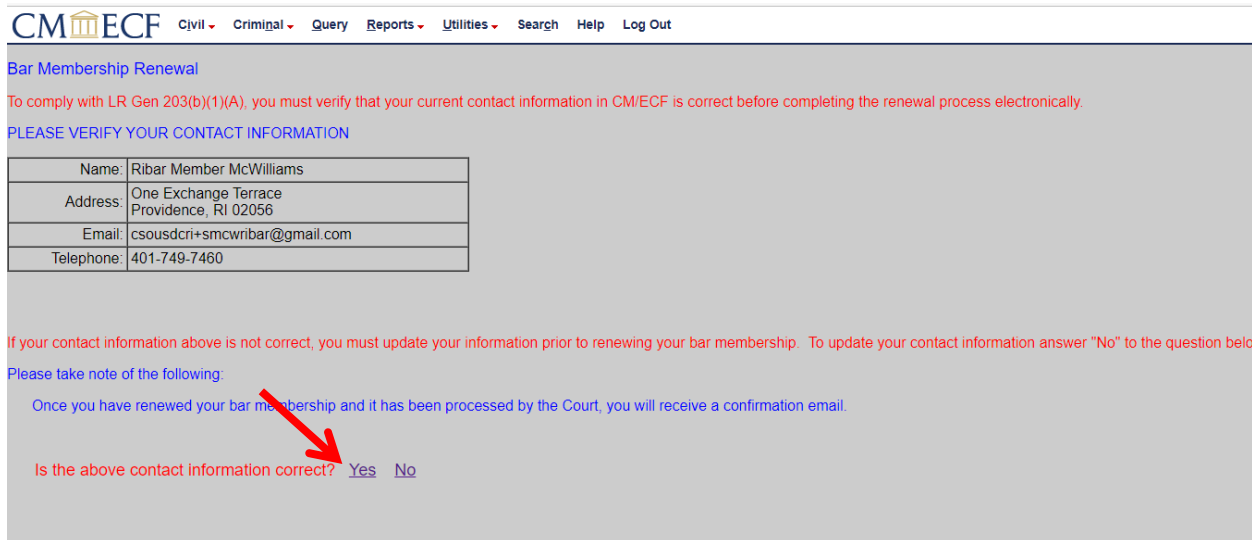
Once you have reviewed and updated (if needed) your contact information, you can complete the renewal process.

If you updated your contact information through PACER, you will need to log back into the District of Rhode Island’s CM/ECF site as described in the previous section.

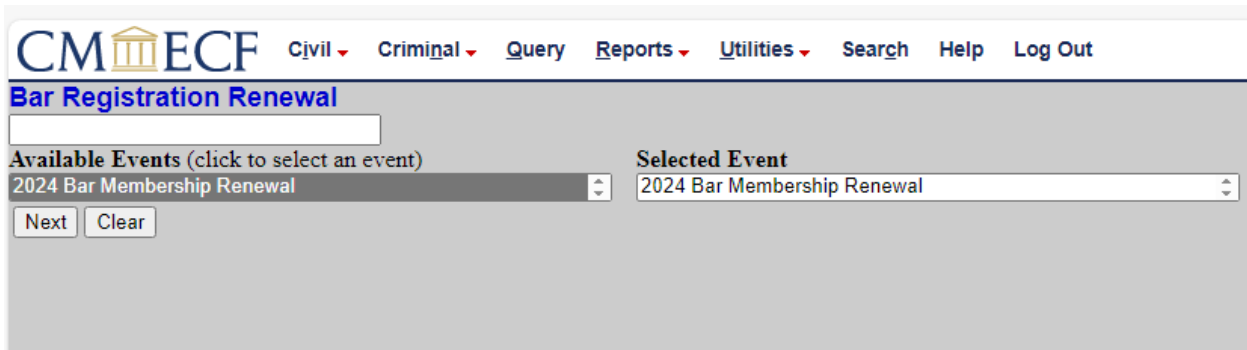
1. Click **Utilities** on the top of the screen, and then click **Renew Bar Membership** from under the **Your Account** menu.



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

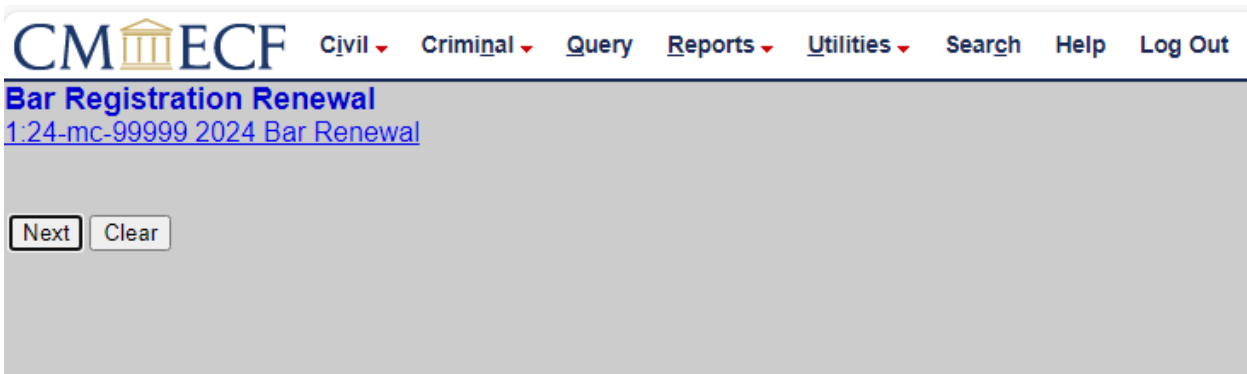


- From the **Available Events** section, click on the **2024 Bar Membership Renewal** docket event until it is listed in the Selected Event text box. Click **Next**.



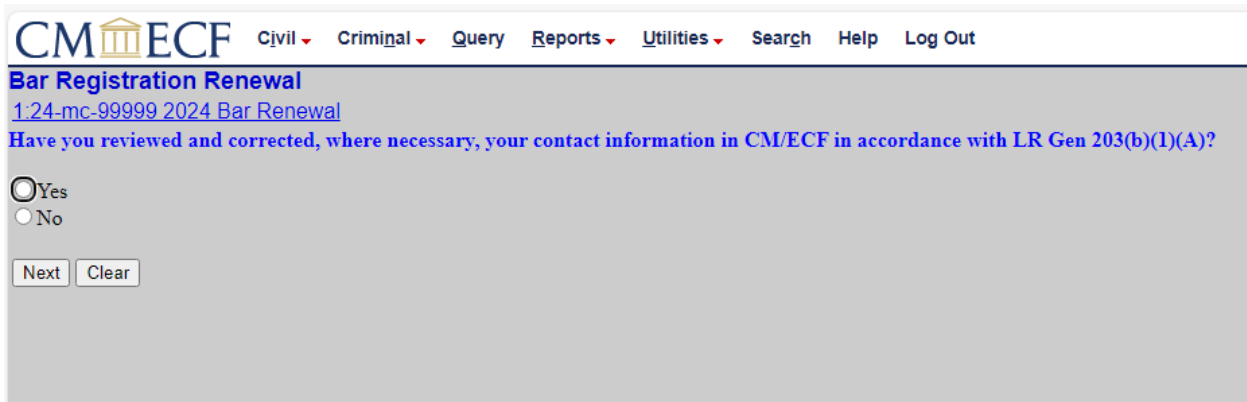
The screenshot shows the CM/ECF website header with navigation links: Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the header is the 'Bar Registration Renewal' section. It features a search bar and two dropdown menus. The 'Available Events (click to select an event)' dropdown is set to '2024 Bar Membership Renewal'. The 'Selected Event' dropdown is also set to '2024 Bar Membership Renewal'. Below the dropdowns are 'Next' and 'Clear' buttons.

- Click **Next**.



This screenshot is similar to the previous one, showing the same interface. The 'Next' button is now highlighted with a black border, indicating it has been clicked. The 'Selected Event' dropdown remains set to '2024 Bar Membership Renewal'. Below the dropdowns are 'Next' and 'Clear' buttons.

- You will be prompted to answer a series of questions. After answering each question, click **Next**. If you answer **yes** to this question, you will 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 1** and return to this event.



This screenshot shows the next step in the process. The 'Next' button from the previous screen is now highlighted. Below the 'Next' button, there is a question: 'Have you reviewed and corrected, where necessary, your contact information in CM/ECF in accordance with LR Gen 203(b)(1)(A)?'. There are two radio button options: 'Yes' (which is selected) and 'No'. Below the radio buttons are 'Next' and 'Clear' buttons.

- 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.

The screenshot shows the CM ECF website interface. 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 sub-link "1:24-mc-99999 2024 Bar Renewal". The main question is: "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?". There are two radio button options: "Yes" (which is selected) and "No". At the bottom of the form, there are "Next" and "Clear" buttons.

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

The screenshot shows the CM ECF website interface. 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 sub-link "1:24-mc-99999 2024 Bar Renewal". The main question is: "Are you employed on a full-time basis as an attorney for the federal government, the State of Rhode Island, or a non-profit organization?". There are two radio button options: "Yes" and "No" (which is selected). At the bottom of the form, there are "Next" and "Clear" buttons.

Under the revised LR Gen 203, attorneys who are full-time attorneys for a United States or State of Rhode Island government agency or for a non-profit organization are exempt from paying the renewal fee. If you answer “yes” to this question, please enter the name of your governmental agency or non-profit organization on the following screen.

The screenshot shows the CM ECF website interface. 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 sub-link "1:24-mc-99999 2024 Bar Renewal". The main question is: "As a full-time employee of a government or non-profit agency, your renewal fee is waived. Please enter the name of your government agency or non-profit organization". Below the question is a text input field. At the bottom of the form, there are "Next" and "Clear" buttons.



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

The screenshot shows the top navigation bar with the CM ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation is the page title "Bar Registration Renewal" and a sub-link "1:24-mc-99999 2024 Bar Renewal". The main content area contains the question: "Since 2022, 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". At the bottom of the form are "Next" and "Clear" buttons.

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

The screenshot shows the same navigation bar as the previous form. Below the navigation is the page title "Bar Registration Renewal" and a sub-link "1:24-mc-99999 2024 Bar Renewal". The main content area contains the instruction: "Attach your explanation in PDF format on this screen as the main document. Select the PDF document and any attachments." Below this is a section titled "Main Document" with a file selection button labeled "Choose File" and the text "No file chosen". Below that is a table with three columns: "Attachments", "Category", and "Description". The table has one row with a "Choose File" button, "No file chosen", a dropdown menu, and an empty text box. At the bottom of the form are "Next" and "Clear" buttons.

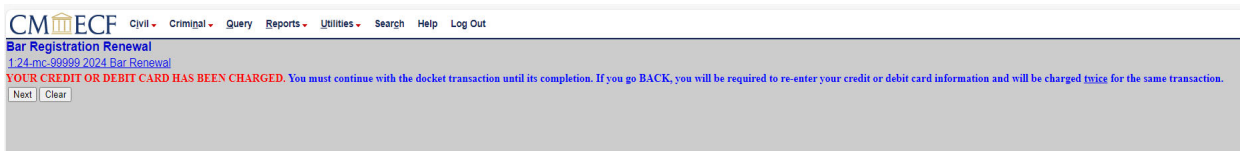
- 9. As part of the bar renewal process, attorneys must complete a bar demographic survey. Responses are anonymous, and if there is a question (or questions) that you prefer not to answer, please click the "Prefer Not to Answer" box next to the question.

The screenshot shows the same navigation bar as the previous forms. Below the navigation is the page title "Bar Registration Renewal" and a sub-link "1:24-mc-99999 2024 Bar Renewal". The main content area contains the instruction: "As part of the bar renewal process, attorneys must complete a demographic survey. Click next to complete the survey." At the bottom of the form are "Next" and "Clear" buttons.

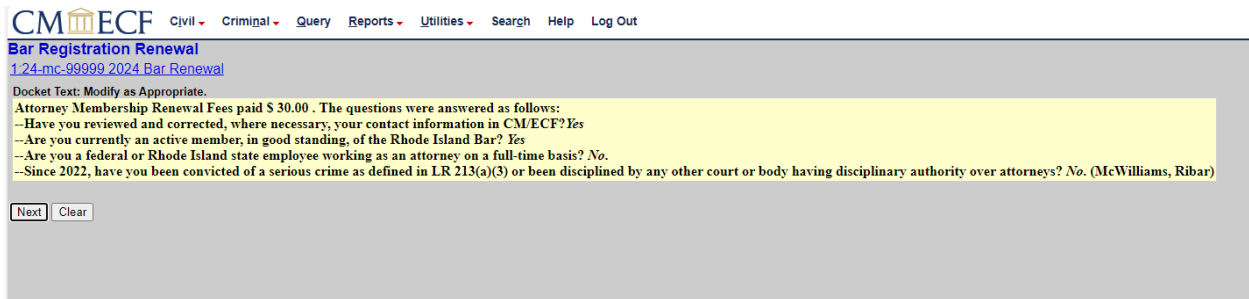
10. After completing the survey, you will be prompted to pay the bar renewal fee. Click **Next** to pay the fee via Pay.gov. (Note: If you indicated previously that you are a full-time attorney for a Federal or State government agency or a non-profit organization, the renewal fee is waived and you will not see this screen or the payment confirmation screen.)



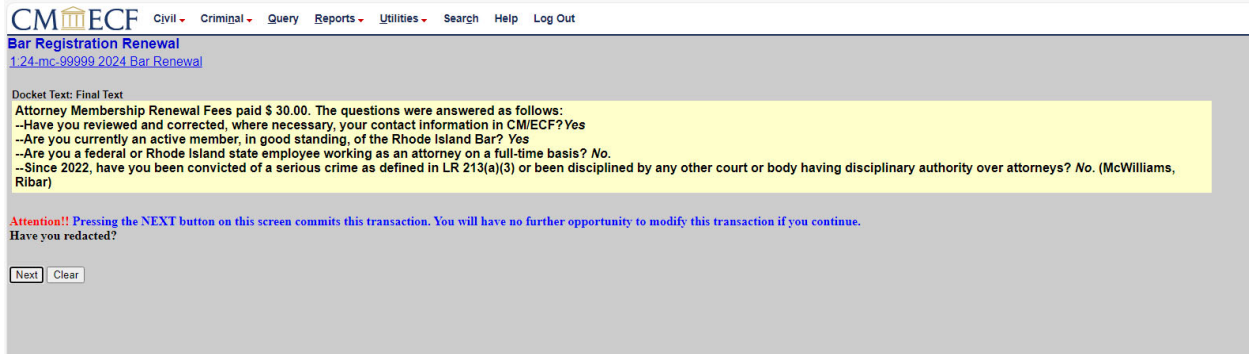
11. After paying the renewal fee via Pay.gov, you will see the below screen indicating that payment was made. Click **Next** .(Note: Do not click back to the previous screen as you may be charged the renewal fee a second time if you do so.)



12. 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 contact the Clerk’s Office at 401-752-7200.



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



14. 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.