UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE DISTRICT OF COLUMBIA

*****NEW OPTION FOR COMPLETING REQUIRED ATTORNEY RENEWAL*****

The U.S. District and Bankruptcy Courts for the District of Columbia require members of the Bar to renew every three years to maintain active membership in our Bar. The Clerk of the Court is directed to give public notice to all admitted members of the Bar of this court informing them that they must update their attorney records and pay the required $25.00 fee.

Attorneys are encouraged to complete the renewal process using ECF and Pay.gov as outlined below. Attorneys who do not elect to complete the renewal process online should mail their renewal form and check to the lockbox at the following address:

U.S. District and Bankruptcy Courts for the District of Columbia
P.O. Box 79399
Baltimore, MD 21279-0399

To update your record and pay online the renewal fee:

- Complete the attorney renewal form at http://www.dcd.uscourts.gov/dcd/sites/dcd/files/atty-renew-pay.gov .pdf
- **Save the completed Form in PDF** to your desktop to be uploaded later.
- Please log into your ECF account at **https://ecf.dcd.uscourts.gov**
- Click on UTILITIES
- Click MAINTAIN YOUR ADDRESS to update your information.
- Go to Other Filings Under Civil on the blue menu. Click on Other Documents.
- Click ATTORNEY RENEWAL MEMBERSHIP
- ECF will direct you to enter the case number 1-16-mc-9999 for attorney renewal and guide you through the process including filing your renewal form in ECF and paying the required fee through Pay.gov using a credit/debit card or check(ACH). A tutorial is located online to assist you with your renewal process at **http://www.dcd.uscourts.gov/dcd/sites/dcd/files/tutorial2_for_filing_of_atty_renewal_fees.pdf**

If you have any suggestions about this process, please email attorney_admissions@dcd.uscourts.gov or contact Attorney Admissions at (202) 354-3110. Thank you for your prompt attention to this matter.

ANGELA CAESAR, Clerk