



**UNITED STATES DISTRICT COURT  
District of Minnesota**

Richard D. Sletten, Clerk  
Wendy S. Osterberg, Chief Deputy Clerk

Warren E. Burger Federal  
Building and U.S. Courthouse  
316 North Robert Street  
Suite 100  
St. Paul, MN 55101  
(651) 848-1100

U.S. Courthouse  
300 South Fourth Street  
Suite 202  
Minneapolis, MN 55415  
(612) 664-5000

Gerald W. Heaney Federal Building and  
U.S. Courthouse and Customhouse  
515 West First Street  
Suite 417  
Duluth, MN 55802  
(218) 529-3500

U.S. Courthouse  
118 South Mill Street  
Suite 212  
Fergus Falls, MN 56537  
(218) 739-5758

February 4, 2009

**NOTICE TO ALL MEMBERS OF THE BAR OF  
THE DISTRICT OF MINNESOTA**

**\*\*\* REQUIRED ATTORNEY RE-REGISTRATION \*\*\***

The U.S. District Court for the District of Minnesota requires members of its Bar to re-register every three years in order to maintain an accurate roll of admitted attorneys. The last re-registration was held in 2008 where A-G attorneys re-registered. The Clerk of 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 \$40.00 fee according to the following schedule:

**Last Name Beginning with the Letters:**

**H-M: February 4 - March 11, 2009**

**N-Z: February - March 2010**

**A-G: February - March 2011**

Therefore, attorneys with last names beginning with the letters **H-M ONLY** must update their record with the Court on or before **March 11, 2009**. To update your record, please log into your ECF account at <https://ecf.mnd.uscourts.gov>, click on UTILITIES, then click MAINTAIN YOUR ACCOUNT. After updating your information or confirming that it is accurate, please complete the attached re-registration affidavit and mail or deliver it to the Clerk of Court along with a \$40.00 check for the re-registration fee.

Separate notice will follow in 2010 and 2011 for those in subsequent alphabet groups. The Clerk of Court will not accept re-registration forms and fees from attorneys outside the H-M group at this time, so it will not be possible for law firms to submit one payment for all attorneys in the firm. Firms, however, may send one check for all attorneys in the current re-registration group. Please adhere to the schedule above. Counsel who fail to re-register will be considered "inactive," their ECF account will be suspended and they will be unable to obtain a certificate of good standing.

Counsel who do not re-register, and who later seek to practice before this Court, will be required to submit proof of previous admission to this Court, proof of good standing with the Minnesota Supreme Court and the current re-registration fee.

If you wish to receive a receipt of your re-registration payment, you must include a self-addressed stamped envelope when submitting your affidavit and fee.

Richard D. Sletten, Clerk



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**ATTORNEY RE-REGISTRATION AFFIDAVIT**

I, \_\_\_\_\_, do hereby certify that I am a member in good standing of the Minnesota State Bar, I am presently eligible to practice before the Minnesota Supreme Court, and that my firm name, address, e-mail, and phone number (check one of the following):

- were current and accurate as contained in the ECF database of the U.S. District Court for the District of Minnesota as of \_\_\_\_\_, or
- were updated on \_\_\_\_\_ in the ECF database of the U.S. District Court for the District of Minnesota as noted in the table below, or
- are provided in the table below (check here if you do not have an ECF login and password and provide your current contact information in the table below):

<b>Attorney Name:</b>			
<b>MN Bar ID:</b>			
<b>Law Firm Name:</b>			
<b>Street Address</b>			
<b>City, State Zip</b>			
<b>Phone</b>	( ) -	<b>Fax</b>	( ) -
<b>E-mail</b>			

Please provide any changes you made in ECF. Thank you!

\_\_\_\_\_ I have verified or updated my contact information in ECF and enclosed a check for \$40.00 as my fee for the 2009 re-registration.

\_\_\_\_\_ I have verified or updated my contact information in ECF, then faxed this affidavit along with my [credit card authorization form](#) for the \$40.00 fee for the 2009 re-registration to 612-664-5033.

\_\_\_\_\_  
Attorney's Original Signature

\_\_\_\_\_  
Date

*Do you wish to receive court news, press releases, and other non-case related correspondence via e-mail?*

- YES, at this email address: \_\_\_\_\_  NO

**Please return Affidavit with \$40.00 re-registration fee to:** Clerk, U.S. District Court  
Attn: Attorney Re-Registration  
300 South Fourth Street, Suite 202  
Minneapolis, MN 55415

*Thank you!*

NOTE: If you would like a receipt, please enclose a self-addressed stamped envelope, otherwise, no receipt will be issued.