



UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK

Reply to Northern Division Address

Felicia C. Cannon, Clerk of Court
Jarrett B. Perlow, Chief Deputy
Elizabeth B. Snowden, Chief Deputy

NOTICE

November 8, 2011

In our effort to reduce administrative costs during these austere financial times, the Clerk's Office will be converting our attorney renewal process to an electronic system during 2012. We are excited about this project which will allow us to streamline our procedures and to provide better and more efficient service to the members of our bar.

As part of this conversion, though, we will no longer be communicating in paper or by postal mail with active members of our bar as of January 1, 2012. **After January 1, 2012, all communications previously sent by postal mail will be delivered exclusively by email through CM/ECF, our case filing and management system.**

If you are an active member of our bar and are already registered for CM/ECF, you do not need to do anything today. Please take this time, though, to review your contact information on file. Directions are available on our website at <http://www.mdd.uscourts.gov>, under the CM/ECF menu, CM/ECF Procedures option, "Updating Attorney Contact Information."

As a reminder, please continue to keep your contact information up to date in CM/ECF, including a working email address that you or someone in your office checks on a regular basis.

If you are an active member of our bar and not registered for CM/ECF, you must register as a CM/ECF user by January 1, 2012. Registration is free and instructions are available on our website at <http://www.mdd.uscourts.gov>, under the CM/ECF menu, CM/ECF Procedures option, "Registering for CM/ECF." If you are not interested in retaining an active membership in our bar once your current membership period expires, you do not need to register and your membership will automatically move to inactive status at the time you normally would be due to renew.

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