

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MARYLAND



ATTORNEY REACTIVATION INSTRUCTIONS

June 2023

I. OVERVIEW

Under Standing Order 2016-04, the Court created a process for “inactive members of the bar who became inactive for failure to renew membership” to return to active bar status without reapplying for admission. The order is available at <http://www.mdd.uscourts.gov/sites/mdd/files/2016-04.pdf> or on our website at <http://www.mdd.uscourts.gov/standing-orders>

COMPLETE THE ATTORNEY REACTIVATION APPLICATION

A. Download the Reactivation

1. Go to our website <https://www.mdd.uscourts.gov/reactivations-and-reinstatement>
2. Click the link for **Request for Reactivation** to download the reactivation application form.
3. Complete, sign and save the form to your computer. An electronic or handwritten signature is acceptable.

II. FILING THE REACTIVATION APPLICATION

A. Go to **PACER** site by entering the following address into your web browser:

<https://www.pacer.uscourts.gov>

B. Log into your PACER account using your PACER username and password.

C. Once logged in to PACER, if you are unsure of your E-File status with our Court, select **Manage My Account** click **Maintenance**, then click **Check E-File Status** and ensure you are registered with the **Maryland District Court**

1. If you are not registered for E-File access, you will need to request E-Filing access. Instructions on how to do so can be found here: [https://www.mdd.uscourts.gov/sites/mdd/files/Requesting CMECF Access.pdf](https://www.mdd.uscourts.gov/sites/mdd/files/Requesting%20CMECF%20Access.pdf)

D. Once you have confirmed your E-Filing status with Maryland District Court, select the CM/ECF system for the Maryland District Court.

E. You can access the **Attorney Reactivation event** by selecting the link on the first screen or on the **Civil Page**.

*** IMPORTANT NOTICE ***

Your bar membership status is inactive. You do not have permission to file documents in this Court.

You are receiving this message because you have been placed on inactive status for failure to renew your membership to the Bar of this Court. In order to return to active status, you must submit a request for reactivation. Information about the reactivation process is available [here](#).

If you have completed a request for reactivation form and wish to submit it to the Court, please click on the following link:

[Attorney Reactivation](#)

For questions, please contact Attorney Services at (410) 962-3293

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Civil Events

Other Filings
[Attorney Reactivation](#)

F. Under **Available Events**, select **Attorney Reactivation** and hit **next**.

CM ECF Civil Criminal Query Reports Utilities Search

Attorney Reactivation

Available Events (click to select an event)

Available Events	Selected Event
Attorney Reactivation	Attorney Reactivation

Next Clear

G. Select **Next**.

CM ECF Civil Criminal Q

Attorney Reactivation

[1:23-mc-99998 Attorney Reactivation Fees](#)

Next Clear

H. Verify your status with this Court.

Attorney Reactivation

[1:23-mc-99998 Attorney Reactivation Fees](#)

Did you verify that you are an inactive member of the Bar of this Court by visiting [this page](#) of the Courts Website?

☐ Yes
☐ No

Next Clear

- I. The next screen reminds you to verify your current contact information. Once you have verified that the information is correct, select **Next**.

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

Attorney Reactivation
[1:23-mc-99998 Attorney Reactivation Fees](#)

You must verify your current contact information before making your reactivation payment.

To verify your information, click on **Utilities** then **Maintain Your Account**. If the information is not current, make any necessary changes by updating your contact information through [PACER](#) before completing your reactivation application.

- J. Verify your eligibility for reactivation and select **Next**.

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

Attorney Reactivation
[1:23-mc-99998 Attorney Reactivation Fees](#)

Are you an active member in good standing of the Maryland Bar, or, if not a member of the Maryland Bar, are you an active member in good standing of the highest court of any state (or the District of Columbia) and also an active member in good standing of any United States District Court?

☐ Yes
☐ No

- K. The next several questions pertain to disciplinary history. **Select the appropriate answers** and click **Next**.

CM/ECF Civil Criminal Query Reports

Attorney Reactivation
[1:23-mc-99998 Attorney Reactivation Fees](#)

Are there any disciplinary proceedings pending against you?


☐ Yes
☐ No

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

Attorney Reactivation
[1:23-mc-99998 Attorney Reactivation Fees](#)

Have you been denied admission to practice, disbarred, suspended from practice, or disciplined by any court or bar authority, other than administrative suspensions for non-payment of bar dues?

☐ Yes
☐ No




[Civil](#)
[Criminal](#)
[Query](#)
[Reports](#)
[Utilities](#)
[Search](#)
[Help](#)
[Log Out](#)

Attorney Reactivation
[1:23-mc-99998 Attorney Reactivation Fees](#)

Have you ever resigned from the practice of law in any court in order to avoid disciplinary action or while the subject of any pending investigation, action, or proceeding involving allegations of misconduct or the commission of a crime?

☐ Yes
☐ No




[Civil](#)
[Criminal](#)
[Query](#)
[Reports](#)
[Utilities](#)
[Search](#)
[Help](#)
[Log Out](#)

Attorney Reactivation
[1:23-mc-99998 Attorney Reactivation Fees](#)

Excluding traffic violations punishable by fine only, have you ever been convicted of, or entered a plea of no contest to, any crime or are any criminal charges pending against you?

☐ Yes
☐ No




[Civil](#)
[Criminal](#)
[Query](#)
[Repo](#)

Attorney Reactivation
[1:23-mc-99998 Attorney Reactivation Fees](#)

Have you ever been held in contempt of court?

☐ Yes
☐ No

- L. Indicate whether you would like to receive priority consideration for pro bono cases and select **Next**.




[Civil](#)
[Criminal](#)
[Query](#)
[Reports](#)
[Utilit](#)

Attorney Reactivation
[1:23-mc-99998 Attorney Reactivation Fees](#)

Would you like to receive priority consideration for pro bono cases?

☐ Yes
☐ No

M. Enter your five-digit **bar number** and select **Next**.

CM**ECF** [Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Help](#) [Log Out](#)

Attorney Reactivation
[1:23-mc-99998 Attorney Reactivation Fees](#)

Enter your 5 digit bar number. For example, if your bar number is 624, enter 00624

N. Attach your completed and signed Attorney Reactivation Application as the **Main Document**.

1. If you are required to submit supplemental material, attach any supplemental materials in the Attachments section. Each attachment must be a separate PDF document, and you will need to enter a description for each attachment.

Attorney Reactivation
[1:23-mc-99998 Attorney Reactivation Fees](#)

Attach the Attorney Request for Reactivation Form in PDF format on this screen as the main document.

Date document filed (mandatory)
3/9/2023

Select the PDF document and any attachments.

Main Document
 No file selected. **Please ensure that you have removed all metadata from documents prior to uploading into CM/ECF.**

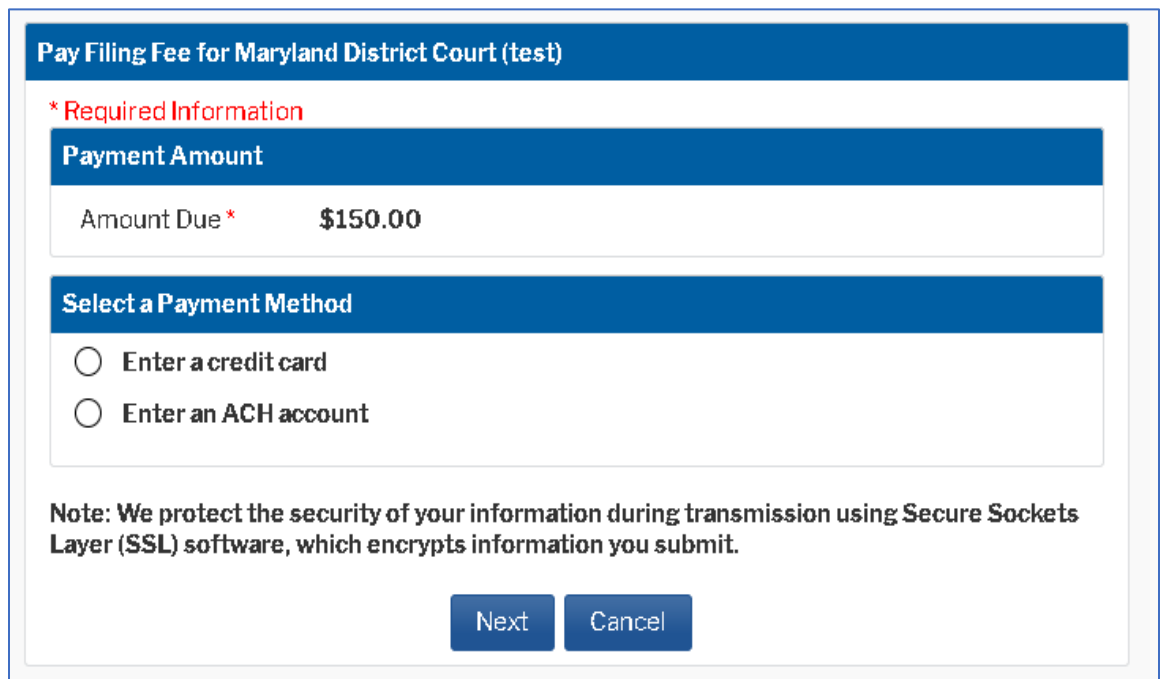
Attachments	Category	Description
1. <input type="button" value="Browse..."/> No file selected.	<input type="text" value=""/>	<input type="text" value=""/>

- O. After uploading all documents, select **Next**.
- P. The next screen shows you the fee of \$150.00. Select **Next** to continue.
1. **Please wait while the payment screen loads.**



The screenshot shows the CM/ECF (Case Management/Enterprise Case Filing) interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, and Re. Below this, the main heading is "Attorney Reactivation". Underneath, there is a link "1:23-mc-99998 Attorney Reactivation Fees". The fee amount is displayed as "Fee: \$150". At the bottom of the screen, there are two buttons: "Next" and "Clear".

- Q. Select a payment method.



The screenshot shows the "Pay Filing Fee for Maryland District Court (test)" screen. It features a blue header with the title. Below the header, there is a section titled "* Required Information". Under this section, there is a "Payment Amount" section with a table showing "Amount Due *" as "\$150.00". Below this, there is a "Select a Payment Method" section with two radio button options: "Enter a credit card" and "Enter an ACH account". At the bottom of the screen, there is a note: "Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit." and two buttons: "Next" and "Cancel".

- R. Complete the information requested on the next screen. **Items with a red asterisk may not be left blank.**
- S. Review the payment information on the screen. Confirm all the information is correct, then select **Continue**.
- T. You will now see a screen saying your request is being processed. **Do not close your browser or click the Back button during this time.**

- U. After your transaction is processed, you will be taken back to the CM/ECF screen to finish filing your reactivation application. You will get the following notice that your account has been charged. **Select Next twice.**

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

Attorney Reactivation
[1:23-mc-99998 Attorney Reactivation Fees](#)

CAUTION: THIS FILING IS INCOMPLETE! You must continue until you see a screen with *Notice of Electronic Filing* near the top of the screen, or your bar membership will not be reactivated.

YOUR CREDIT OR DEBIT CARD HAS BEEN CHARGED. You must continue with the docket transaction until its completion. If you go **BACK**, you will be required to re-enter your credit or debit card information and will be charged twice for the same transaction.

- V. The following screens will appear. You are instructed to verify all information is correct, then select **Next**.

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

Attorney Reactivation
[1:23-mc-99998 Attorney Reactivation Fees](#)

Docket Text: Modify as Appropriate.
Attorney Reactivation Fees paid for Bar Number 00624, in the amount of \$150, receipt number AMDXDC-9271691. The questions were answered as follows:

- Are you an active member in good standing of the Maryland Bar, or, if not a member of the Maryland Bar, are you an active member in good standing of the highest court of any state (or the District of Columbia) and also an active member in good standing of any United States District Court? *Yes*
- Are there any disciplinary proceedings pending against you? *No*
- Have you been denied admission to practice, disbarred, suspended from practice, or disciplined by any court or bar authority, other than administrative suspensions for non-payment of bar dues?*No*
- Have you ever resigned from the practice of law in any court in order to avoid disciplinary action or while the subject of any pending investigation, action, or proceeding involving allegations of misconduct or the commission of a crime? *No*
- Excluding traffic violations punishable by fine only, have you ever been convicted of, or entered a plea of no contest to, any crime or are any criminal charges pending against you? *No*
- Have you ever been held in contempt of court? *No*
- Would you like to receive priority consideration for pro bono cases? *No.* (Benz, Steven)

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

Attorney Reactivation
[1:23-mc-99998 Attorney Reactivation Fees](#)


Docket Text: Final Text
Attorney Reactivation Fees paid for Bar Number 00624, in the amount of \$150, receipt number AMDXDC-9271691. The questions were answered as follows:

- Are you an active member in good standing of the Maryland Bar, or, if not a member of the Maryland Bar, are you an active member in good standing of the highest court of any state (or the District of Columbia) and also an active member in good standing of any United States District Court? *Yes*
- Are there any disciplinary proceedings pending against you? *No*
- Have you been denied admission to practice, disbarred, suspended from practice, or disciplined by any court or bar authority, other than administrative suspensions for non-payment of bar dues?*No*
- Have you ever resigned from the practice of law in any court in order to avoid disciplinary action or while the subject of any pending investigation, action, or proceeding involving allegations of misconduct or the commission of a crime? *No*
- Excluding traffic violations punishable by fine only, have you ever been convicted of, or entered a plea of no contest to, any crime or are any criminal charges pending against you? *No*
- Have you ever been held in contempt of court? *No*
- Would you like to receive priority consideration for pro bono cases? *No.*(Benz, Steven)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Source Document Path (for confirmation only):
C:\fakepath\USDC MD Apparel Order Form.pdf pages: 1

W. The screen below indicates that you have successfully submitted your reactivation application and paid your fees. **If you do not see a receipt number displayed on this screen, your fees have not been paid and you MUST contact the U.S. District Court of Maryland at mdd_attyadmissions@mdd.uscourts.gov**

	Civil ▾ Criminal ▾ Query Reports ▾ Utilities ▾ Search Help Log Out
Attorney Reactivation	
1:23-mc-99998 Attorney Reactivation Fees	
U.S. District Court	
District of Maryland	
Notice of Electronic Filing	
The following transaction was entered by Benz, Steven on 3/7/2023 at 2:56 PM EST and filed on 3/7/2023	
Case Name:	Attorney Reactivation Fees
Case Number:	1:23-mc-99998
Filer:	
Document Number:	1
Docket Text:	
Attorney Reactivation Fees paid for Bar Number 00624, in the amount of \$150, receipt number AMDXDC-9271691. The questions were answered as follows:	
-- Are you an active member in good standing of the Maryland Bar, or, if not a member of the Maryland Bar, are you an active member in good standing of the highest court of any state (or the District of Columbia) <u>and</u> also an active member in good standing of any United States District Court? Yes	
--Are there any disciplinary proceedings pending against you? No	
--Have you been denied admission to practice, disbarred, suspended from practice, or disciplined by any court or bar authority, other than administrative suspensions for non-payment of bar dues? No	
--Have you ever resigned from the practice of law in any court in order to avoid disciplinary action or while the subject of any pending investigation, action, or proceeding involving allegations of misconduct or the commission of a crime? No	
--Excluding traffic violations punishable by fine only, have you ever been convicted of, or entered a plea of no contest to, any crime or are any criminal charges pending against you? No	
--Have you ever been held in contempt of court? No	
--Would you like to receive priority consideration for pro bono cases? No.(Benz, Steven)	
1:23-mc-99998 Notice has been electronically mailed to:	
1:23-mc-99998 Notice will not be electronically delivered to:	
The following document(s) are associated with this transaction:	
Document description: Main Document	
Original filename: n/a	
Electronic document Stamp:	
[STAMP doccfStamp_ID=1046883720 [Date=3/7/2023] [FileNumber=10138453-0] [14befdfdc8e55efc86adc60e21a81cb1e7f8b2ab1f367437a2919ab6f03d137646 09519a0e52dcc79979108c68e7c5db6d6c7f7382a5d201f1f0e58f9208ff7]]	