

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF MARYLAND



ATTORNEY RENEWAL INSTRUCTIONS

*2021*

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## I. OVERVIEW

Under Local Rule 701.2.b, active bar members are required to renew their bar memberships every six years. Since January 1, 2012, the Clerk's Office will only accept renewal applications and payments filed electronically through CM/ECF. Active members of our bar, who are due to renew in the current calendar year, will receive an electronic notification of renewal by July 8. Renewal applications are due by August 9 with a late deadline of September 1.

The full renewal schedule for the current calendar year is available at:

<https://www.mdd.uscourts.gov/bar-membership-renewal>.

## II. COMPLETE THE ATTORNEY RENEWAL APPLICATION

### A. DOWNLOAD THE RENEWAL APPLICATION

1. Go to our website at <http://www.mdd.uscourts.gov>.
2. Click the **Attorney Information** tab and locate the **Attorney Forms** section.
3. Click the link for **Attorney Renewal Application** to download the renewal application form.

### B. COMPLETE THE APPLICATION

1. Open the form using Adobe Reader or Adobe Acrobat. We recommend using Adobe version 8 or higher. **You must save the form to your computer before you begin completing the application.**

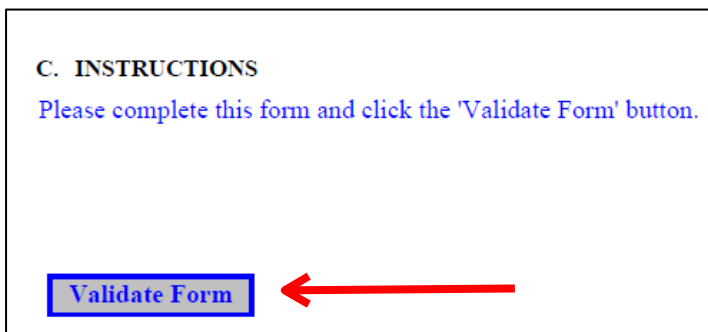
**Adobe Reader:** If you do not have Adobe Reader on your computer, you can download it free by going to <http://get.adobe.com/reader/>.

**Apple/Mac Users:** If you are using an Apple/Mac computer, be sure to open the form with Adobe Reader and not the default Preview program. The form will not work properly if opened with Preview.

2. Answer all questions to the best of your knowledge. The questions in red are required.

**Note:** To see the red outlines around questions, click the **Highlight Fields** button on the Adobe toolbar.

3. After answering all questions, click the **Validate Form** button in Section D of the form (under the **Instructions** heading).



4. If you completed the form, you will see a message telling you the form is complete, as well as print and save buttons. If your form is incomplete, the instructions will indicate the incomplete question(s).
5. The instructions will tell you which docket event to use to file your renewal form: **Attorney Renewal** or **Attorney Renewal Disclosure**. Note which event you will use.
6. Click the **Save Form** button to save the form to your computer. If you would like to print a copy of the form for your records, click **Print Form**.

You do not have to sign your renewal form. Your filing of the form in CM/ECF with your CM/ECF credentials will constitute your signature.

### III. UPDATE YOUR CM/ECF CONTACT INFORMATION

Under Local Rule 701.3, members of the bar must maintain current contact information on file with the Clerk's Office. As part of the renewal process, we ask renewing attorneys to verify their contact information and to make any necessary corrections.

Before you file your renewal application, you must have a CM/ECF account for the District of Maryland.

If you do **not** know your account information (or do not have an account), go to [Section A](#).

If you already have your CM/ECF account information, skip to [Section B](#).

#### A. OBTAIN OR RETRIEVE CM/ECF ACCOUNT INFORMATION

**If you do not recall your CM/ECF password . . .**

1. Go to our website at <http://www.mdd.uscourts.gov/electronic-case-filing-password-reset> then click the link, **Reset Your District of Maryland ECF Password**.
2. Enter your CM/ECF login, which is your initials (in lower case letters) and

the five digits of your local bar number (e.g., abc12345).

**If you do not recall your bar number . . .**

Go to <http://www.mdd.uscourts.gov/bar-member-search> to look up your bar membership information.

**If you do not have a local CM/ECF account . . .**

1. Go to our website at <http://www.mdd.uscourts.gov/electronic-case-filing-registration>

**B. UPDATE YOUR CM/ECF CONTACT INFORMATION**

1. Go directly to our CM/ECF site by entering the following address into your web browser:  
<https://ecf.mdd.uscourts.gov>.

We recommend you use Firefox or Chrome as your browser when using CM/ECF.

2. Log into your CM/ECF account using your District of Maryland CM/ECF username and password. **The CM/ECF login used must be that of the attorney who is renewing.**

**Note:** You must use the CM/ECF login and password that you obtained from the U.S. District Court of Maryland. Please do not use your U.S. Bankruptcy Court or PACER login information.

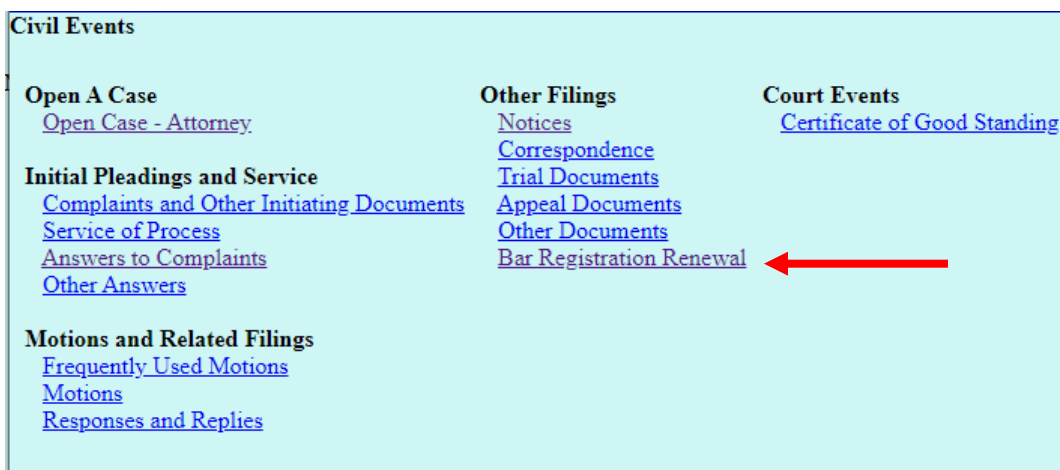
If you cannot login or update your contact information, email the Clerk's Office at [MDD\\_AttyAdmissions@mdd.uscourts.gov](mailto:MDD_AttyAdmissions@mdd.uscourts.gov).

3. Once logged in to CM/ECF, click **Utilities** on the top of the screen.
4. Click **Maintain Your Account** under the **Your Account** heading.
5. Update missing or incorrect account information. Click **Submit** either two or three times, as prompted. Once you see **Updating person record** on the screen, your account information has been updated.

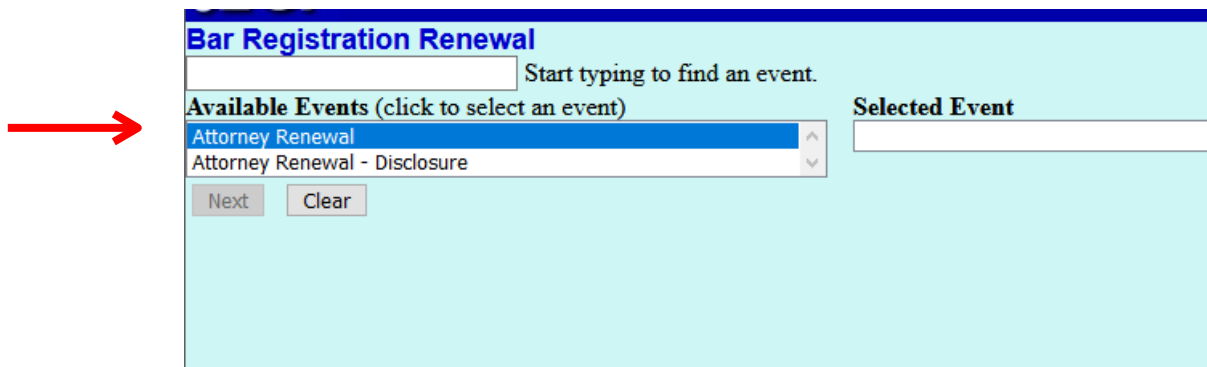
## IV. FILING THE ATTORNEY RENEWAL APPLICATION

Once you have reviewed and updated (if needed) your CM/ECF account information, you can file your renewal application in CM/ECF.

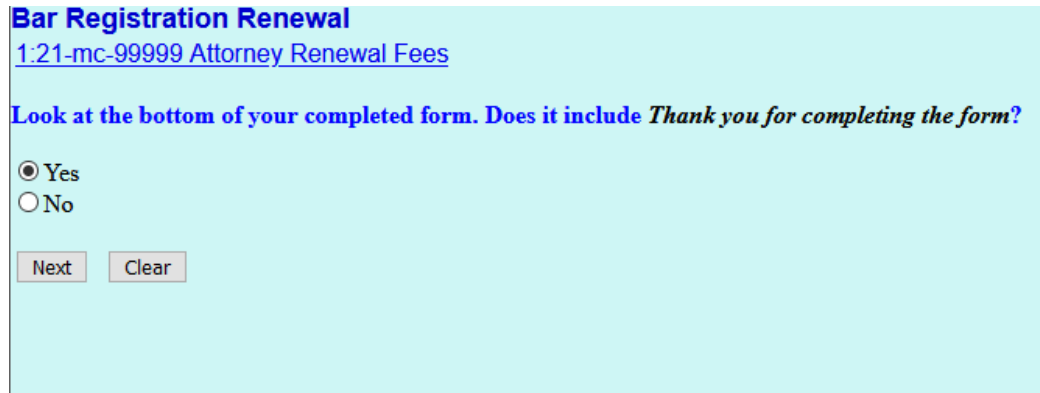
1. If not already logged in, log into your CM/ECF account using your District of Maryland CM/ECF username and password. **The CM/ECF login used must be that of the attorney who is renewing.**
2. Click **Civil** on the top of the screen, and then click **Bar Registration Renewal** from under the **Other Filings** menu.



3. Select the docket event listed in Section D of your completed renewal application (see [Section II.B](#), Steps 3-5 of these instructions). You will select either **Attorney Renewal** or **Attorney Renewal - Disclosure** as instructed on your renewal application. Click **Next 3 times**.



- You will be asked the following question. Only **select YES and click Next** if you see the prompt at the bottom of the renewal form you completed. If you do not see this language in Section D of your form, you need to click the **Validate** button.



**Bar Registration Renewal**  
[1:21-mc-99999 Attorney Renewal Fees](#)

Look at the bottom of your completed form. Does it include *Thank you for completing the form?*

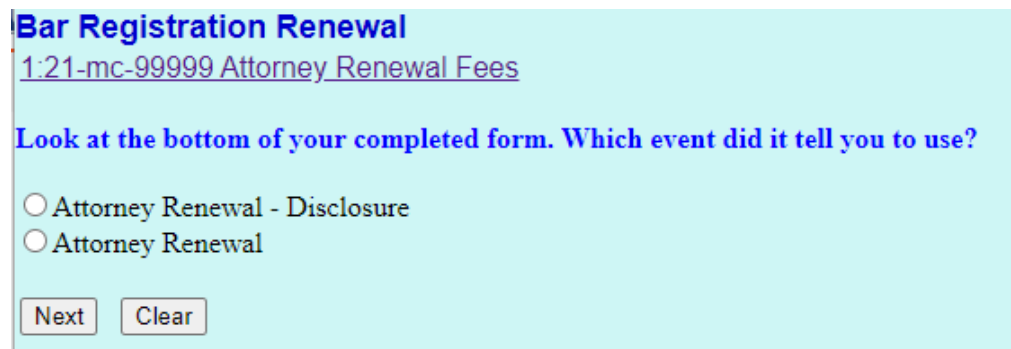
Yes  
 No

Next Clear

- You will be prompted to confirm the event listed on Section D of your renewal form. Select the event listed on your form, then click **Next**.

If you do not see an event in Section D of your form, you need to click the **Validate** button.

Follow the instructions on the screen. If you are directed to restart the filing processing, please return to Step 1 of this section, [Part IV](#).



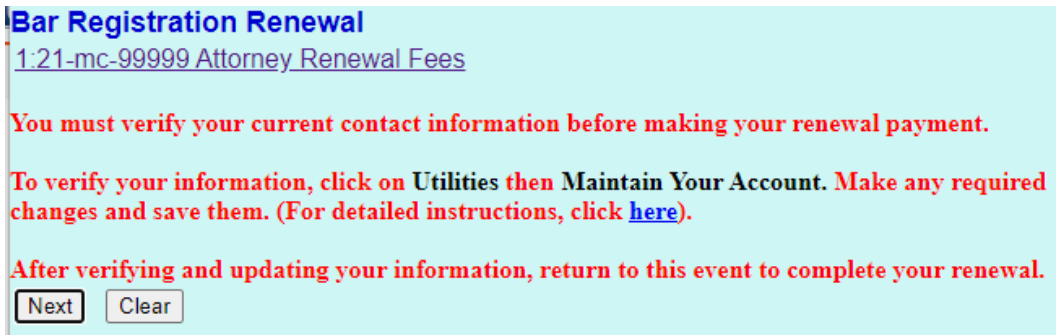
**Bar Registration Renewal**  
[1:21-mc-99999 Attorney Renewal Fees](#)

Look at the bottom of your completed form. Which event did it tell you to use?

Attorney Renewal - Disclosure  
 Attorney Renewal

Next Clear

- 6. You will receive a reminder to verify that all of your contact information is up to date. Since you should have already updated your information (see Part III above), click **Next**.



- 7. Select the appropriate response to the question and click **Next**. If you select NO, it will prompt you to update your contact information and you may need to start at the beginning.



**Note:** After clicking **Next**, you will get additional screens prompting you to answer several questions. Please answer appropriately and click **Next** after each screen.

If you are prompted to use a different event, please return to the beginning of [Part IV](#) and restart the filing process. Select the different event as your event in Step 3.

8. The next question will ask about your eligibility for renewal. **Select the correct answer and click Next.**

**Bar Registration Renewal**  
[1:21-mc-99999 Attorney Renewal 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

9. The next several questions will ask about your disciplinary history. If you have any disclosures and you are not using the Attorney Renewal – Disclosure docket event, exit out and start from the beginning. The next few qualifying questions will determine whether you have a prior disclosure or need to provide new disclosure. **Select the appropriate answers and click Next.**

**Bar Registration Renewal**  
[1:21-mc-99999 Attorney Renewal Fees](#)

**Are there any disciplinary proceedings pending against you?**

Yes  
 No

**Bar Registration Renewal**  
[1:21-mc-99999 Attorney Renewal 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



**Bar Registration Renewal**  
[1:21-mc-99999 Attorney Renewal 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

**Bar Registration Renewal**  
[1:21-mc-99999 Attorney Renewal 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

**Bar Registration Renewal**  
[1:21-mc-99999 Attorney Renewal Fees](#)

**Have you ever been held in contempt of court?**

Yes  
 No

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

**Bar Registration Renewal**  
[1:21-mc-99999 Attorney Renewal Fees](#)

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

Yes  
 No

- 11. Enter your five-digit bar number and click **Next**.

**Bar Registration Renewal**  
[1:21-mc-99999 Attorney Renewal Fees](#)

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

**Note:** The bar number entered must be the bar number of the person currently logged in to CM/ECF. If you do not recall your bar number, go to <http://www.mdd.uscourts.gov/bar-member-search> to look up your bar number.

- 12. Attach your completed and saved **Attorney Renewal Application** (PDF) as the **Main Document**.

**Bar Registration Renewal**  
[1:21-mc-99999 Attorney Renewal Fees](#)

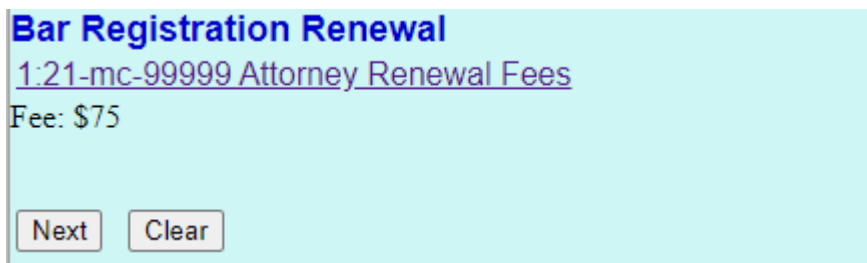
**Attach the Attorney Renewal Form in PDF format on this screen as the main document. Select the pdf document and any attachments.**

**Main Document**  
 No file selected.

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

**Note:** To attach your renewal form, click **Browse** (see the red arrow) and then select the file saved on your computer. You will need to navigate to the directory where the file is saved. **Disclosures** should be attached in the Attachments section.


- 13. If you are required to submit supplemental material (refer to Section A of the renewal form), attach any supplemental materials in the **Attachments** section (see the red circle). Each attachment must be a **separate** PDF document, and you will need to enter a description for each attachment.
- 14. After submitting all documents, click **Next**.
- 15. The next screen shows you the fee amount of \$75.00. Click **Next** to continue.




**Please wait while the payment screen loads.**

- 16. Select a payment method – either pay from bank account or pay by credit card – then click the **Continue** button:

**Please select a payment method:**

I want to pay with a withdrawal from a checking or savings account (ACH) 

I want to pay with a debit or credit card 

[Cancel](#) Continue

17. Complete the information requested on the next screen. **Items with a red asterisk may not be left blank.**

a. If you indicated wanted to pay from a bank account, you will see the screen below. Enter the information, then click the **Continue** button:

**Please enter checking or savings account information below.**

\* indicates required fields

Agency Tracking ID: 0416-5620670  
Payment Amount: \$75.00

\* Account Holder Name:

\* Account Type:

| Routing Number                         | Account Number                          | Check Number                      |
|--|---|-----------------------------------|
| <input type="text" value="026946783"/> | <input type="text" value="9243767390"/> | <input type="text" value="1234"/> |

\* Routing Number:

\* Account Number:

\* Confirm Account Number:

[Previous](#)   [Cancel](#)   [Continue](#)

b. If you indicated you wanted to pay with a credit card, you will see the screen below. Enter the information, then click the **Continue** button.

**Please provide the Credit or Debit Card Information below**

\* indicates required fields

Agency Tracking ID: 0416-5620670  
Payment Amount: \$75.00

\* Country:

\* Billing Address:

Billing Address 2:

\* City:

State/Province:

ZIP/Postal Code:

\* Account Holder Name:

\* Card Number:

\* Expiration Date:

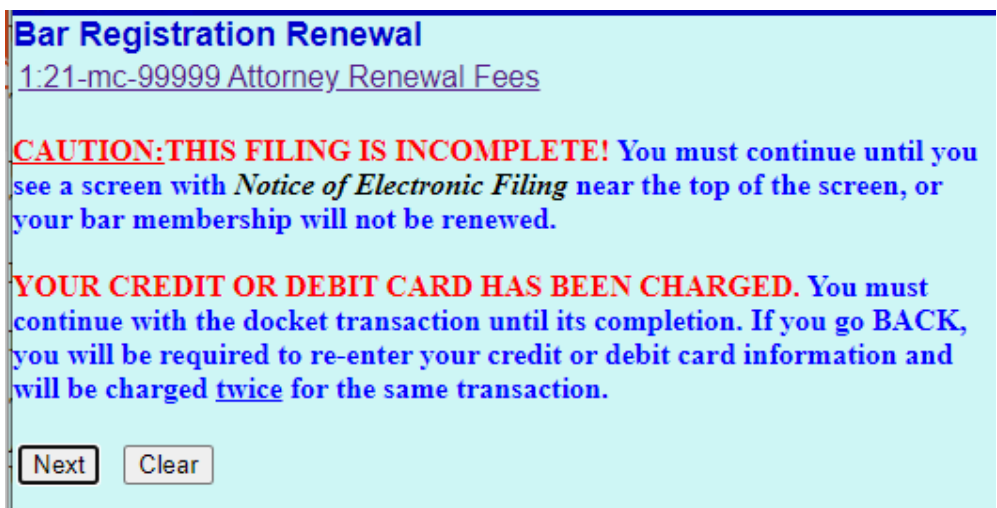
Card Security Code:

[Previous](#)   [Cancel](#)   [Continue](#)

- 18. Review the payment information on the screen. If you need to correct any information, click the **Previous** link and edit appropriately.
  - a. If paying from a bank account, be sure to check the box next to *“I agree to the Pay.gov authorization and disclosure statement”*.
  - b. If paying by credit card, be sure to check the box next to *“I authorize a charge to my card account for the above amount in accordance with my card issuer agreement”*.
  - c. Confirm all of the information, then click **Continue**.
  
- 19. 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.**

**Note:** If you stop the process or are not automatically returned to CM/ECF after a few seconds, please call the Clerk’s Office before attempting to file your application again.

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



**WARNING!**  
You must complete all remaining steps or your renewal transaction will not be saved. If you stop the process or close your browser at this screen, contact the Clerk’s Office.

- 21. The following screen will appear. Verify all information is correct, then click **Next** to complete your filing.

**Bar Registration Renewal**  
[1:21-mc-99999 Attorney Renewal Fees](#)

Docket Text: Final Text

**Attorney Membership Renewal Fees paid for Bar Number 12345, in the amount of \$75, receipt number 0416-5621361. The current contact information is correct. 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.**

**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\attachmnt.pdf pages: 1

**Note:** Your docket text may vary slightly from the example shown above.

- 22. The screen below indicates that you have successfully submitted your renewal 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](mailto:MDD_AttyAdmissions@mdd.uscourts.gov).

Remember, your docket text may vary slightly from the example shown below.

**Bar Registration Renewal**  
[1:21-mc-99999 Attorney Renewal Fees](#)

U.S. District Court  
District of Maryland

**Notice of Electronic Filing**

The following transaction was entered by Doughney, Mary on 4/5/2021 at 12:45 PM EDT and filed on 4/5/2021

Case Name: Attorney Renewal Fees  
Case Number: [1:21-mc-99999](#)  
Filer:  
Document Number: [11](#)

Docket Text:  
**Attorney Membership Renewal Fees paid for Bar Number 12345, in the amount of \$75, receipt number 0416-5621361.** The current contact information is correct. 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.

1:21-mc-99999 Notice has been electronically mailed to:  
1:21-mc-99999 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 dcecfStamp\_ID=1046883720 [Date=4/5/2021] [FileNumber=6329250-0]  
[8d0591698cbccba9614ca43cc81affbadc2962ac216dc2afbd87d1a67bb02b23b9e7d610cecf80eacf6e85526988817a0400d35cd3dceb27d766143dd8cdedee0]]

## V. RENEWAL NOTIFICATION

After submitting your renewal application, staff will review and process your renewal. You should 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 delaying your application.

All renewal applications will be processed by October of the renewing calendar year.