

IMPORTANT ANNOUNCEMENT

To ALL NDNY Bankruptcy CM/ECF Users:

As you know, the U.S. District Court for the Northern District of New York collects an attorney registration fee of \$30.00 every two years from all active attorneys admitted to practice in the Northern District. This includes attorneys who are admitted to the District Court but practice primarily in the Bankruptcy Court.

This fee was last assessed in 2009 and the District Court has begun its collection process for unpaid fees. The District Court has entered an Order to Show Cause for all attorneys who have failed to pay the 2009 fee. Failure to pay the fee will result in your removal from the rolls of the District Court. If you are removed from the rolls of the District Court because of failure to pay, your CM/ECF login and password will be disabled.

This e-mail is being sent to aid the District Court in bringing this issue to the attention of those attorneys who have not kept their address information current with the District Court as directed by local rule.

If you have not paid your 2009 registration fee, please do so by May 28, 2010. Failure to pay the fee will result in the disabling of your Bankruptcy Court login and password. Your login and password to the Bankruptcy Court will be reinstated once proof of payment is provided to the Bankruptcy Court.

The Northern District of New York collects fees by credit card or ACH debit electronically through the use of Pay.Gov. The 2009 biennial fee will be collected by credit card or ACH debit through the use of Pay.Gov. To submit your 2009 biennial fee payment, please follow the instructions below:

1. Login to the CM/ECF system in the **District Court** (not the Bankruptcy Court CM/ECF system). Your login is your Bar Roll Number (If you have forgotten your NDNY Bar Roll Number, please visit the District Court website at: <http://www.nynd.uscourts.gov/attylookup/> . You can also check your bar status and fee status on the website.) If you have forgotten your CM/ECF password, you can use the Court's password self-service feature: <http://ecf.nynd.uscourts.gov/cgi/bin/login.pl>
2. Under the Civil Event Category, Other Filings, select **Other Documents**
3. Docket the event **Biennial Fee Payment** (There is no need to attach a document to this event)
4. The case number is **09-2009**
5. The filing attorney is re-directed to Pay.Gov to pay the associated \$30.00 fee

6. Complete the Pay.Gov payment screens to process the payment
7. Hit **Next** and view the Docket Text
8. Hit **Next** again, and the transaction is submitted
9. You will receive a Pay.Gov receipt upon completion of the docket entry.

If you have any questions regarding the registration fee please call the District Court at 315 - 234 - 8686.

If you have questions regarding your Bankruptcy Court login and password, please call Lynn Chest at 518 - 257 - 1612.

Thank you in advance for your attention to this matter.

Diann Freeman
Chief Deputy
Bankruptcy Court - New York Northern