

UNITED STATES DISTRICT COURT

District of Kansas

Chief Judge Eric F. Melgren | Clerk of Court Skyler B. O'Hara

UNITED STATES DISTRICT COURT

DISTRICT OF KANSAS

Annual Attorney Renewal

Instructions

D. KAN. RULE 83.5.3 - REGISTRATION OF ATTORNEYS

If you do not have e-filing permissions, you must obtain those first. Instructions can be found here.

Prepare Your Information	
You will need:	 Your PACER username and password A checking account, debit or credit card Accurate billing address information Your D. Kan. issued bar number number
Complete Annual Renewal & Pay Fee	
1. Click on <u>this link</u> to access CM/ECF and click on the DISTRICT OF KANSAS – Document Filing System hyperlink.	WEEF District Survives CMECF Operational Notices No Scheduled Downtime Welcome to the U.S. District Court for the DISTRICT OF KANSAS DISTRICT OF KANSAS - Document Filing System CMECF Links: • Attorney Bar Status
2. Login using your PACER username and	
password. *You do not need a Client Code.	Skansas District Court Login * Required Information Username * Password * Client Code Login Clear Need an account? Forgot password? Forgot username?

3. Check the redaction agreement box and click continue.	Redaction Agreement IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer- identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with Fed. R. App. P.25(a)(5), Fed. R. Civ. P.5.2, Fed. R. Crim. P. 49.1, or Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments. Image: Imag
 4. Click on the Civil tab in the upper, left-hand corner of the screen. *TIP: Click on Civil instead of hovering. You will be able to see the full menu of events. 	Consent to system monitoring and to official access to data reviewed and created by them on the custom. If avidance of unburful activity is COMMERCE Civil Criminal Query
5. Click on Attorney Annual Dues.	Other Filings Attornev Renewal/Reinstatement ADR Documents Attorney Annual Dues Notices Trial Documents Appeal Documents Other Documents
6. Click on the gray, highlighted available event 'Pay Attorney Annual Dues. It will auto-populate to the right and you will then click Next.	Attorney Annual Dues Start typing to find an event. Available Events (click to select an event) Pay Attorney Annual Dues Next Clear
	Attorney Annual Dues Available Events (click to select an event) Pay Attorney Annual Dues Next Clear
7. Click Next. *Do not click on the case number hyperlink.	Attorney Annual Dues 2:25-mc-00888 in re: 2025 Attorney Renewals Next Clear

 8. You will be prompted to verify your current information before paying your dues. *If you would rather not start over, please click Next and update at a later time. Please click here for instructions. 	Attorney Annual Dues 2:25-mc-00888 in re: 2025 Attorney Renewals You must verify your current information before paying your dues. To verify your information click on Utilities, Maintain Your Account. If you have already confirmed this information, click Next below. Next Clear
9. Certify you have not already completed your renewal by clicking Next.	Attorney Annual Dues 2.25-mc-00888 in re: 2025 Attorney Renewals PLEASE VERIFY THAT YOU HAVE NOT ALREADY PAID YOUR 2025-2026 ANNUAL RENEWAL FEE BEFORE CONTINUING! You may check your bar status by visiting ksd.uscourts.gov and clicking on the Attorney Lookup button in the center of the screen. If your status is Active and your most recent registration date is 6/1/2025 OR LATER, you have already paid the necessary fees for the year and you should discontinue this event. Inst. Clear
10. Click Next.	Attorney Annual Dues 2:25-mc-00888 in re: 2025 Attorney Renewals Next Clear
 10. Select your desired status for the fee year by clicking on the radio button. Click Next. Active (full admission to practice) If you plan to choose any status other than active, please see D. Kan. Rule 83.5.3(c)) and contact Attorney Registration. 	Attorney Annual Dues 2:25-mc-00888 in re: 2025 Attorney Renewals Select your desired status for the current fee year: Active - \$25 fee Inactive - You may not practice while on inactive status Justice, Judge or Magistrate - State court judges are barred by law or rule from practice Retired - no longer engaged in the practice of law Next Clear
11. Type in your name (first and last name) and your D. Kan. bar number. Click Next.	Attorney Annual Dues 2:25-mc-00888 in re: 2025 Attorney Renewals Attorney Name: Kansas bar number or Missouri reciprocity number: Next Clear

 12. Certify the listed statements, select the appropriate radio button and click Next. *The Court understands renewals may be filled out by assistants or paralegals. 	Attorney Annual Dues 2:25-mc-00888 in re: 2025 Attorney Renewals Annual renewal requires certification as to status, CLE, and discipline matters. The online renewal form must be completed by the renewing attorney. The court may verify the information provided in this application with the State of Kansas and the United States District Court for the Western District of Missouri. Any attorney who misrepresents information will be referred to the disciplinary panel. I certify I am the attorney for whom this renewal application is being submitted. No No Net Clear
 13. Certify the listed statements, select the appropriate radio button and click Next. *The Court understands renewals may be filled out by assistants or paralegals. 	Attorney Annual Dues 2:25-mc-00888 in re: 2025 Attorney Renewals In order register as an attorney in ACTIVE status, you must make the following certifications: I am admitted to the bar of this court. I have taken the oath or affirmation prescribed by the rules of this court and acknowledge that I remain bound thereby. I have read and am familiar with the most recent version of the Rules of Practice and Procedure of this court. I certify that all three of the above statements are true. Yes No Next
14. Choose the appropriate radio button to note your other active bar registration(s) and click Next.	Civil - Criminal - Query Reports - Utilities - Search Help What's New Log Out (Gretchen Welk) Attorney Annual Dues 2:24-mc-00888 2024 Annual Attorney Renewal D. Kan. Rule 83.5.2 requires that for admission, you must first be admitted to the State of Kansas or the Western District of Missouri unless you are exempt by rule or by order of the court. In order to maintain active status in this court, you are expected to maintain active status in the underlying court through which you were admitted. Please indicate below in which court(s) you are active. If you are exempt from this requirement, you should select Neither and contact Attorney Registration to provide the state or court(s) where you maintain active status. I am currently registered as an active attorney in Western District of Missouri Both Neither Western District of Missouri
15. Select the best option which describes your disciplinary status. Click Next.	CMMEECF Civil - Criminal - Query Reports - Utilities - Search Help What's New Log Out (Gretchen Welk) Attorney Annual Dues 2.24-mc-00888 2024 Annual Attorney Renewal Please select the option which best describes your disciplinary status: OThere are NO disciplinary or suspension proceedings pending against me in any court of the United States or of any state, or possession of the United States. O There ARE disciplinary or suspension proceedings pending against me.

16. Certify CLE compliance in relevant courts by choosing the appropriate radio button. Click Next.	CMINE C [vil. Criminal Query Reports Utilities Search Help What's New Log Out (Gretchen Welk) Attorney Annual Dues 2:24-mc-00888 2024 Annual Attorney Renewal Pursuant to D. Kan. Rule 33.5.3(a)(2) and (3), you must certify that you have earned at least the minimum number of credit hours required by the Rules of the Kansas Supreme Court (if admitted to this court through the State of Kansas) or the Missouri Supreme Court and the Western District of Missouri (if admitted to this court through reciprocity with the Western District of Missouri). During the 12-month period preceding the date of this application, I have earned the required credit hours of continuing legal education and am in compliance with the CLE rules of: State of Kansas Western District of Missouri Both Neither
 17. Choose the appropriate radio button if you would like to be on the list to provide pro bono services when permitted. Click Next. *If you choose not to provide pro bono services, leave the buttons unchecked and click Next. 	Event in the second
 18. Double check you are using the correct login to pay for the correct attorney. Click Next. *If you entered another attorney's information, log out and start over with the correct login. 	CMmECF Civil - Criminal - Query Reports - Utilities - Search Help Attorney Annual Dues 2:24-mc-00888 2024 Annual Attorney Renewal DO NOT USE YOUR LOGIN TO PAY ANY OTHER ATTORNEYS RENEWAL FEE!!! Next Clear
19. Click Next. DO NOT stop after the payment screen. *You will be re-directed back to CM/ECF to complete the transaction.	Attorney Annual Dues 2:24-mc-00888 2024 Annual Attorney Renewal DO NOT STOP AFTER THE PAYMENT SCREEN. CONTINUE WITH THE TRANSACTION UNTIL YOU SEE THE NOTICE OF OF ELECTRONIC FILING. Fee: \$25 Next Clear



24. Double check the		
docket text to make sure	CMmFCF Civil- Criminal- Query Reports- Litilities- Search Help Log Out	
the information is	Attorney Annual Dues 224-m-C0888 2024 Annual Attorney Renewal	
accurate	Docket Text: Final Text	
	Atterney annual dues paid for Gretchen Welk, Bar Number 12345, in the amount of \$25, receipt number AKSDC-6346227. Pro Bono panel selection: Kansas City. (Kansas Testing, Attorney One) 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? Next	
25. DO NOT press the		
back button or exit out of	U.S. District Court	
the browser until vou see	DISTRICT OF KANSAS	
the Notice of Electronic	Notice of Electronic Filing	
Filing page.	The following transaction was entered by Kansas Testing, Attorney One on 5/13/2024 at 1:09 PM CDT and filed on 5/13/2024 Case Name: 2024 Annual Attorney Renewal	
1 1118 20201	Case Number: 2:24-mc-00888 Filer	
	Document Number: No document attached	
	Docket Text: Attorney annual dues paid for Gretchen Welk, Bar Number 12345, in the amount of \$25, receipt number AKSDC- 8346227. Pro Bono panel selection: Kansas City. (Kansas Testing, Attorney One)	
	2:24-mc-00888 Notice has been electronically mailed to:	
	2:24-mc-00888 Notice has been delivered by other means to:	
*Note: You will receive a di	gital receipt via email after the transaction is complete. You may also print the	
Notice of Electronic Filing as a receipt as well by printing to PDF. Attorney bar cards should be received by		
September 1 st . If you do not receive a card by that date, please call Attorney Registration at the contact		
information listed below. L	Intil you receive your updated bar card, any current, state-issued bar card will	

allow attorney privileges in any of our courthouse locations.

Want to Verify Your Renewal? Click <u>here</u> and enter your last name or bar number. Click on your name and double check your most recent registration date.

Most recent registration date: 05/27/2025 Original admission date: 07/27/2016

Questions? Call or Email Attorney Registration: (913)735-2229 or KSD_Attorney_Registration@ksd.uscourts.gov

Payment Problems? Email: KSD_Refunds@ksd.uscourts.gov Please include your Pay.gov receipt.

Verify Your Contact Information	
1. While in CM/ECF, click on the Utilities	
tab.	
	ECF Civil - Criminal - Query Reports - Utilities - Search Help
	Log Out (Gretchen Welk)
2. Click on Maintain Your Account.	
	CM CF Civil - Cr
	Utilities
	Your Account
	Bar Admission
	Maintain Your Account
	Maintain Your Address
	PDF Preferences (for citation links) Maintain Your E-mail
	View Your Transaction Log
	Edit Your Scheduled Reports
3. If you need to update any information.	
click on Edit Name and Address	
Information.	MmFCF Civil - Criminal - Query R
**If your information is correct, proceed	Name and Address Information
or log out of CM/ECF. If it is incorrect, read on for instructions to undate **	Last nome Walk
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	Gender Conder
	Tide Administration Seconditiet Berry
	The Administrative Specialist Fers
	Office Robert J. Dole United States Courthouse
4. If you edit your information, a new	al Login
need to enter your password and click	* Required Information
Login.	Username * gretchenwelk
	Password *
	Login Clear Cancel
	Need an Account? Forgot Your Password? Forgot Username?

 5. Click on Maintenance and choose an option to update. Update Personal Information (name changes) Update Address Information (address and phone number) Update E-File Email Noticing and Frequency (primary email address) 	Case Search Status Active Account Type Upgraded PACER Account Settings Maintenance Payments Usage Update Personal Information Attorney Admissions / E-File Registration Update Address Information Non-Attorney E-File Registration Update E-File Email Noticing and Frequency Check E-File Status Display Registered Courts E-File Registration/Maintenance History
NOTE: Secondary email addresses must be maintained in CM/ECF by clicking on Maintain Your Email. 6. If you already completed your ann	Image: Additional and the end of th