



# UNITED STATES DISTRICT COURT District of Kansas

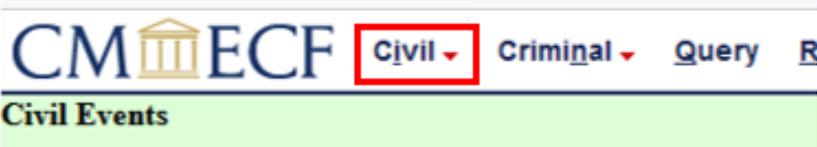
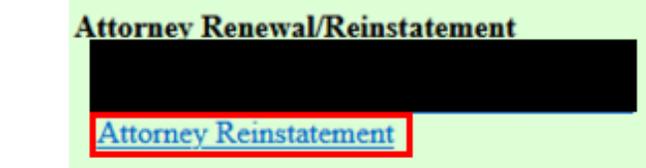
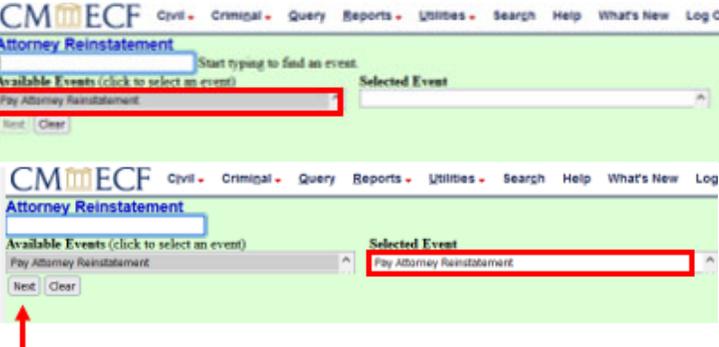
Chief Judge Eric F. Melgren | Clerk of Court Skyler B. O'Hara

## UNITED STATES DISTRICT COURT DISTRICT OF KANSAS Attorney Reinstatement Instructions

### D. KAN. RULE 83.5.3 – REGISTRATION OF ATTORNEYS

**\*IF YOU DO NOT HAVE E-FILING PERMISSIONS, YOU MUST OBTAIN THOSE FIRST.\***

To begin, go to [CM/ECF](#). Click on the DISTRICT OF KANSAS – Document Filing System link.  
Log in using your PACER username and password.

<p>1.) Once you have logged in to CM/ECF, <b>click on</b> the 'Civil' tab in the upper, left-hand corner of the screen.</p>	 <p>The screenshot shows the CM/ECF interface with the 'Civil' tab highlighted in a red box. Other tabs include 'Criminal' and 'Query'. Below the tabs, the text 'Civil Events' is visible.</p>
<p>2.) Find the Attorney Renewal/Reinstatement section and <b>click on</b> 'Attorney Reinstatement'.</p>	 <p>The screenshot shows the 'Attorney Renewal/Reinstatement' section. A red box highlights the 'Attorney Reinstatement' link.</p>
<p>3.) Under Available Events, <b>click on</b> 'Pay Attorney Reinstatement'. The box to the right will auto-populate with the event. Then click 'Next'.</p>	 <p>The first screenshot shows the 'Available Events' dropdown menu with 'Pay Attorney Reinstatement' selected and highlighted in a red box. The second screenshot shows the 'Selected Event' dropdown menu with 'Pay Attorney Reinstatement' selected and highlighted in a red box. A red arrow points to the 'Next' button below the dropdowns.</p>
<p>Intentionally left blank. Please proceed to Page 2.</p>	

4.) After clicking 'Next', a page will appear with the case number and no other data. This has to do with the way the system is coded. Click 'Next' to proceed.

**\*DO NOT CLICK ON THE CASE NUMBER HYPERLINK\***



5.) The next screen confirms that the renewing attorney is selecting the correct renewal type and meets the criteria to do so. Please review it carefully before clicking 'Next'.



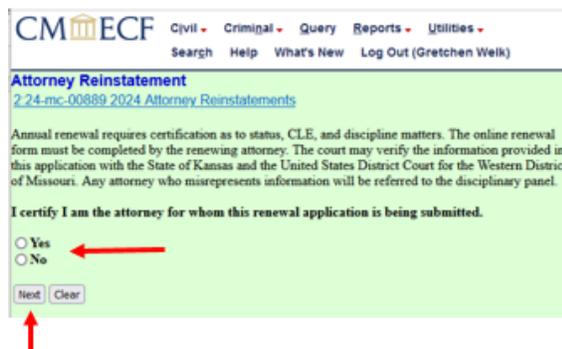
6.) Type in the attorney's name and D. Kan. bar number in the appropriate fields. Click 'Next'.

**\*If the D. Kan. bar number is unknown, it can be found on our attorney lookup [here](#)\***



7.) Please review the text carefully before answering 'yes' or 'no' by clicking the corresponding radio button. Click 'Next'.

**\*D. Kan. Recognizes and accepts renewals may be completed by staff employed by the attorney or firm\***



Intentionally left blank. Please proceed to Page 3.

8.) Please review the text carefully before answering 'yes' or 'no' by clicking the corresponding radio button. Click 'Next'.

CM ECF Civil Criminal Query Reports Utilities Search  
Help What's New Log Out (Gretchen Welk)

### Attorney Reinstatement

[2.24.mc-00889 2024 Attorney Reinstatements](#)

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 Clear

9.) Please review the text carefully before answering 'yes' or 'no' by clicking the corresponding radio button. Click 'Next'.

CM ECF Civil Criminal Query Reports Utilities Search  
Help What's New Log Out (Gretchen Welk)

### Attorney Reinstatement

[2.24.mc-00889 2024 Attorney Reinstatements](#)

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:

State of Kansas  
 Western District of Missouri  
 Both  
 Neither

Next Clear

10.) Please review the questions carefully before clicking the appropriate radio button. Click 'Next'.

CM ECF Civil Criminal Query Reports Utilities Search Help What's New Log Out (Gretchen Welk)

### Attorney Reinstatement

[2.24.mc-00889 2024 Attorney Reinstatements](#)

Please select the option which best describes your disciplinary status:

There are NO disciplinary or suspension proceedings pending against me in any court of the United States or in any state, territory, or possession of the United States  
 There ARE disciplinary or suspension proceedings pending against me

Next Clear

11.) Please review the text carefully before answering 'yes' or 'no' by clicking the corresponding radio button. Click 'Next'.

CM ECF Civil Criminal Query Reports Utilities Search Help  
What's New Log Out (Gretchen Welk)

### Attorney Reinstatement

[2.24.mc-00889 2024 Attorney Reinstatements](#)

Pursuant to D. Kan. Rule 83.5.3(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

Next Clear

12.) Please review the text carefully before answering 'yes' or 'no' by clicking the corresponding radio button. Click 'Next'.

**\*If you do not wish to provide pro bono services, do not check any boxes and simply click 'Next'.**

CM ECF Civil Criminal Query Reports Utilities Search Help What's New  
Log Out (Gretchen Weik)

**Attorney Reinstatement**  
[2-24-mc-00889 2024 Attorney Reinstatements](#)

You are encouraged to provide pro bono services to the public when permitted. The court is selective in making appointments, and you will not be burdened with multiple appointments. Pro bono service is a great means of getting to trial, especially for young lawyers.

Out-of-pocket expenses which the client is not able to pay may be reimbursed according to the Reimbursement Procedures for Court-Appointed Counsel in Civil Cases pursuant to D. Kan. Rule 85.5 J(c)(2) and (f). These expenses include items set out in 28 U.S.C. 1920, fees for expert witnesses and other out-of-pocket expenditures that you are reasonably compelled to incur, that your client is not able to pay, and that are not otherwise recoverable in the action. No reimbursement shall be made for general office overhead or items and services of a personal nature. To qualify for reimbursement, all expenditures must be approved in advance.

If you do not wish to provide pro bono services, do not check any boxes and simply click next.

I agree to serve on the Civil Pro Bono Panel in the following city:

- Kansas City
- Topeka
- Kansas City and Topeka
- Wichita
- Kansas City, Topeka and Wichita

Next Clear

13.) Please make sure the renewal is being completed for the correct attorney. Click 'Next'.

**\*You can see whose PACER account is being used by the name next to the 'Log Out' button\***

CM ECF Civil Criminal Query Reports Utilities Search Help

**Attorney Reinstatement**  
[2-24-mc-00889 2024 Attorney Reinstatements](#)

**DO NOT USE YOUR LOGIN TO PAY ANY OTHER ATTORNEYS RENEWAL FEE!!!**

Next Clear

CM ECF Civil Criminal Query Reports Utilities Search Help What's New  
Log Out (Gretchen Weik)

14.) Click 'Next' to be redirected to PACER for payment.

**Attorney Reinstatement**  
[2-24-mc-00889 2024 Attorney Reinstatements](#)

**DO NOT STOP AFTER THE PAYMENT SCREEN. CONTINUE WITH THE TRANSACTION UNTIL YOU SEE THE NOTICE OF OF ELECTRONIC FILING.**

Fee: \$125

Next Clear

Intentionally left blank. Please proceed to Page 5.

15.) Enter the correct PACER username and password. Click 'Login'.

**\*PACER is case sensitive so logins should be entered exactly\***

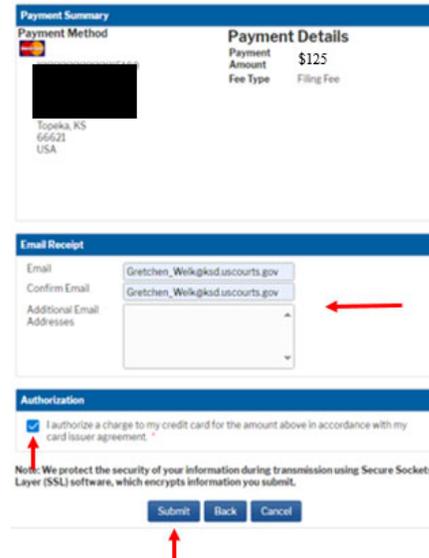


16.) Either select a preferred payment method or click the appropriate radio button to enter a different payment method. Click 'Next'.



17.) Carefully review the payment method & payment details, enter the appropriate email address(es) to send the payment receipt to, and click on the box that authorizes payment. Click 'Submit'.

**\*DO NOT EXIT YOUR BROWSER, YOU WILL AUTOMATICALLY BE REDIRECTED BACK TO CM/ECF\***



18.) Click 'Next'.



19.) Please review the text carefully to ensure accuracy. Click 'Next'.

**\*PLEASE DO NOT EXIT OUT OF THE SCREEN YET\***

CM ECF Civil - Criminal - Query Reports - Utilities - Search Help What's New  
Log Out (Gretchen Welk)

**Attorney Reinstatement**  
[2:24-mc-00889 2024 Attorney Reinstatements](#)

Docket Text: Final Text  
Attorney reinstatement paid for Gretchen Welk, Bar Number 12345, in the amount of \$126, receipt number AKSDC-6346227. Pro Bono panel selection: Kansas City. (Welk, Gretchen)

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

20.) Once the Notice of Electronic Filing page is displayed, you can simply close out of the page as the reinstatement has been completed.

CM ECF Civil - Criminal - Query Reports - Utilities - Search Help What's New  
Log Out (Gretchen Welk)

**Attorney Reinstatement**  
[2:24-mc-00889 2024 Attorney Reinstatements](#)

U.S. District Court  
DISTRICT OF KANSAS

**Notice of Electronic Filing**

The following transaction was entered on 1/23/2025 at 2:43 PM CST and filed on 1/23/2025  
Case Name: 2024 Attorney Reinstatements  
Case Number: [2:24-mc-00889](#)  
Filer:  
Document Number: No document attached

Docket Text:  
Attorney reinstatement paid for Gretchen Welk, Bar Number 12345, in the amount of \$126, receipt number AKSDC-6346227. Pro Bono panel selection: Kansas City. (Welk, Gretchen)

2:24-mc-00889 Notice has been electronically mailed to:  
2:24-mc-00889 Notice has been delivered by other means to:

**\*Note: You will receive a digital receipt via email after the transaction is complete.**

**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.**