



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 login information
- A checking account, debit or credit card
- Accurate billing address information
- Your D. Kan. issued bar number

Verify Your Contact Information

1. Login to [DKAN CM/ECF](#) using your PACER login information.

***You do not need a Client Code.**

2. Check the redaction agreement box and click continue.

3. Click on the Utilities tab.

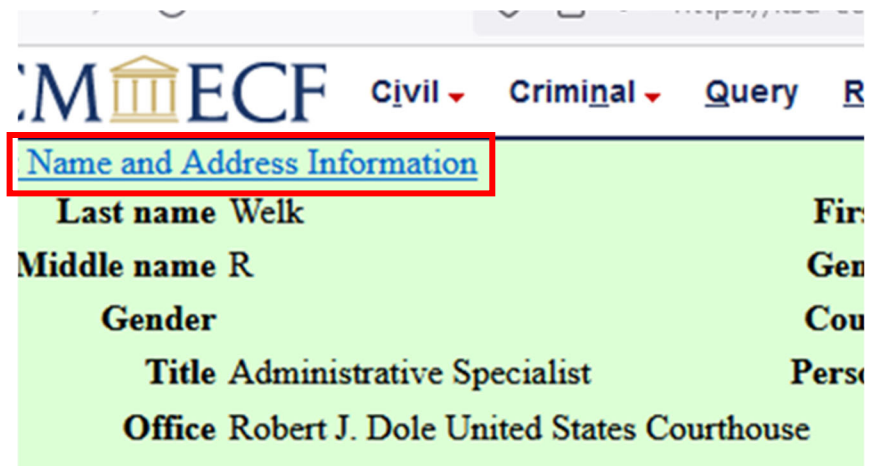


4. Click on Maintain Your Account.

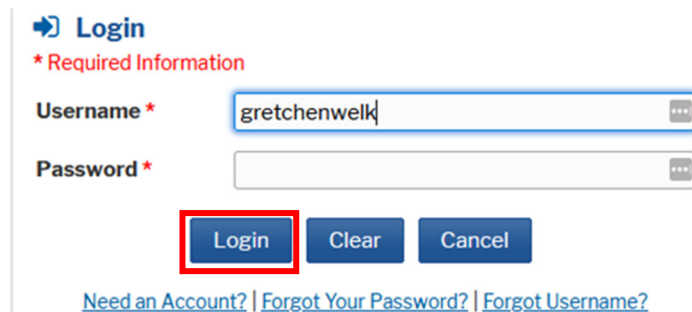


5. If you need to update any information, click on Edit Name and Address Information.

If your information is correct, proceed to step one of the Complete Annual Renewal & Pay Fee section.

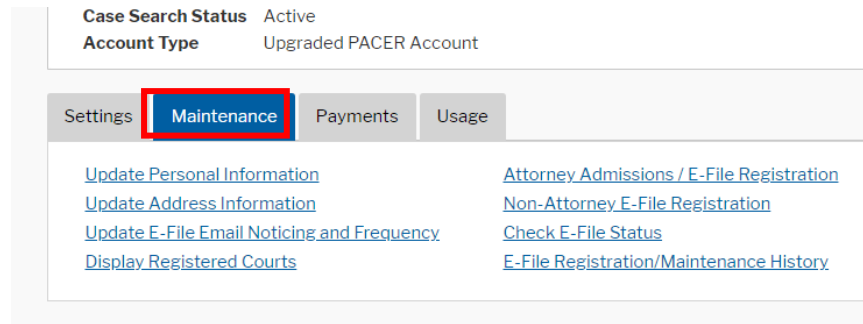


5a. If you edit your information, a new window will open for PACER. You may need to enter your password and click Login.



5b. 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)

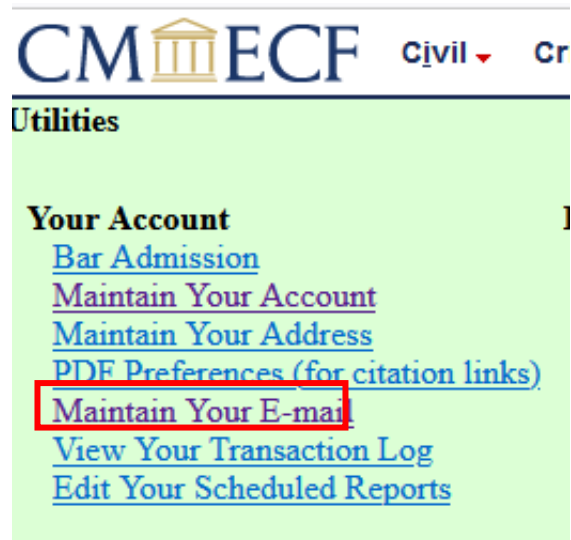


Case Search Status Active
Account Type Upgraded PACER Account

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.



CM/ECF 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](#)

5c. Once you have confirmed your contact information, return to CM/ECF to complete the annual renewal and submit payment.

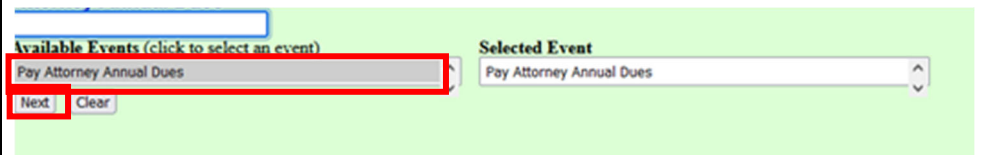
Complete Annual Renewal & Pay Fee

1. Click on the Civil tab. Click on Attorney Annual Dues.



Attorney Renewal
[Attorney Annual Dues](#)

2. Click on Pay Attorney Annual Dues and click Next.
*When you click on the event, the Selected Event field will auto-fill.



Available Events (click to select an event)

[Pay Attorney Annual Dues](#)

Next Clear

Selected Event

Pay Attorney Annual Dues

3. Click Next.

*The case number hyperlink will change each year to reflect the current renewal period. **Do not click on that hyperlink**; only click Next whenever given the option.

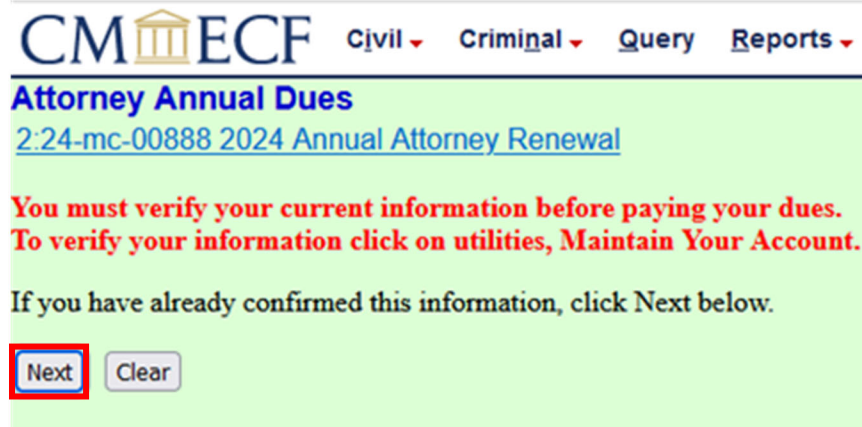


CM ECF Civil Criminal Query Reports Utilities Search Help What's New Log Out (

Attorney Annual Dues
2:24-mc-00888 2024 Annual Attorney Renewal

Next Clear

4. Click Next if you have already verified your contact information is correct. If you have not already done so, please do so before proceeding.



CM ECF Civil Criminal Query Reports

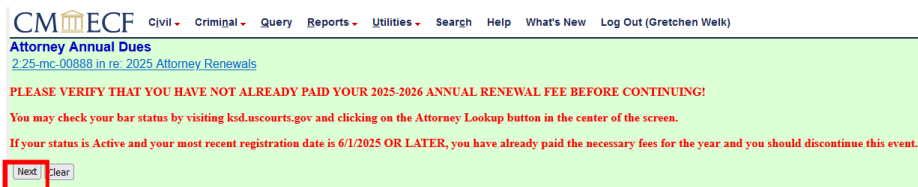
Attorney Annual Dues
2:24-mc-00888 2024 Annual Attorney Renewal

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

4a. Click Next.



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

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!

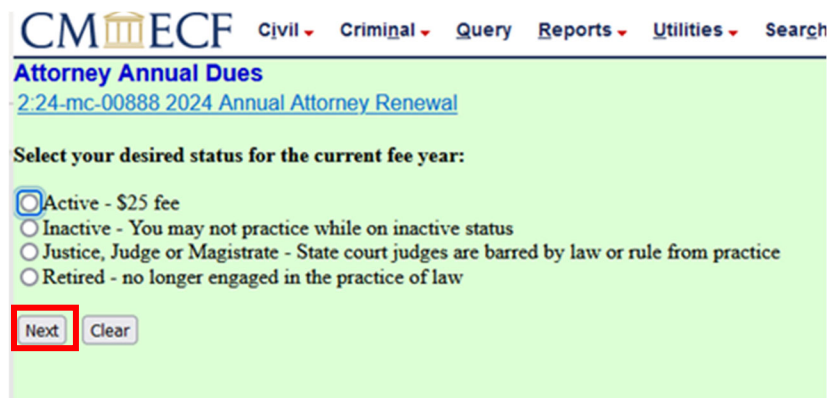
You may check your bar status by visiting ksd.uscourts.gov and clicking on the Attorney Lookup button in the center of the screen.

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.

Next Clear

5. 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.**



CM ECF Civil Criminal Query Reports Utilities Search

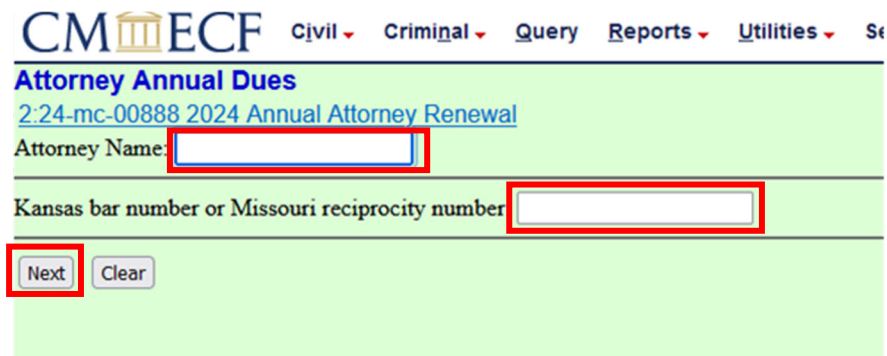
Attorney Annual Dues
2:24-mc-00888 2024 Annual Attorney Renewal

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

6. Type in your name and D. Kan. bar number. Click Next.



CM ECF Civil Criminal Query Reports Utilities Se

Attorney Annual Dues
2:24-mc-00888 2024 Annual Attorney Renewal

Attorney Name:

Kansas bar number or Missouri reciprocity number

Next Clear

7. Certify the listed statements, select the appropriate radio button and click Next.

*The Court understands renewals may be filled out by assistants or paralegals.

CM ECF Civil Criminal Query Reports Utilities Search Help What's New

Attorney Annual Dues
[2-24-mc-00888 2024 Annual Attorney Renewal](#)

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

8. Certify the listed statements, select the appropriate radio button and click Next.

CM ECF 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](#)

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 State 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.

☐ Yes
☐ No

Next Clear

9. Choose the appropriate radio button to note your other active bar registration(s) and click Next.

CM ECF 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:

☐ State of Kansas
☐ Western District of Missouri
☐ Both
☐ Neither

Next Clear

10. Select the best option which describes your disciplinary status. Click Next.

CM ECF 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](#)

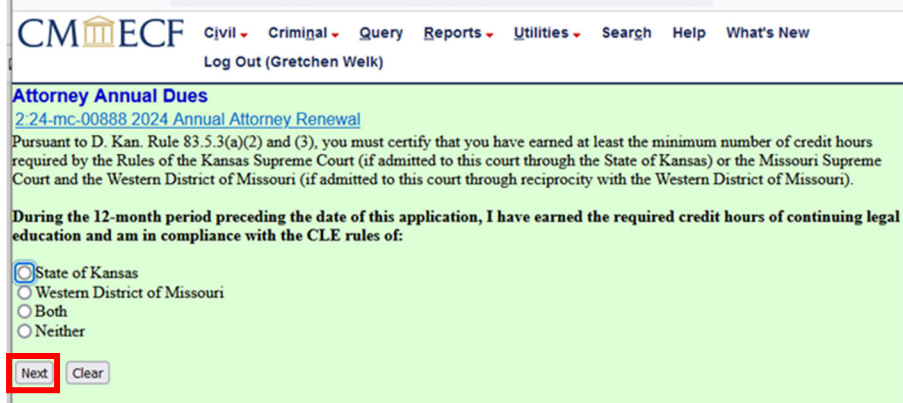
Please select the option which best describes your disciplinary status:

☐ There 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.
☐ There ARE disciplinary or suspension proceedings pending against me.

Next Clear

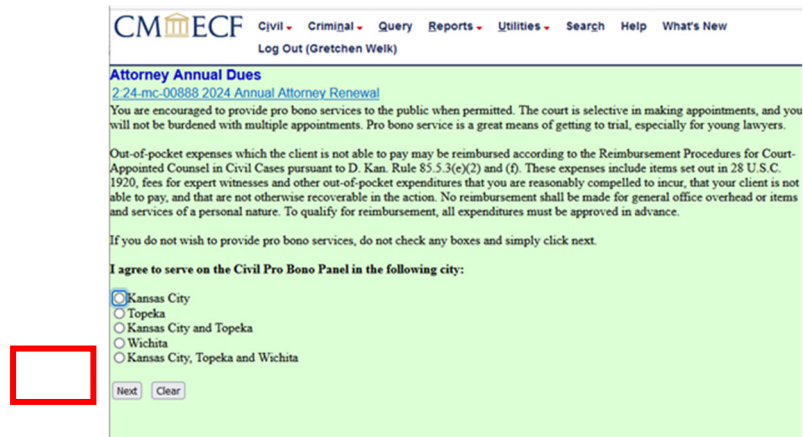
Intentionally blank. Please proceed to the next page.

11. Certify CLE compliance in relevant courts by choosing the appropriate radio button. Click Next.



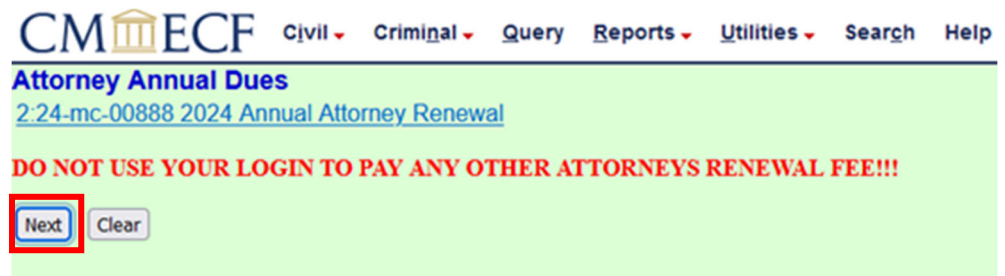
12. Choose the appropriate radio button if you would like to be on the list to provide pro bono services when permitted. Click Next.

*If you choose not to provide pro bono services, leave the buttons unchecked and click Next.

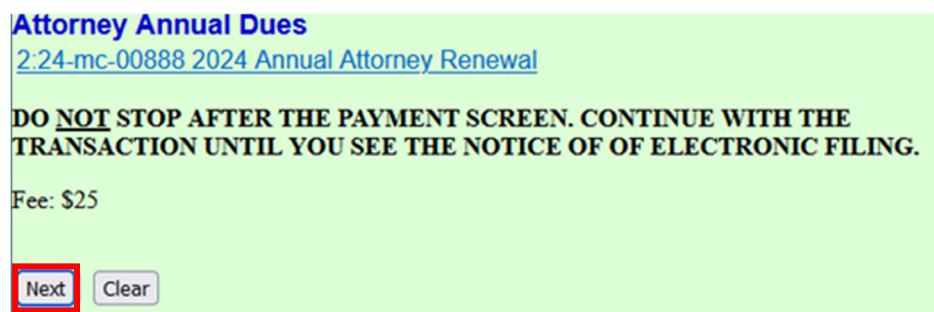


14. Double check you are using the correct login to pay for the correct attorney. Click Next.

*If you entered another attorney's information, log out and start over with the correct login.

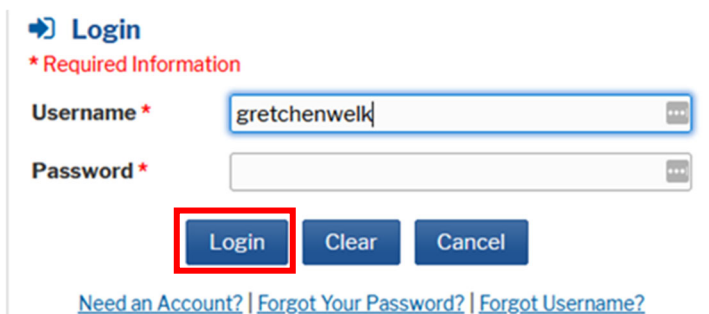


15. Click Next. DO NOT stop after the payment screen.



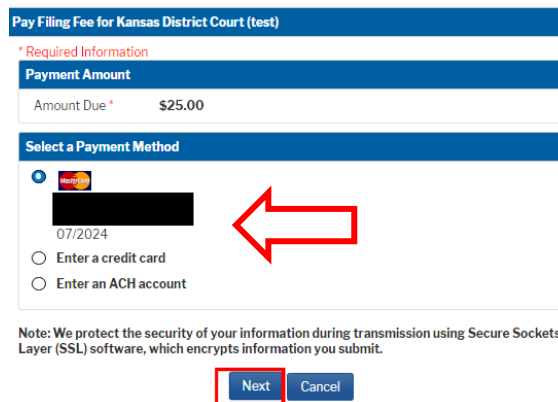
Intentionally blank. Please proceed to the next page.

16. Enter your PACER password and click Login.



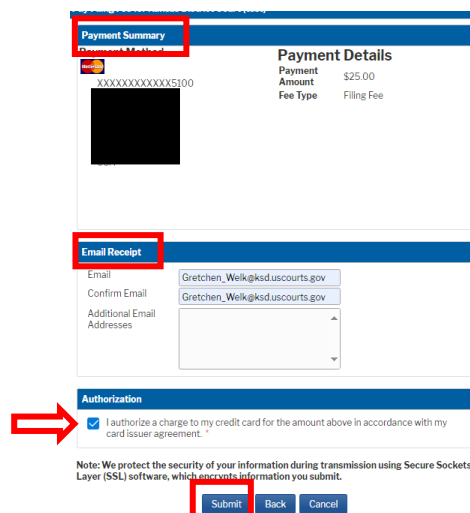
The screenshot shows the PACER Login page. At the top, there is a blue arrow icon followed by the word "Login". Below this, in red text, is "* Required Information". There are two input fields: "Username *" with the text "gretchenwelk" and "Password *". Below the fields are three buttons: "Login", "Clear", and "Cancel". The "Login" button is highlighted with a red rectangle. At the bottom, there are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?".

17. Select the appropriate payment method and click Next.



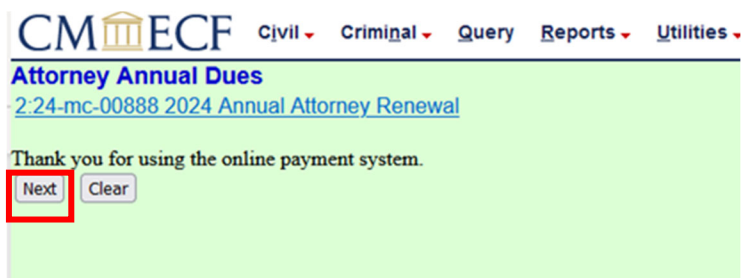
The screenshot shows the "Pay Filing Fee for Kansas District Court (test)" page. It has a blue header with the title. Below it, in red text, is "* Required Information". There is a section "Payment Amount" with "Amount Due *" and "\$25.00". Below that is a section "Select a Payment Method" with three radio buttons: "Enter a credit card" (selected), "Enter a credit card", and "Enter an ACH account". A red arrow points to the "Enter a credit card" option. Below the radio buttons is a note: "Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit." At the bottom are two buttons: "Next" and "Cancel". The "Next" button is highlighted with a red rectangle.

18. Double check the payment method, payment details, the listed address, and the email(s) that should receive a digital receipt. Check the box to authorize the payment. Click Submit.



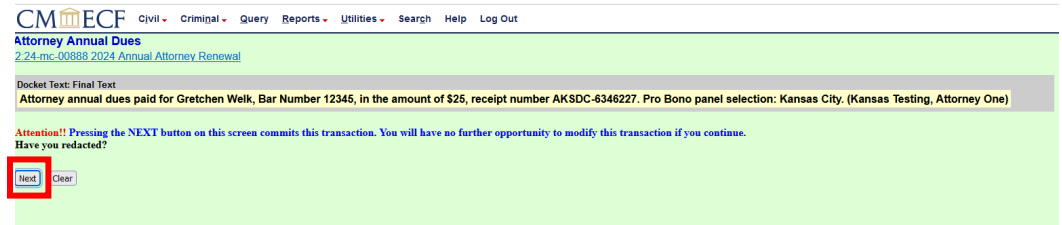
The screenshot shows the "Payment Summary" and "Authorization" sections. The "Payment Summary" section has a red box around the "Payment Summary" title. It shows a credit card icon, a masked card number "XXXXXXXXXXXX5100", and a masked expiration date "07/2024". To the right, under "Payment Details", it shows "Payment Amount \$25.00" and "Fee Type Filing Fee". Below this is the "Email Receipt" section with a red box around the "Email Receipt" title. It has fields for "Email" (Gretchen.Weik@kd.uscourts.gov), "Confirm Email" (Gretchen.Weik@kd.uscourts.gov), and "Additional Email Addresses". Below that is the "Authorization" section with a red box around the "Authorization" title. It has a checkbox labeled "I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement." which is checked. A red arrow points to this checkbox. At the bottom are three buttons: "Submit", "Back", and "Cancel". The "Submit" button is highlighted with a red rectangle.

19. Click Next.



The screenshot shows the "CM ECF" logo and navigation links: "Civil", "Criminal", "Query", "Reports", and "Utilities". Below the logo is the text "Attorney Annual Dues" and a link "2:24-mc-00888 2024 Attorney Renewal". Below this is a green box with the text "Thank you for using the online payment system." and two buttons: "Next" and "Clear". The "Next" button is highlighted with a red rectangle.

20. Double check the docket text to make sure all the information is accurate. Click Next.



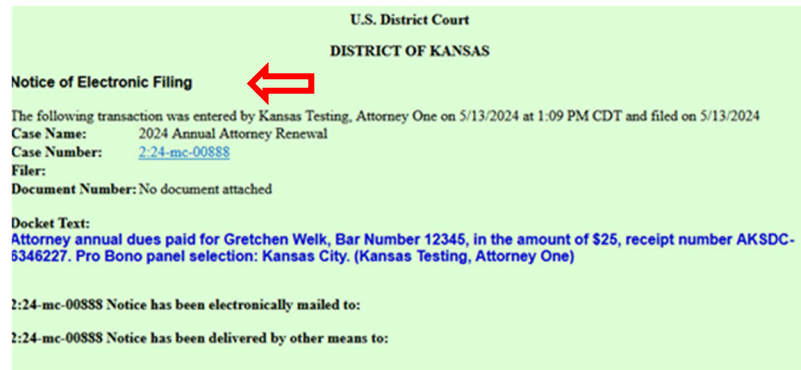
CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Attorney Annual Dues
2:24-mc-00888 2024 Annual Attorney Renewal

Docket Text: Final Text
Attorney 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?

21. DO NOT PRESS THE BACK BUTTON OR EXIT OUT OF THE BROWSER UNTIL YOU SEE THE NOTICE OF ELECTRONIC FILING.



U.S. District Court
DISTRICT OF KANSAS

Notice of Electronic Filing

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
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-6346227. 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 digital 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 1st. If you do not receive a card by that date, please call Attorney Registration at the contact information listed below. Until you receive your updated bar card, any current, state-issued bar card will allow attorney privileges in any of our courthouse locations.

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.