

UNITED STATES DISTRICT COURT
DISTRICT OF KANSAS
Annual Attorney Renewal
Instructions

[D. KAN. RULE 83.5.3 - REGISTRATION OF ATTORNEYS](#)

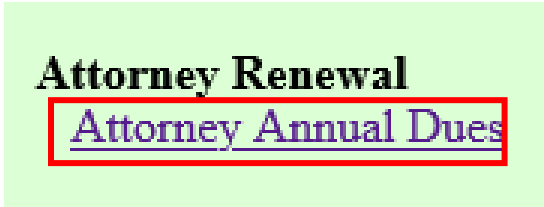
If you do not have e-filing permissions, you must obtain those first.

Go to [CM/ECF](#). Click on the DISTRICT OF KANSAS – Document Filing System link.

Log in using your PACER username and password.

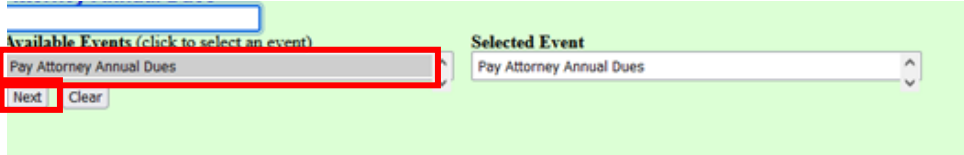
Complete Annual Renewal & Pay Fee

1. Once you are logged in to CM/ECF, click on the Civil tab. Click on the Attorney Annual Dues link.



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

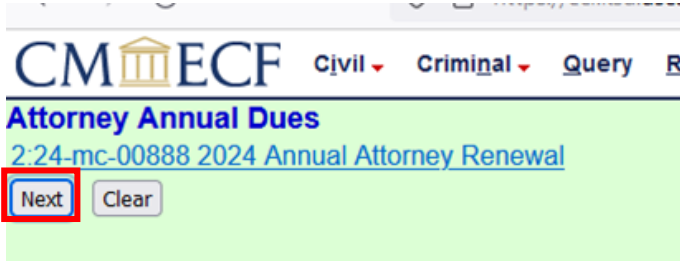
Selected Event
Pay Attorney Annual Dues

3. Click Next.



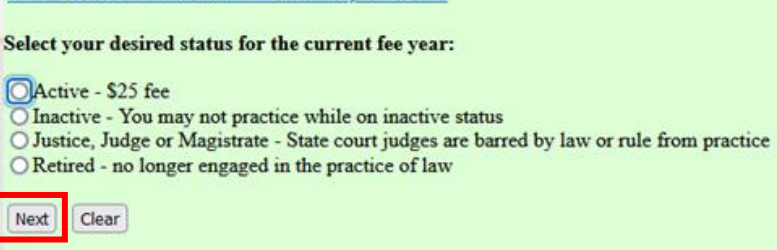
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Next Clear

4. Click Next.



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Next Clear

5. Select your desired status for the fee year by clicking on the radio button. Click Next.

- 
- 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.

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Attorney Name

Kansas bar number or Missouri reciprocity number

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.

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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

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

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Log Out (Gretchen Welk)

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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

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

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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

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

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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

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

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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. 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.

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

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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

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.

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

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

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

Fee: \$25

16. Enter your PACER password and click Login.

Login
* Required Information

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

17. Select the appropriate payment method and click Next.

Pay Filing Fee for Kansas District Court (test)
* Required Information

Payment Amount
Amount Due * \$25.00

Select a Payment Method

Enter a credit card Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

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.

Payment Summary
Payment Method: Credit Card
Payment Amount: \$25.00
Fee Type: Filing Fee

Email Receipt
Email: Gretchen_Welk@ksd.uscourts.gov
Confirm Email: Gretchen_Welk@ksd.uscourts.gov
Additional Email Addresses: [Empty field]

Authorization
 I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit Back Cancel

19. Click Next.

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Thank you for using the online payment system.

Next Clear

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

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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?

Next Clear

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: [Redacted]
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: