

OFFICE OF THE CLERK
UNITED STATES DISTRICT COURT
DISTRICT OF DELAWARE

Randall Lohan
CLERK OF COURT

844 N. King Street
Unit 18, Room 4209
Wilmington, DE 19801-3570
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(302) 573-6170

NOTICE OF 2025 ANNUAL ATTORNEY REGISTRATION FEE

FOR ATTORNEYS ADMITTED TO THE
U.S. DISTRICT COURT BAR, DISTRICT OF DELAWARE
PRIOR TO JANUARY 1, 2020

Dear District Court Bar Member:

Please note that in accordance with the Revised Standing Order for the District Court Fund, the **2025** annual registration fee of \$25.00 is due by January 17, 2025, for attorneys who became members of the Bar of the U.S. District Court for the District of Delaware **prior to January 1, 2020**, whose membership is in good standing, and who wish to maintain their admission in active status.

Credit card payments may be made electronically from Friday, December 1, 2024, through Friday, January 17, 2025. **Credit card payments can only be made if the attorney has an active NextGen account.** E-payments are submitted via CM/ECF in increments of 1 to 10, 20 or 50 attorneys at a time by using case **88mc8888**, and selecting the appropriate event code from the **supplemental admission fee menu**. The event for paying 1-10 attorney fees requires each **attorney's full name and bar ID number**. The events for paying either 20 or 50 attorney fees requires that a list (in pdf) of attorney names and their bar ID numbers be attached. Case 88mc8888 is not available for public viewing via PACER, but rather a depository for supplemental admission fee payments.

If paying online, upon submitting payment information, continue to hit "Next" until you get a Notice of Electronic Filing confirmation to ensure your payment and information hits the docket. DO NOT hit the 'back' button.

Alternatively, payment may be made at the Clerk's Office Intake, 844 N. King Street, Room 4209, in the form of **cash, credit card, check, or money order** payable to **Clerk, U.S. District Court**, through Friday, January 17, 2025. Payment may also be made by mail in the form of check or money order addressed to: Clerk, U.S. District Court, 844 N. King Street, Unit 18, Wilmington, DE 19801. To ensure proper posting, all forms of payment should include each attorney's full name and Delaware bar ID number. **If you require a returned receipt, please provide a self-addressed stamped envelope.**

Please contact our Help Desk at (302) 573-6170 if you have any questions, or wish to verify date of admission to the U.S. District Court bar, or confirmation of receipt of annual fee payment.

Randall Lohan
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