

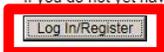
**Instructions for Registering to be Listed on the
Qualified CHIPS Parents' Attorneys Roster (PAR)**

1. Go to: <http://mncourts.gov/?page=4847>
2. Click on: [Apply to be listed on Roster of Qualified CHIPS Parents' Attorneys](#)
3. Click on “Log in/Register,” which will take you to the “My CourtMN” page.



Click **Log In/Register** to log into the CHIPS Parent Attorney Roster using your MyCourtMN account information.

If you do not yet have a MyCourtMN account, you will be prompted to set one up, at which point you will be able to access the CHIPS Parent Attorney Roster.



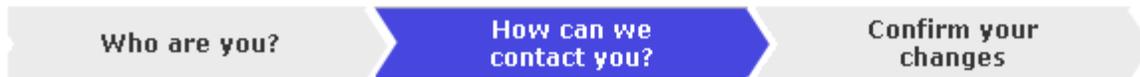
4. MyCourtMN is a gateway for accessing Judicial Branch electronic applications, such as the Parent Attorney Roster (PAR).
 - If this is your first visit to MyCourtMn, click on “Create Account” and proceed to step 5.
 - If you already have a MyCourtMN account, type in your email address and password and click on “Log In” and proceed to step 9.

The image shows the "MyCourtMN Log In" page. It has a "Login" section with fields for "Email" and "Password", and a "Log In" button. A "Welcome to MyCourtMN!" message is displayed. To the right, there is a "Don't have an account? Create one here:" link and a "Create Account" button. A "Forgot your password?" link is also present.

5. Create a MyCourtMN profile by filling in your first and last name. If possible, you should use the name as it appears on your attorney license. Click the blue “continue” box.

The image shows the "Complete Your Profile" page. It has a progress bar with three steps: "Who are you?", "How can we contact you?", and "Confirm your changes". The "Who are you?" step is active. Below the progress bar, there are three input fields for "First Name (required)", "Last Name (required)", and "Middle Name". A blue "Continue" button is at the bottom.

6. **Fill in the email address** at which you wish to receive official email communications from the Minnesota Judicial Branch. **Fill in your address, county, and phone number.** Click the blue “continue” box.



Complete Your Profile

How can we contact you?

Email Address *(required - this will be your username)*

I would like important alerts sent to my email

Street Address

City

County

State

Zip

Phone Number

I would like important alerts sent to my phone using text messages (Note: this is for future use only).



7. After you click “continue,” you will receive a notice stating that your profile has been created and a notice was sent to the email address you listed. To activate your MyCourtMN account and proceed to register for the Parent Attorney Roster (PAR), **go to your email inbox** and look for the email that was sent to you (if it’s not there, check your junk or spam email). **Follow the instructions in the email and return to the MyCourtMN page to log in and proceed to PAR.**
8. Once you are back at the MyCourtMN page, **fill in the email address and password** you used to create your MyCourtMN account and **click on “Log In”** and you will be taken to the PAR application.

MyCourtMN Log In

Login
Login to your State of MN Courts account.

Email

Password

Log In

[Forgot your password?](#)

Questions? Technical issues? Please contact the support desk by sending an email to: ITDServiceDesk@courts.state.mn.us

Welcome to MyCourtMN! MyCourtMN is a gateway for accessing electronic applications to do business with the Judicial Branch. Creating a MyCourtMN account provides you with one log in you can then use for any Branch application.

If this is your first visit, click on "Create an Account". If you already have a MyCourtMN account, login and get right to the application you need.

Don't have an account? Create one here:
Create Account

9. Click on “Enter Roster Information”

MINNESOTA JUDICIAL BRANCH
CHIPS Parent Attorney Roster

Welcome: Judith

Click **Edit MyCourtMN Login Account** to edit your MyCourtMN login information. [Edit MyCourtMN Login Account](#)

Click **Change MyCourtMN Email** to edit your MyCourtMN email information. [Change MyCourtMN Email](#)

Click **Enter Roster Information** to proceed to the CHIPS Parent Attorney Roster, where you can apply to be on the roster and manage your roster profile. [Enter Roster Information](#)

[Log Out](#)

10. Click on “My Parent Attorney Roster Application.”

MINNESOTA JUDICIAL BRANCH
CHIPS Parent Attorney Roster

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Home Menu

Please click one of the options below.

Attorneys

[My Parent Attorney Roster Application](#)

11. Fill in your law firm name and address, primary county, primary email address, secondary email address if you want official communications sent to more than one email address, and phone number. Click on “save attorney profile.” If you wish to be appointed to serve in counties other than your primary county, scroll to the bottom of the page, under “add a county” click on the “please make a selection box,” and click “save new county.” Repeat for additional counties.

MINNESOTA JUDICIAL BRANCH
CHIPS Parent Attorney Roster

Attorney Profile

Your attorney profile is complete. You may modify the information and click the 'Save Attorney Profile' button. When you are done, return to the 'Home Menu' by clicking the link in the upper right-hand corner.

NORD, JUDITH COLLEEN
Attorney ID: 02254X (AUTHORIZED)

Law Firm
Instructions: Please specify the mailing address at which you would like to receive official notices from State Court Administration regarding your application.

Law Firm Name: Minnesota Judicial Branch, State Court Administration

Address Line 1: [23]
Address Line 2:
City: [Hastings] State: [MN] Zip Code: [55033]

Primary County
Instructions: For "primary" county, please identify the county where your law office or agency is located. This information will assist courts in determining who may be appointed in their county and will assist county boards/commissions in deciding who is available to negotiate a contract.

Primary County: [Todd]

Email Address
Instructions: For the "primary" email address, please specify the address where you want official notices from State Court Administration to be sent. For the "secondary" email address, you may list another "back up" email address.

Primary: [judy.nord@courts.state.mn.us] (Format: xxx@yyy.zzz or www.xxx@yyy.zzz)
Secondary:

Phone Number
For the "primary" phone number, please specify the number where you want official notices from State Court Administration to be sent. For the "secondary" phone number, you may list another "back up" phone number.

Primary: [551-282-3972] (Format: 999-999-9999)

[Save Attorney Profile](#) - * indicates a Required Field for this section.

Secondary Counties
Instructions: "Primary" county is specified above. For "secondary" county, please identify any other counties in which you serve, or wish to serve, as counsel for CHIPS parents. This information will assist courts in determining who may be appointed in their county and will assist county boards/commissions in deciding who is available to negotiate a contract.

County	Add a County
Edit Delete Cottonwood	County: (Please make a selection)
Edit Delete Freeborn	Save New County Cancel

Your attorney profile is complete. You may modify the information and click the 'Save Attorney Profile' button. When you are done, return to the 'Home Menu' by clicking the link in the upper right-hand corner.

12. Click on the applicable qualification choice (experience, training, or supervision) and click on the “continue” box.

Certification: Read Before Submitting

Selecting one of the qualification options below means you are certifying the accuracy of your responses with the understanding that your name will be removed from the roster of qualified parent attorneys if your information is not accurate.

Please select only one of the following qualification options.

Qualification Choices

Please select only one of the following qualification options.

- Qualifying by Experience -
I have represented parties or participants in at least 10 CHIPS or CHIPS-permanency juvenile protection matters during the two years immediately preceding the date this electronic application is submitted.
- Qualifying by Training -
I have completed at least 6 hours of CHIPS-specific parent representation core skills training approved by State Court Administration during the two years immediately preceding the date this electronic application is submitted.
- Qualifying by Supervision -
I am supervised by an attorney who is listed on the roster of qualified CHIPS parent attorneys, and the supervision is either by virtue of employment or by written supervision agreement.

Continue

13. If you choose the “experience” qualification, you will immediately receive a notice that you are qualified and are listed on the PAR. No further action is necessary until next year when you need to return to the PAR to submit proof of 3 hours of completed CHIPS CLE credits. Click “log out” to exit the application.

- 14. If you choose the “training” qualification, it will take to you a next page where you must identify which of the approved initial core skills courses you have completed and click on the “submit” button.**
- **If you have completed the 18-hour course**, no further action is necessary until next year when you need to return to the PAR to submit proof of 3 hours of completed CHIPS CLE credits. **Click “log out” to exit the application.**
 - **If you have not completed any of the listed 18-hour courses**, you will need to choose return to the prior page and choose either the “experience” or “supervision” qualification.

Certification: Read Before Submitting

Selecting one of the qualification options below means you are certifying the accuracy of your responses with the understanding that your name will be removed from the roster of qualified parent attorneys if your information is not accurate.

Please select only one of the following qualification options.

You have selected that you are qualified to be listed on the roster of qualified CHIPS parents’ attorneys based upon your training. Following are the CHIPS core skills training courses that have been approved by State Court Administration . Please select the course(s) that you have completed. Then, click the “Submit Application” button below for your application review process to start. Click the “Back to Qualification Choices” button if you wish to select a different qualification option.

Course Code	Event Date	Title	Location	Sponsor	Total CLE Credit Hours
<input type="checkbox"/> 160018	9/6/2011	Zealous Advocacy in CHIPS Cases: What Attorneys Need to Know	Brooklyn Park	Judicial Branch	12.25
<input type="checkbox"/> 160435	9/29/2011	Zealous Advocacy in CHIPS Cases: What Attorneys Need to Know	Brooklyn Park	Judicial Branch	12.00

Please click only once. Wait for a response. Do not click again.

Submit Application

Back to Qualification Choices

15. If you choose the “supervision” qualification, it will take you to a next page where you must fill in the name of your supervisor and select the type of supervision (employment or written agreement).

- If your supervision is by employment AND your supervisor is also on the PAR, click “submit application” and you will receive an email notifying you that you are now listed on the PAR. No further action is necessary until next year when you need to return to the PAR to submit proof of 3 hours of completed CHIPS CLE credits. Click “log out” to exit the application.
- If your supervision is by employment and your supervisor is NOT on the PAR, you will need to find another person to supervise you or enter into a written supervision agreement.
- If your supervision is by written agreement, click the box acknowledging you will send a copy of your written supervision agreement to State Court Administration. You will be notified whether your application is approved or not approved.

Certification: Read Before Submitting

Selecting one of the qualification options below means you are certifying the accuracy of your responses with the understanding that your name will be removed from the roster of qualified parent attorneys if your information is not accurate.

Please select only one of the following qualification options.

You have selected that you are qualified to be listed on the roster of qualified CHIPS parents’ attorneys based upon your supervision by an attorney who is already a qualified CHIPS parents’ attorney.

1. Please identify your supervising attorney by clicking on the "Supervising Attorney" button and selecting the name of your supervisor or, if your supervisor's name is not listed, by providing your supervisor's name and contact information.
2. Next, please identify your type of supervision by clicking on the "Supervision Type" button. If your type of supervision is by written agreement, please click the box acknowledging that you will email a copy of that agreement to State Court Administration.
3. Then, click the "Submit Application" button below for your application review process to start.

* Indicates a Required Field

Supervising Attorney: * (please select your supervising attorney) Supervision Type: * (please select type of supervision)

Please click only once. Wait for a response. Do not click again.

16. Click “log out” to exit the application



CHIPS Parent Attorney Roster

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Attorney Profile

Attorney Profile

Your attorney profile is complete. You may modify the information and click the 'Save Attorney Profile' button. When you are done, return to the 'Home Menu' by clicking the link in the upper right-hand corner.