

Steps to edit your Parent Attorney Roster profile, including adding an additional county in which you wish to serve as a parents' attorney.

1. Go to <http://www.mncourts.gov/GovernmentPartners.aspx#tab03ChipsParentsAttorneyRoster> and click on the "CHIPS Parent Attorney Roster" tab and then click on "Apply to be listed on CHIPS Parent Attorney Roster."

Government Partner Resources

This page includes resources for various government partners of the Judicial Branch. Some of these resources are web pages or documents maintained by the Judicial Branch, and others are maintained by other agencies or partners.

File a Case

[Data Services](#) [Criminal Justice System Resources](#) [CHIPS Parent Attorney Roster](#)

CHIPS Parent Attorney Roster

When county boards or commissions contract with, or when judges appoint, attorneys to represent parents in Child in Need of Protection or Services (CHIPS) matters, the attorneys must meet the minimum qualifications established by the Legislature and the Judicial Council unless an authorized exception exists. The attorneys listed on the CHIPS Parents' Attorneys Roster (PAR) meet the qualifications established by the Legislature and the Judicial Council.

Apply to be listed on CHIPS Parent Attorney Roster (PAR)

- [Instructions for registering to be on Parent Attorney Roster](#)
- [Instructions for searching for CLE courses on Board of Continuing Legal Education OASIS](#)
- [Instructions for submitting annual CHIPS CLE credits](#)
- [Instructions for updating email address and contact information](#)
- [Instructions for withdrawing current PAR application and re-applying using a different qualification](#)

Roster of Qualified CHIPS Parents' Attorneys (for use by judges and county commissioners):
[Search Parent Attorney Roster by County or Attorney Name](#)

Background:

2. Click on "Log In / Register."



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.

[Log In/Register](#)

3. Enter your MyCourtMN email address and password and click on the blue “Log In” button.

MyCourtMN Log In

Login

Login to your State of MN Courts account.

Email

Password

Log In

[Forgot your password?](#)

4. 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

5. Click on “My Parent Attorney Roster Profile”



Home Menu

Please click one of the options below.

Attorneys

My Parent Attorney Roster Profile

Apply to be on roster

Update Conditionally Approved Roster Status

Check status of pending and/or past applications

6. Scroll to the section you wish to edit and make the change. To add a county in which you want to serve as parents' attorney, scroll to the bottom of the page and, under “add a county” click on the “please make a selection box.”



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.

NORD, JUDITH COLLEEN
Attorney ID: 022544 (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: 123
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: 651-282-3972 (Format: 999-999-9999)
Secondary:

* 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

County	Commonwood
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	
County: (Please make a selection)	
<input type="button" value="See how Courts..."/> <input type="button" value="Cancel"/>	
County	Freeborn
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	

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7. Click on the county you wish to add (e.g., Cass) and click “save.” It will then appear in your list of counties.

Attorney Profile

Attorney Profile

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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:

Address Line 1:

Address Line 2:

City: State: Zip Code:

Primary County:

Instructions: For "primary" county, please identify any other county boards/commissions in deciding who is available 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 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:

Email Address
Instructions: For the "primary" email address, please specify the email address at which 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: @yyy.zzz or www.xxx@yyy.zzz

Secondary:

Phone Number
For the "primary" phone number, please specify the phone number from which 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: (Format: xxx-xxx-xxxx)

Secondary:

Secondary Counties
Instructions: "Primary" county is specified above. 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
<input type="button" value="Edit"/> <input type="button" value="Delete"/> Cottonwood	<input type="text" value="Cottonwood"/> <input type="button" value="Add"/>
<input type="button" value="Edit"/> <input type="button" value="Delete"/> Freeborn	County: <input type="text" value="(Please make a selection)"/> <input type="button" value="Save New County"/> <input type="button" value="Cancel"/>

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8. Click “log out” to exit the application

Attorney Profile

Attorney Profile

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