

## Instructions for Updating Contact Information On MyCourtMN and CHIPS Parents' Attorneys Roster (PAR)

Please note that you must change your email address in two places in order for the change of email address to be effective. The first step is "MyCourtMN" and second step is "Parent Attorney Roster." The steps below cover changes to both locations.

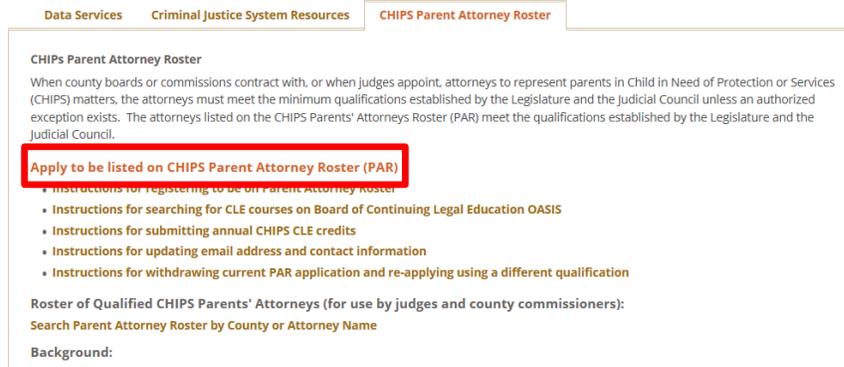
### Step 1: Changing email on MYCourtMN

1. Go to: <http://www.mncourts.gov/GovernmentPartners.aspx#tab03ChipsParentsAttorneyRoster> , click on the tab for "CHIPS Parent Attorney Roster," and click on [Apply to be listed on CHIPS Parent Attorney Roster \(PAR\)](#)

#### 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



The screenshot shows the "CHIPS Parent Attorney Roster" page. At the top, there are three tabs: "Data Services", "Criminal Justice System Resources", and "CHIPS Parent Attorney Roster". The "CHIPS Parent Attorney Roster" tab is selected. Below the tabs, the page title is "CHIPS Parent Attorney Roster". The main content area contains the following text: "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." Below this text is a red-bordered box containing the link "Apply to be listed on CHIPS Parent Attorney Roster (PAR)". Below the link is a list of instructions: "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", and "Instructions for withdrawing current PAR application and re-applying using a different qualification". Below the list is the text "Roster of Qualified CHIPS Parents' Attorneys (for use by judges and county commissioners):" and a search box "Search Parent Attorney Roster by County or Attorney Name". At the bottom, there is a "Background:" section.

2. Click on "Log in/Register," which will take you to the "My CourtMN" page.

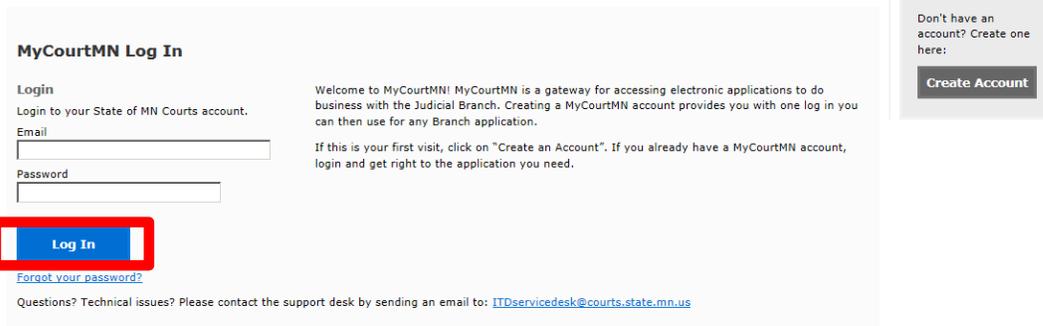


Click **Log In/Register** to log into the CHIPS Parent Attorney Roster using your MyCourtMN account information.

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.

[Log In/Register](#)

3. MyCourtMN is a gateway for accessing Judicial Branch electronic applications, such as the Parent Attorney Roster (PAR). Type in your email address and password and **click on “Log In”** and proceed to step \_\_\_\_.



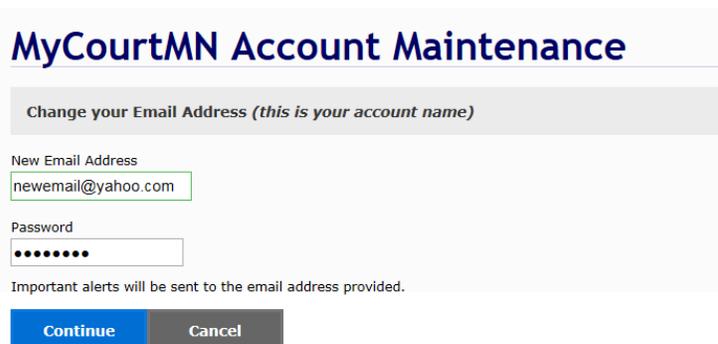
The screenshot shows the MyCourtMN Log In page. On the left, there is a 'Login' section with fields for 'Email' and 'Password', and a blue 'Log In' button highlighted with a red box. Below the fields are links for 'Forgot your password?' and 'Questions? Technical issues? Please contact the support desk by sending an email to: [ITDservicesdesk@courts.state.mn.us](mailto:ITDservicesdesk@courts.state.mn.us)'. On the right, there is a 'Create Account' button and a message: 'Don't have an account? Create one here:'. A central welcome message reads: '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.'

4. To update your email address, you must first update it in MyCourtMN. To change your email address, **click on “Change MyCourtMN Email.”**



The screenshot shows the 'MINNESOTA JUDICIAL BRANCH CHIPS Parent Attorney Roster' page. The user is logged in as 'Judith'. There are four buttons: 'Edit MyCourtMN Login Account', 'Change MyCourtMN Email' (highlighted with a red box), 'Enter Roster Information', and 'Log Out'. Text instructions are provided for each button: 'Click Edit MyCourtMN Login Account to edit your MyCourtMN login information.', 'Click Change MyCourtMN Email to edit your MyCourtMN email information.', and '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.'

5. Enter your new email address and current password and click “continue.” If the word “continue” is not in blue, it means you have not entered a correct email address.



The screenshot shows the 'MyCourtMN Account Maintenance' page. The title is 'Change your Email Address (this is your account name)'. There are two input fields: 'New Email Address' with the value 'newemail@yahoo.com' and 'Password' with masked characters. Below the fields is the text: 'Important alerts will be sent to the email address provided.' At the bottom, there are two buttons: 'Continue' (highlighted in blue) and 'Cancel'.

- An email will be sent to the new email address. You **must** respond to that email before hitting the Finish button. If you don't receive an email in your inbox, check your spam or junk mail.

## Change Your Email Address

An email has been sent to the new email address you specified. Open that email and follow the provided instructions. Then return here and click Finish.

[Finish](#)

- After responding to the email and clicking “Finish,” click on “Continue” to be returned to the Parent Attorney Roster (PAR) to update your email address in PAR.

**DON'T STOP HERE! You MUST change your email in both locations.**

**Step 2: Changing email on Parent Attorney Roster**

- Click on “Enter Roster Information.”

**MINNESOTA JUDICIAL BRANCH**  
**CHIPS Parent Attorney Roster**

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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](#)

- Click on “Update My Parent Attorney Roster Profile”

[Log Out](#) | [Home Menu](#) | [Contact Us](#)

**MINNESOTA JUDICIAL BRANCH**  
**CHIPS Parent Attorney Roster**

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**Home Menu**

*Please click one of the options below.*

**Attorneys**

[Update My Parent Attorney Roster Profile](#)

My Parent Attorney Roster Application

10. Update your email address and any other contact information and click “Save Attorney Profile.”

**MINNESOTA JUDICIAL BRANCH**  
**CHIPS Parent Attorney Roster**

[Log Out](#) | [Home Menu](#) | [Contact Us](#)

**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.

Attorney ID: [Redacted]

**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: [Redacted]

Address Line 1: [Redacted]

Address Line 2: [Redacted]

City: [Redacted] State: MN Zip Code: [Redacted]

**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: [Redacted]

**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: [Redacted] (Format: xxx@yyy.zzz or www.xxx@yyy.zzz)

Secondary: [Redacted]

**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: [Redacted] (Format: 999-999-9999)

Secondary: [Redacted]

**Save Attorney Profile** Indicates a Required Field for this section.

11. After you click “continue,” you will receive a notice stating that your profile has been updated. When you are done, go to the upper right hand corner and click either **Log Out** or “**Home Menu**.”

**Remember: If you have not changed your email address in both MyCourtMN and the Parent Attorney Roster it means your updated email will not go into effect and you will not receive important notices.**