

**Instructions for Updating Contact Information  
On MyCourtMN and 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.

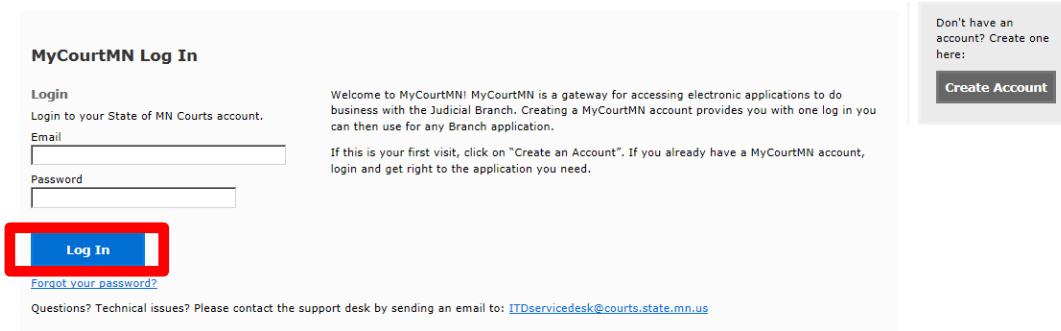


Click **Log In/Register** to log into the CHIPS Parent Attorney Roster using your MyCourtMN account information.

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). Type in your email address and password and **click on “Log In”** and proceed to step \_\_\_\_.



5. To update your email address, you must update it in both MyCourtMN AND other applications such as PAR. To change your email address, **click on “Change MyCourtMN Email.”**



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](#)

6. Enter your new email address and current password and click “continue”.

### MyCourtMN Account Maintenance

Change your Email Address (*this is your account name*)

New Email Address

Password

Important alerts will be sent to the email address provided.

[Continue](#) [Cancel](#)

7. An email will be sent to the new email address. You **must** respond to that email before hitting the Finish button.

### 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](#)

8. **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. You MUST change your email in both locations.**
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 “Update My Parent Attorney Roster Profile”



MINNESOTA  
JUDICIAL BRANCH  
CHIPS Parent Attorney Roster

Home Menu

Please click one of the options below.

- Attorneys
- Update My Parent Attorney Roster Profile**
- My Parent Attorney Roster Application

11. 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.

12. 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.**”