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

1. Go to: [http://mncourts.gov/?page=4847](http://mncourts.gov/?page=4847)

2. Click on: [Apply to be listed on Roster of Qualified CHIPS Parents’ Attorneys](http://mncourts.gov/?page=4847)

3. Click on “Log in/Register,” which will take you to the “My CourtMN” page.

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

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

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.”
10. Click on “Update My Parent Attorney Roster Profile”

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

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.”