

## Instructions to Renew Parent Attorney Roster Status by Submitting Annual CLE Courses

1. Go to <http://www.mncourts.gov/GovernmentPartners.aspx#tab03ChipsParentsAttorneyRoster> and click on the “CHIPS Parent Attoreny 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

The screenshot shows a navigation menu with three items: 'Data Services', 'Criminal Justice System Resources', and 'CHIPS Parent Attorney Roster'. The 'CHIPS Parent Attorney Roster' item is highlighted with a red box. Below the menu, the page title is 'CHIPS Parent Attorney Roster'. The main content area contains a paragraph explaining the requirements for attorneys representing parents in CHIPS matters. A red box highlights the link 'Apply to be listed on CHIPS Parent Attorney Roster (PAR)'. Below this 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 a section titled 'Roster of Qualified CHIPS Parents' Attorneys (for use by judges and county commissioners):' with a search prompt '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). On the MyCourtMN log in page, type in your email address and password and **click on “Log In.”**

The screenshot shows the 'MyCourtMN Log In' page. On the left, there is a 'Login' section with the text 'Login to your State of MN Courts account.' Below this are input fields for 'Email' and 'Password'. A red box highlights the 'Log In' button. To the right of the input fields, there is a welcome message: '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.' Below this is another message: '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.' At the bottom left, there is a link 'Forgot your password?' and a footer with the text '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 side of the page, there is a box with the text 'Don't have an account? Create one here:' and a 'Create Account' button.

4. To renew your Parent Attorney Roster (PAR) status by submitting your 3 hours of annual CHIPS CLE credit, 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 Application.”



MINNESOTA JUDICIAL BRANCH  
CHIPS Parent Attorney Roster

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

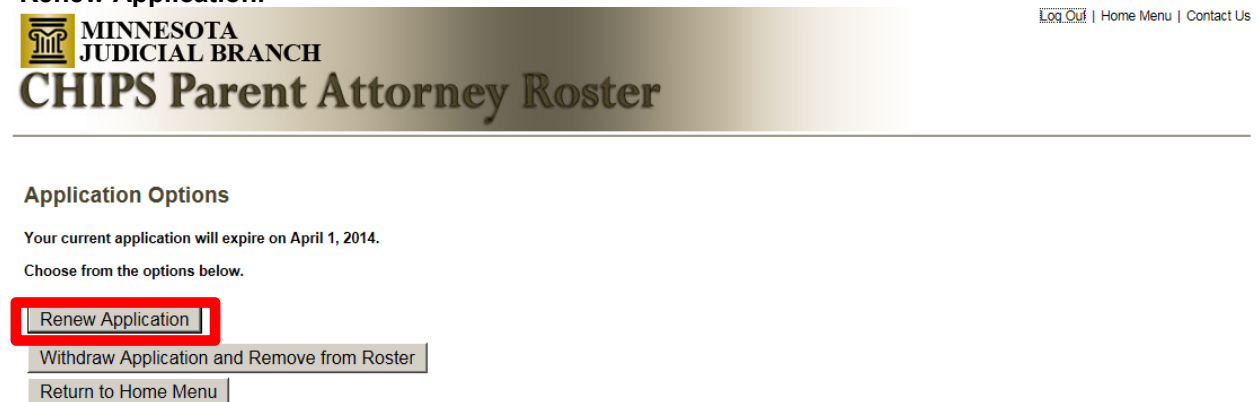
**Home Menu**

Please click one of the options below.

**Attorneys**

[My Parent Attorney Roster Application](#)

6. If you are within the appropriate timeline to enter your annual CLE credits, you will see an option to click on “Renew Application.”



MINNESOTA JUDICIAL BRANCH  
CHIPS Parent Attorney Roster

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

**Application Options**

Your current application will expire on April 1, 2014.

Choose from the options below.

[Renew Application](#)

[Withdraw Application and Remove from Roster](#)

[Return to Home Menu](#)

**NOTE:** The PAR will not permit you to add annual CLE credits sooner than 3 months before your current application/status on the PAR is set to expire. If you attempt to enter your annual CLE credit information too soon, you will receive the notice below stating the date your application expires and the soonest date you can renew your application by submitting your annual CLE information. Each year you will receive an email 90 days before your expiration date reminding you to submit your annual CLE credits.



## Application Options

Your current application will expire on February 21, 2015. You cannot submit a renewal application until November 21, 2014. You will receive an email reminder three months prior to your renewal date.

Choose from the options below.

[Withdraw Application and Remove from Roster](#)

[Return to Home Menu](#)

7. **Check the box** next to the course(s) you attended and click “**Submit Renewal Application.**” Click the single arrow to go to the next page of courses. Click on any column heading (e.g., course code, event date) to sort by that column. If you attended a CHIPS course not on the list, please contact Judy Nord at [judy.nord@courts.state.mn.us](mailto:judy.nord@courts.state.mn.us) and provide the name and date of the course and the approved CLE number. You will be notified if/when the course is added to the list.

**CHIPS Parent Attorney Approved Courses (courses that you previously selected are already checked below)**

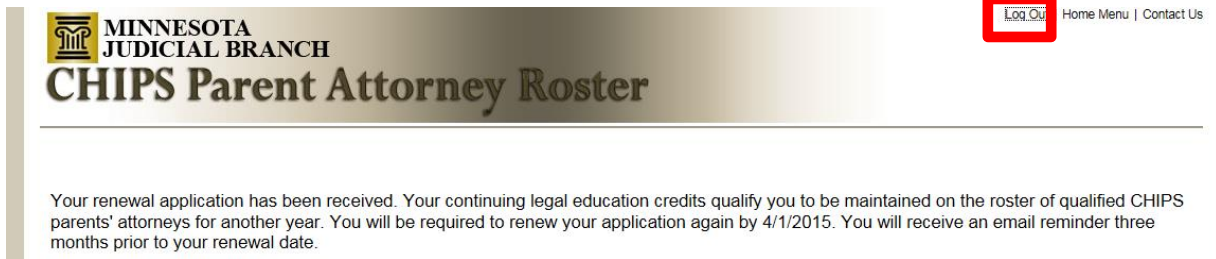
Course Code	Event Date	Title	Location	Sponsor	Total CLE Credit Hours
<input type="checkbox"/> 160018	9/6/2011	Zealous Advocacy in CHIPS Cases: What Attorneys Need to Know	Brooklyn Park	Judicial Branch	12.25
<input type="checkbox"/> 160435	9/29/2011	Zealous Advocacy in CHIPS Cases: What Attorneys Need to Know	Brooklyn Park	Judicial Branch	12.00
<input type="checkbox"/> 178688	5/15/2013	Zealous Advocacy in CHIPS Cases: What Parents' Attorneys Need to Know to Effectively Advocate for their Clients	River's Edge Convention Center, St. Cloud, MN	Children's Justice Initiative, MN Judicial Branch	18.50
<input type="checkbox"/> 187851	2/21/2014	Right from the Beginning: Permanency Planning 2013	Rivers Edge Convention Center, St. Cloud	Minnesota Judicial Branch	6.50
<input type="checkbox"/> 179895	5/10/2013	CHIPS and the Role of Social Workers, Child Protection and The New Rules: Changes to the MN Rules of Civil Procedure Resulting from Civil Justice Reform/Hastings	Hastings	First Judicial District	2.00
<input type="checkbox"/> 177832	5/3/2013	Multidisciplinary Approach to Child Safety	Bemidji	Beltrami County Child Protection Team	7.00
<input type="checkbox"/> 179895	5/10/2013	CHIPS and the Role of Social Workers, Child Protection and The New Rules: Changes to the MN Rules of Civil Procedure Resulting from Civil Justice Reform	Hastings	First Judicial District	3.50
<input checked="" type="checkbox"/> 180194	5/21/2013	Adverse Childhood Experiences and Resiliency	Minneapolis	Women Lawyers (MWL)	1.50
<input type="checkbox"/> 180213	5/23/2013	Experts in Child Sex Abuse Cases	Minneapolis	Hennepin County Public Defender's Office	1.00
<input type="checkbox"/> 181655	6/12/2013	Justice for Children: Investigation & Prosecution of Child Abuse	Aberdeen	National Center for Prosecution of Child Abuse	11.75

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

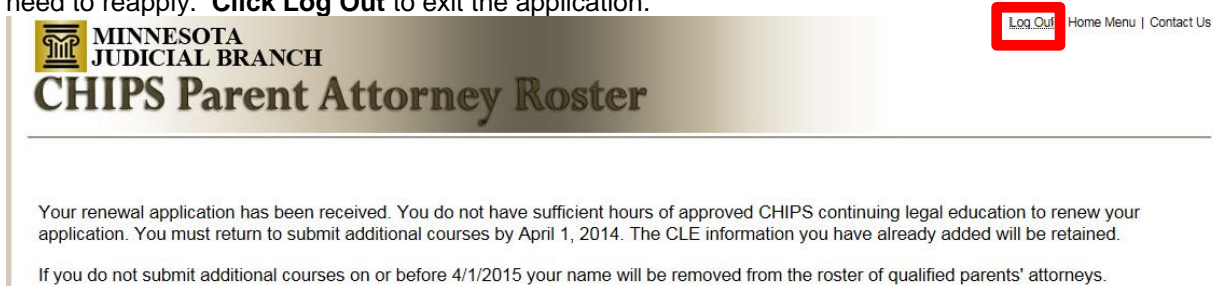
[Submit Renewal Application](#)

8. **If the course(s) you attended total at least 3 hours**, you will receive immediate notification (see example below) that your status on PAR has been approved for another year. You will need to repeat the PAR updating process annually. Each year you will receive an email 90 days before your expiration date reminding you to submit your annual CLE credits. **Click Log Out** to exit the application.



The screenshot shows the header of the Minnesota Judicial Branch CHIPS Parent Attorney Roster page. The header includes the Minnesota Judicial Branch logo and the text "MINNESOTA JUDICIAL BRANCH" and "CHIPS Parent Attorney Roster". In the top right corner, there is a "Log Out" button highlighted with a red box, along with links for "Home Menu" and "Contact Us". Below the header, a message states: "Your renewal application has been received. Your continuing legal education credits qualify you to be maintained on the roster of qualified CHIPS parents' attorneys for another year. You will be required to renew your application again by 4/1/2015. You will receive an email reminder three months prior to your renewal date."

9. **If the course(s) you attended do not total at least 3 hours**, you will receive a notice (see example below) stating you do not have sufficient hours of approved CHIPS CLE credits to renew your application and you must return to PAR by your current PAR expiration date to add additional credits. The CLE information you have already added will be retained. If you do not submit additional CLE courses on or before your current PAR expiration date, your name will be removed from the roster of qualified parents' attorneys and you will need to reapply. **Click Log Out** to exit the application.



The screenshot shows the header of the Minnesota Judicial Branch CHIPS Parent Attorney Roster page. The header includes the Minnesota Judicial Branch logo and the text "MINNESOTA JUDICIAL BRANCH" and "CHIPS Parent Attorney Roster". In the top right corner, there is a "Log Out" button highlighted with a red box, along with links for "Home Menu" and "Contact Us". Below the header, a message states: "Your renewal application has been received. You do not have sufficient hours of approved CHIPS continuing legal education to renew your application. You must return to submit additional courses by April 1, 2014. The CLE information you have already added will be retained. If you do not submit additional courses on or before 4/1/2015 your name will be removed from the roster of qualified parents' attorneys."