

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

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 a navigation bar with three tabs: "Data Services", "Criminal Justice System Resources", and "CHIPS Parent Attorney Roster". The "CHIPS Parent Attorney Roster" tab is selected. Below the tabs, there is a heading "CHIPS Parent Attorney Roster" followed by a paragraph of text. A red rectangular box highlights the link "Apply to be listed on CHIPS Parent Attorney Roster (PAR)". Below this link is a bulleted list of instructions. At the bottom of the page, there 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" and a "Background:" label.

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.



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 the text "Login to your State of MN Courts account." Below this are input fields for "Email" and "Password". A red rectangular 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 instruction: "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?". At the bottom center, there is a question mark and a link to the support desk: "Questions? Technical issues? Please contact the support desk by sending an email to: [ITDservicedesk@courts.state.mn.us](mailto:ITDservicedesk@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 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.”**

MINNESOTA  
JUDICIAL BRANCH  
CHIPS Parent Attorney Roster

Welcome: Judith

Click **Edit MyCourtMN Login Account** to edit your MyCourtMN login information.

Click **Change MyCourtMN Email** to edit your MyCourtMN email information.

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”.

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.

6. 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.

7. 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.**

8. 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](#)

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

MINNESOTA JUDICIAL BRANCH  
**CHIPS Parent Attorney Roster**

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

**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:

**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 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:

**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:  (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:  (Format: 999-999-9999)

Secondary:

[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.**”