Instructions for registering to be listed on the roster of qualified CHIPS parent attorneys.

1. **Go to:** http://www.mncourts.gov/GovernmentPartners.aspx#tab03ChipsParentsAttorneyRoster, click the tab for "CHIPS Parent Attorney Roster" and then click on Apply to be listed on Roster of Qualified CHIPS Parents' Attorneys

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.



1. Click on "Log In / Register."

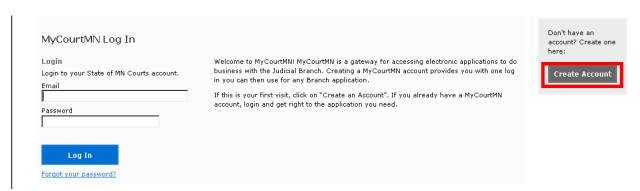


Click Log In/Register to log into the CHIPS Parent Attorney Roster using your MyCourtMN account information.

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

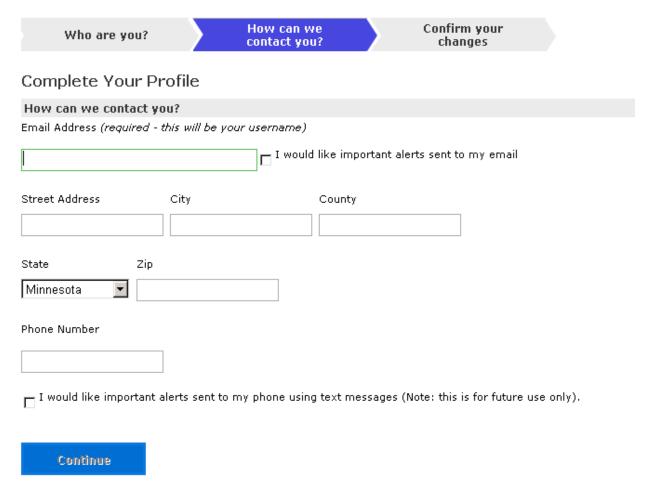
2. Create a MyCourtMN account by clicking on "Create Account." If you already have a MyCourtMN account, skip to Step 7.



3. Create a MyCourtMN profile by filling in your first and last name. If possible, you should use the name as it appears on your attorney license. Click the blue "continue" box.

Who are you?	How can contact y		Confirm your changes	•
Complete Your Pr	ofile			
Who are you?				
First Name (required)	Last Name (required)	Middle Name		
Continue				

4. Fill in the email address, if any, at which you wish to receive official email communications from the Minnesota Judicial Branch. Fill in your address and phone number. Click the blue "continue" box.



5. After you click "continue," you will receive a notice stating that your profile has been created and a notice was sent to the email address you listed. To activate your account and proceed to register for the parent attorney roster, go to your email inbox and look for the email that was sent to you (if it's not there, check your junk or spam email). Follow the instructions in the email.

6. Fill in the email address and password you used to create your MyCourtMN account and click on "Log In" and you will be taken to your account.



7. Click on the "Enter Roster Information" button.

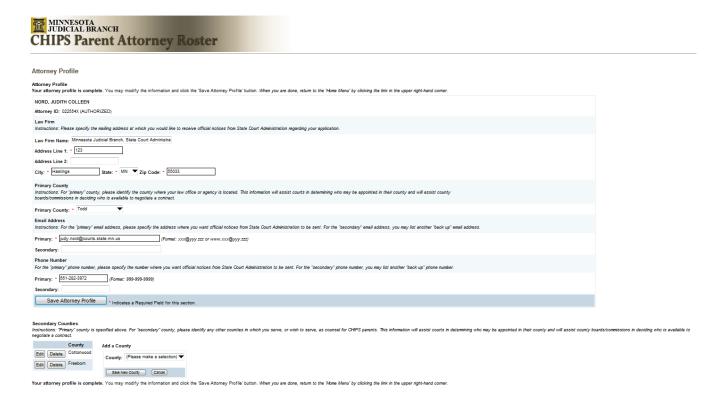


8. Click on "Apply to be on roster"

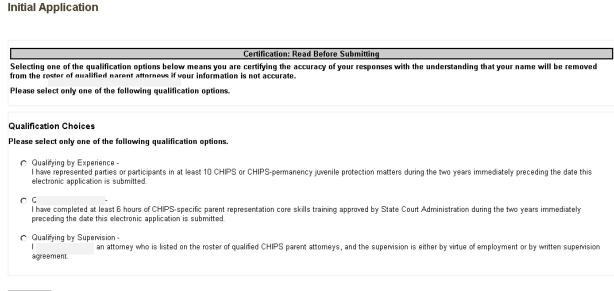


Please click one of the options below. Attorneys My Parent Attorney Rester Profile Apply to be on roster Update Conditionally Approved Roster Status Check status of pending and/or past applications

9. Fill in your law firm name and address, primary county, primary email address, secondary email address if you want official communications sent to more than one email address, and phone number. Click on "save attorney profile." If you wish to be appointed to serve in counties other than your primary county, scroll to the bottom of the page, under "add a county" click on the "please make a selection box," and click "save new county." Repeat for additional counties.

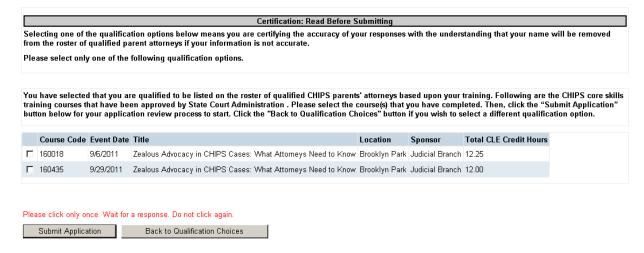


10. Click on the applicable qualification choice (experience, training, or supervision) and click on the "continue" box.

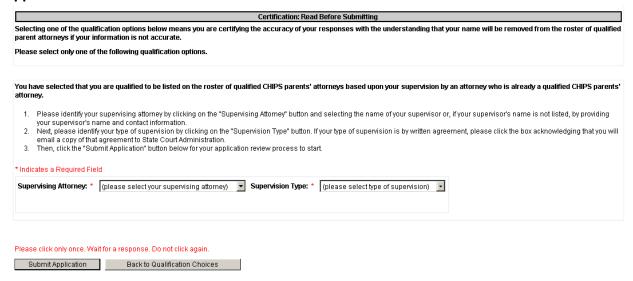


Continue

11. If you click on the "training" qualification, it will take to you a next page where you must identify which of the approved courses you have completed. Then, click the "submit application" button.



12. If you click on the "supervision" qualification, it will take you to a next page where you must fill in the name of your supervisor and select the type of supervision (employment or contract). Click "submit application."



13. Click "log out" to exit the application

