

## 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.

#### File a Case

[Data Services](#)   [Criminal Justice System Resources](#)   **[CHIPS Parent Attorney Roster](#)**

#### CHIPs Parent Attorney Roster

When county boards or commissions contract with, or when judges appoint, attorneys to represent parents in Child in Need of Protection or Services (CHIPS) matters, the attorneys must meet the minimum qualifications established by the Legislature and the Judicial Council unless an authorized exception exists. The attorneys listed on the CHIPS Parents' Attorneys Roster (PAR) meet the qualifications established by the Legislature and the Judicial Council.

#### **[Apply to be listed on CHIPS Parent Attorney Roster \(PAR\)](#)**

- [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](#)
- [Instructions for withdrawing current PAR application and re-applying using a different qualification](#)

Roster of Qualified CHIPS Parents' Attorneys (for use by judges and county commissioners):

[Search Parent Attorney Roster by County or Attorney Name](#)

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.

#### MyCourtMN Log In

##### Login

Login to your State of MN Courts account.

Email

Password

[Log In](#)

[Forgot your password?](#)

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.

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.

Don't have an account? Create one here:

**[Create Account](#)**

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.

The screenshot shows a three-step progress bar at the top: 'Who are you?' (highlighted in blue), 'How can we contact you?', and 'Confirm your changes'. Below the progress bar is a close button (X) and a vertical line. The main heading is 'Complete Your Profile'. Underneath is a sub-heading 'Who are you?'. There are three input fields: 'First Name (required)', 'Last Name (required)', and 'Middle Name'. A blue 'Continue' button is at the bottom.

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.

The screenshot shows a three-step progress bar at the top: 'Who are you?', 'How can we contact you?' (highlighted in blue), and 'Confirm your changes'. Below the progress bar is a close button (X) and a vertical line. The main heading is 'Complete Your Profile'. Underneath is a sub-heading 'How can we contact you?'. There is an 'Email Address (required - this will be your username)' field with a checkbox for 'I would like important alerts sent to my email'. Below that are three input fields: 'Street Address', 'City', and 'County'. Then 'State' (a dropdown menu showing 'Minnesota') and 'Zip'. Below that is a 'Phone Number' field with a checkbox for 'I would like important alerts sent to my phone using text messages (Note: this is for future use only)'. A blue 'Continue' button is at the bottom.

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.

MyCourtMN Log In

Login  
Login to your State of MN Courts account.

Email

Password

[Log In](#)

[Forgot your password?](#)

7. Click on the “Enter Roster Information” button.



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](#)

8. Click on “Apply to be on roster”



## Home Menu

Please click one of the options below.

### Attorneys

[My Parent Attorney Roster 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.

**MINNESOTA JUDICIAL BRANCH**  
**CHIPS Parent Attorney Roster**

**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.

NORD, JUDITH COLLEEN  
 Attorney ID: 02254X (AUTHORIZED)

**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: Minnesota Judicial Branch, State Court Administration  
 Address Line 1: 123  
 Address Line 2:  
 City: Hastings State: MN Zip Code: 55033

**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: Todd

**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: judy.nord@courts.state.mn.us (Format: xxx@yyy.zzz or www.xxx@yyy.zzz)  
 Secondary:  
 Phone Number  
 Instructions: 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: 551-282-3972 (Format: 999-999-9999)  
 Secondary:  
 Save Attorney Profile - Indicates a Required Field for this section.

**Secondary Counties**

Instructions: "Primary" county is specified above. For "secondary" county, please identify any other counties in which you serve, or wish to serve, as counsel for CHIPS parents. 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.

County	Add a County
<input type="button" value="Edit"/> <input type="button" value="Delete"/> Cottonwood	County: (Please make a selection) ▼ <input type="button" value="Save New County"/> <input type="button" value="Cancel"/>
<input type="button" value="Edit"/> <input type="button" value="Delete"/> Freeborn	

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.

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

**Initial Application**

**Certification: Read Before Submitting**

Selecting one of the qualification options below means you are certifying the accuracy of your responses with the understanding that your name will be removed from the roster of qualified parent attorneys if your information is not accurate.

Please select only one of the following qualification options.

**Qualification Choices**

Please select only one of the following qualification options.

- Qualifying by Experience - I have represented parties or participants in at least 10 CHIPS or CHIPS-permanency juvenile protection matters during the two years immediately preceding the date this electronic application is submitted.
- I have completed at least 6 hours of CHIPS-specific parent representation core skills training approved by State Court Administration during the two years immediately preceding the date this electronic application is submitted.
- Qualifying by Supervision - I am an attorney who is listed on the roster of qualified CHIPS parent attorneys, and the supervision is either by virtue of employment or by written supervision agreement.

**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.**

**Certification: Read Before Submitting**

Selecting one of the qualification options below means you are certifying the accuracy of your responses with the understanding that your name will be removed from the roster of qualified parent attorneys if your information is not accurate.

Please select only one of the following qualification options.

You have selected that you are qualified to be listed on the roster of qualified CHIPS parents' attorneys based upon your training. Following are the CHIPS core skills training courses that have been approved by State Court Administration . Please select the course(s) that you have completed. Then, click the “Submit Application” button below for your application review process to start. Click the “Back to Qualification Choices” button if you wish to select a different qualification option.

	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

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

**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.”**

**Certification: Read Before Submitting**

Selecting one of the qualification options below means you are certifying the accuracy of your responses with the understanding that your name will be removed from the roster of qualified parent attorneys if your information is not accurate.

Please select only one of the following qualification options.

You have selected that you are qualified to be listed on the roster of qualified CHIPS parents' attorneys based upon your supervision by an attorney who is already a qualified CHIPS parents' attorney.

1. Please identify your supervising attorney by clicking on the “Supervising Attorney” button and selecting the name of your supervisor or, if your supervisor's name is not listed, by providing your supervisor's name and contact information.
2. Next, please identify your type of supervision by clicking on the “Supervision Type” button. If your type of supervision is by written agreement, please click the box acknowledging that you will email a copy of that agreement to State Court Administration.
3. Then, click the “Submit Application” button below for your application review process to start.

\* Indicates a Required Field

Supervising Attorney: \*     Supervision Type: \*

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

**13. Click “log out” to exit the application**

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.