

**DISTRICT COURT OF THE VIRGIN ISLANDS
CLERK'S OFFICE**

**Glenda L. Lake, Esquire
Clerk of Court**



Reply to:

- Ron De Lugo Federal Building & Courthouse
5500 Veteran's Drive, Suite 310
St. Thomas, Virgin Islands 00802-6424
Phone: (340) 774-0640
Fax: (340) 774-1293**

- Almeric L. Christian Fed. Bldg. & Courthouse
3013 Estate Golden Rock, Lot 13
Christiansted, St. Croix 00820-4355
Phone: (340) 718-1130
Fax: (340) 718-1563**

January 3, 2013

To the Members of the District Court Bar:

Local Rule 83.1(c)(2) requires members of the District Court bar to renew their membership no later than February 4th of each calendar year. Members are required to submit an application for renewal, which may be found at the Court's website at www.vid.uscourts.gov, along with a renewal fee of forty-five dollars (\$45.00). Checks are to be made payable to the Clerk of the District Court of the Virgin Islands.

Please carefully review and complete each section of the renewal application. The application and fee are due no later than February 4, 2013. If you fail to submit a renewal application and/or pay the renewal fee by February 4th, your membership in the bar of the District Court will be considered inactive. Further, your login and password to the Court's ECF system will be cancelled if you fail to renew your membership.

The completed application and fee should be sent to:

ST. THOMAS DIVISION

Mrs. Claudette Brann
Attorney Admissions Coordinator
District Court of the Virgin Islands
5500 Veteran's Drive, Rm 310
St. Thomas, U.S. Virgin Islands 00802

ST. CROIX DIVISION

Ms. Aretha McFarlande
Attorney Admissions Coordinator
District Court of the Virgin Islands
3013 Estate Golden Rock
St. Croix, U.S. Virgin Islands 00820

If you have any questions regarding the renewal process, please contact the Attorney Admissions Coordinator in either division.

Sincerely,
/s/
Glenda L. Lake, Esquire
Clerk of Court