

DISTRICT COURT OF THE VIRGIN ISLANDS CLERK'S OFFICE



Glenda L. Lake, Esquire
Clerk of Court

www.vid.uscourts.gov

NOTICE OF DISTRICT COURT BAR MEMBERSHIP RENEWAL

Pursuant to Local Rule 83.1(c)(2), regular members of the District Court of the Virgin Islands bar are required to renew their membership no later than **February 4th** of each calendar year. Members must submit a renewal application, available on the Court's website at www.vid.uscourts.gov, along with a renewal fee of **\$45.00**. Please note that members admitted *pro hac vice* are not required to renew.

The District Court now offers a convenient online option for submitting renewal payments. District Court bar members are encouraged to use [Pay.gov](https://www.pay.gov), a secure government-wide portal for electronic payments. The Pay.gov link is accessible on the District Court's website under the [Programs and Services](#) and [Online Payments](#) sections.

To complete the renewal process through Pay.gov, the renewal application must be uploaded on the second screen of the transaction process. Multiple attorney renewals can also be completed in a single transaction by ensuring that each respective renewal application is attached and the appropriate amount for the total payment of attorneys seeking renewal is included.

If you prefer to submit your renewal package by mail, please include your application and make checks payable to the **"Clerk of Court."** Please carefully review and complete all sections of the renewal application. All bar renewals must be completed by **February 4, 2026**. The completed application and fee should be sent to:

ST. THOMAS/ST. JOHN DIVISION

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

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

Failure to complete the renewal process by the established deadline will result in your membership being deemed inactive and the deactivation of your ECF system login credentials until your membership is renewed.

If you have any questions regarding the renewal process, please contact the Clerk's Office in either division.

Dated: December 17, 2025

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

☐ Ron de Lugo Fed. Bldg. & Courthouse, 5500 Veteran's Drive, Suite 310, St. Thomas, Virgin Islands 00802-6424
Phone: 340-774-0640 Fax: 340-775-8075

☐ Almeric L. Christian Fed. Bldg. & Courthouse, 3013 Estate Golden Rock, Lot #13, Christiansted, Virgin Islands 00820-4355
Phone: 340-718-1130 Fax: 340-712-7180