

# DISTRICT COURT OF THE VIRGIN ISLANDS

## CLERK'S OFFICE



Glenda L. Lake, Esquire  
Clerk of Court

[www.vid.uscourts.gov](http://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 4<sup>th</sup>** of each calendar year. Members must submit a renewal application, available on the Court's website at [www.vid.uscourts.gov](http://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](#), 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

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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