

**DISTRICT COURT OF THE VIRGIN ISLANDS
OF THE UNITED STATES**

**Wilfredo F. Morales
Clerk**



**5500 VETERANS DRIVE, SUITE 310
ST. THOMAS, VIRGIN ISLANDS 00802**

January 18, 2012

To Members of the Bar:

The Court's local rules require members of its bar to renew their membership no later than February 4 of each calendar year. Local Rule 83.1(c)(2). Members are required to submit an [application of renewal](#) located on our web site at www.vid.uscourts.gov. The renewal fee is \$45.00. Checks are to be made payable to: Clerk, 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, 2012. If you fail to submit a renewal application and/or pay the renewal fee by this date, your membership in the bar of this Court will be considered inactive. 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:
District Court of the Virgin Islands
Claudette Donovan
Attorney Admissions Coordinator
5500 Veteran's Drive, Rm 310
St. Thomas, Virgin Islands 00802

ST. CROIX DIVISION:
District Court of the Virgin Islands
Aretha McFarlande
Attorney Admissions Coordinator
3013 Estate Golden Rock
St. Croix, Virgin Islands 00820

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

Sincerely,

Wilfredo F. Morales,
Clerk