

Dear Vendor:

We are contacting you because you have been identified as a vendor doing business with at least one of the following court units in the federal court system in Massachusetts: U.S. Court of Appeals, U.S. District Court, U.S. Bankruptcy Court, U.S. Probation Office, Circuit Executive, First Circuit Library, or the Federal Public Defender.

The federal court system is moving to a new and improved financial system effective February 8, 2016. To expedite processing of your invoices and payments through the new system, you are required to register, and to recertify annually, in the System for Award Management (SAM).

After registering in SAM, your payments will be made via Electronic Funds Transfer (EFT) using bank routing and account numbers registered in SAM and you will no longer be issued payment via U.S. Treasury check. Registering in SAM allows you to manage your name, address, contact and banking information and will ensure you receive payments quickly and accurately from the U.S. Judiciary.

To register in SAM, you will need a DUNS number. If you do not have a DUNS number, one can be requested – without charge – at <http://fedgov.dnb.com/webform>.

SAM Registration – Once you have a DUNS number, you can register in SAM by going to the following website: www.sam.gov. Instructions can be found on our court's website at mad.uscourts.gov/general/vendor.htm.

Please note there is no fee associated with registration in SAM. Any request for payment for registration should be treated as fraudulent.

Thank you!

Robert M. Farrell, Clerk of Court
U.S. District Court