

**UNITED STATES DISTRICT COURT**  
EASTERN DISTRICT OF WISCONSIN  
OFFICE OF THE CLERK

362 U.S. COURTHOUSE  
517 E. WISCONSIN AVE  
MILWAUKEE, WI 53202

STEPHEN C. DRIES  
CLERK

TEL: 414-297-3372  
FAX: 414-297-3253  
[www.wied.uscourts.gov](http://www.wied.uscourts.gov)

Dear Service Provider,

Vendors doing business with the federal government are highly encouraged to register in the System for Award Management (SAM) at <https://www.sam.gov> . **Please note there is no fee associated with registration in SAM.** Any request for payment for registration should be treated as fraudulent. Instructions for SAM registration are attached.

If you have any questions, please feel free to contact the District Court's finance office at 414-297-3417.

Very truly yours,

Stephen C. Dries  
Clerk, US District Court

## SAM REGISTRATION INSTRUCTIONS

1. 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>.
2. SAM Registration – Once you have a DUNS number, you can register in SAM by going to the following website: [www.sam.gov](http://www.sam.gov)



3. SAM Registration Information – To complete SAM registration, you will need the following information.
  - Business Information: name, address, email, business start date, fiscal year-end close date, Tax Identification Number (SSN or EIN), Points of contact (name, phone/email)
  - Banking Information: ABA Routing Number, Account Number, Bank ACH (phone or email)
  - Other Information:
    - Commercial and Government Entity (CAGE) code. Note: If you do not have a CAGE code for your entity, one will be assigned automatically during the registration process.
4. Further Assistance – If you need further assistance, please contact the SAM Help Desk at [www.fsd.gov](http://www.fsd.gov), 866-606-8220 or the Help tab on the SAM website.