



## REQUESTING ATTORNEY ADMISSION IN PACER

The next generation (NextGen) of CM/ECF provides a new attorney admissions and e-file registration module, which allows attorneys to request admission to practice or file in a NextGen court. You must have an upgraded PACER account to request attorney admission in a NextGen court. If your PACER account was created prior to August 2014, you must first upgrade your account (see *Upgrading Your PACER Account* for instructions). It is recommended that you check the court's website to review their attorney admission requirements, local rules, and procedures.

### Requesting Attorney Admission

**STEP 1** Go to [www.pacer.gov](http://www.pacer.gov).

**STEP 2** Click **Manage My Account** at the top of the page.



**STEP 3** Log on with your upgraded individual PACER account user name and password.

**MANAGE MY ACCOUNT**

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

*\* Required Information*

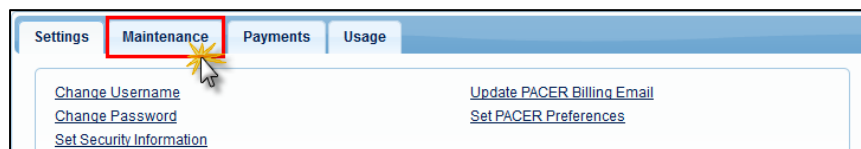
**Username \***

**Password \***

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

**NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.**

**STEP 4** Click the **Maintenance** tab.





**STEP 5** Click the **Attorney Admissions/E-File Registration** link.

The screenshot shows a navigation menu with tabs for 'Settings', 'Maintenance', 'Payments', and 'Usage'. Under the 'Settings' tab, there are several links: 'Update Personal Information', 'Update Address Information', 'Update E-File Email Noticing and Frequency', and 'Display Registered Courts' on the left; and 'Attorney Admissions / E-File Registration', 'Non-Attorney E-File Registration', 'Check E-File Status', and 'E-File Registration/Maintenance History' on the right. A red box highlights the 'Attorney Admissions / E-File Registration' link, and a mouse cursor is pointing at it.

**STEP 6** From the **Court Type** list, select **U.S. District Courts**. From the **Court** list, select the desired court (e.g., Minnesota District Court). Click **Next**.

The screenshot shows a form titled 'IN WHAT COURT DO YOU WANT TO PRACTICE?'. It includes a red asterisk and the text '\* Required Information'. There are two dropdown menus: 'Court Type \*' with 'U.S. District Courts' selected, and 'Court \*' with 'Minnesota District Court' selected. Below the dropdowns is a note: 'Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#)'. At the bottom are three buttons: 'Next', 'Reset', and 'Cancel'.

**STEP 7** Click **Attorney Admissions and E-File**. The options presented on this screen vary by court.

The screenshot shows a form titled 'WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?'. It features five buttons: 'Attorney Admissions and E-File', 'E-File Registration Only', 'Pro Hac Vice', 'Multi-District Litigation', and 'Federal Attorney'. Below the buttons are two informational boxes. The first box says: 'Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court' followed by 'Be sure to complete all fields. Please and thank you.' The second box says: 'Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court' followed by 'You must be a member of the bar to file'. At the bottom are two buttons: 'Back' and 'Cancel'.



**STEP 8** Complete all required fields for all five sections of the attorney admissions screen.

**Attorney Bar Information:**

- a. Select one or both check boxes to indicate the federal or state courts to which you are admitted, if applicable.
- b. Click **Add** to select and add state and/or federal court(s) to which you are admitted, if not shown. If you are currently admitted to another NextGen court, it is listed automatically by the system. However, if you are also admitted to any CurrentGen court, you need to manually enter it into the system

**COMPLETE ALL SECTIONS OF ATTORNEY ADMISSIONS**

**Attorney Bar Information**

\* Required Information

**FEDERAL BAR INFORMATION**

I am admitted to the bar in one or more federal courts.

Our data indicates that you have been admitted to the bar of the following federal court(s):

Verified Federal Bar Information			
Federal Court	Bar ID	Bar Status	Date Admitted
No verified federal bar data available.			

Enter information for any federal court not listed in table on the left:

Additional Federal Bar Information		
Federal Court	Bar ID	Date Admitted
Click the "Add" button below to enter federal bar data.		
<input type="button" value="+ Add"/>		

**STATE BAR INFORMATION**

I am admitted to the bar in one or more states.

Enter information for any state(s) in which you have been admitted to the bar:

Additional State Bar Information		
State	Bar ID	Date Admitted
Click the "Add" button below to enter state bar data.		
<input type="button" value="+ Add"/>		

**Sponsoring Attorney:**

- a. Depending on the court, this section may be required, so be sure to review the court's attorney admissions instructions.
- b. If required, enter the information of the attorney sponsoring you.

**Sponsoring Attorney**

Bar ID  Jurisdiction

First Name  Middle Name  Last Name



### Attorney Information:

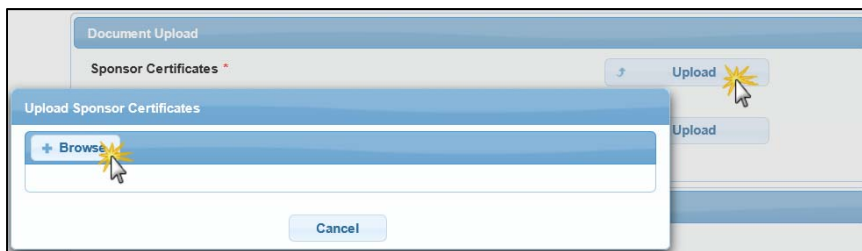
- Respond to each question. If additional details are required, a text box displays. Acknowledge the admission fee or request a waiver of the fee.

The screenshot shows a form titled "Attorney Information". It contains several sections:

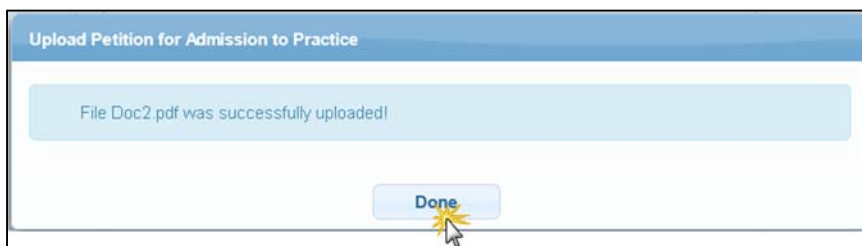
- Attorney Type (check all that apply) \***: Three checkboxes for "Civil", "Criminal", and "Bankruptcy".
- Have you ever been disbarred/censured/denied admission? \***: Radio buttons for "Yes" and "No".
- Do you have any disciplinary actions pending? \***: Radio buttons for "Yes" and "No".
- Have you ever been convicted of a felony? \***: Radio buttons for "Yes" and "No".
- Fee Acknowledgment \***: Two radio buttons: "I acknowledge that I will be charged an admission fee if I am admitted." and "I request that the admission fee be waived for the following reason:".

### Document Upload:

- This section varies by court. Be sure to review the court's attorney admissions instructions.
- In some cases, you may be asked to combine documents into one file before uploading. For example, a court may ask you to combine the certificates of your sponsors, if more than one sponsor is required.
- If required, click **Upload**, which will display the upload dialog box. Then, click **Browse** to upload the required document.



- Once the upload is complete, a dialog box appears confirming the upload was successful. Click **Done**.





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### Additional Attorney Information Required by Court:

- a. The questions in this section vary by court. Be sure to review the court's attorney admissions instructions.
- b. Answer all questions, and then click **Next**.

**Additional Attorney Information Required by Court**

Have you completed the CM/ECF Tutorial? Please list the date of completion. \*

Have you completed the On-line Local Rules Tutorial? Please list the date of completion and the confirmation number. \*



**STEP 9** Verify personal information and complete required fields on the E-File Registration screen, and then click **Next**.

### COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

#### Filer Information

**\* Required Information**

**Role in Court** Attorney

**Title**

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

**Firm/Office**

**Unit/Department**

**Address \***

**Room/Suite**

**City \***

**State \***

**County \***

**Zip/Postal Code \***

**Country \***

**Primary Phone \***

**Alternate Phone**

**Text Phone**

**Fax Number**

#### Additional Filer Information

**Already Admitted at Court**

**Court Bar ID**

**Other Names Used**

**Most Recent Case**  
(in court where you are registering)

#### Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

**Primary Email \***

**Confirm Primary Email \***

**Email Frequency \***

**Email Format \***



**STEP 10** Enter payment information and set as the default for admissions/renewal fees and/or filing fees. This is optional. Once you have finished entering payment information or if you do not wish to enter payment information, click **Next**.

You can store up to three payment methods, credit cards or ACH, and associate them with the following fee types: admissions/renewal fees, filing fees, and PACER search fees. To designate a fee type to a specific payment method, select the check box next to the applicable fee type. You can associate more than one fee type to a payment method.

**Payment Information**

**NOTE:** Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

 <input checked="" type="checkbox"/> Autobill PACER fees <input type="checkbox"/> E-filing fees default <input type="checkbox"/> Admissions fees default  XXXXXXXXXXXX1111 01/2020  John Public 123 Any Street Your Town, MN 55415  <a href="#">Update</a> <a href="#">Delete</a>	 <input type="checkbox"/> Autobill PACER fees <input checked="" type="checkbox"/> E-filing fees default <input checked="" type="checkbox"/> Admissions fees default  XXXXXXXXXXXX1881 01/2020  John Public 123 Any Street Your Town, MN 55415  <a href="#">Update</a> <a href="#">Delete</a>	<a href="#">Add Credit Card</a> <a href="#">Add ACH Payment</a>
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[Next](#) [Back](#) [Cancel](#)



**STEP 11** Acknowledge the policies and procedures for attorney admissions and attorney e-filers by selecting all applicable check boxes.

**Acknowledgment of Policies and Procedures for Attorney Admissions**

**Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) \***

**E-Filing Terms of Use**

**ATTORNEY E-FILING TERMS AND CONDITIONS**

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court(s), are solely responsible for redacting pleadings. See [Fed. R. App. P. 25\(a\)\(5\)](#); [Fed. R. Civ. P. 5.2](#); [Fed. R. Crim. P. 49.1](#); and [Fed. R. Bankr. P. 9037](#).

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

**Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. \***

**Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) \***





**STEP 12** Click **Submit**. The court will review your admission request and provide you with further instructions (including a link to pay the admission fee online) via email.

Please note that you will be required to pay your admission fee online using the link provided in the email. Do not use the **Make One-Time PACER Fee Payment** option on **Manage My Account**.

Do not click the **Make a One-Time PACER Fee Payment** radio button on the Manage My Account page.

**Make One-Time PACER Fee Payment**

**NOTE:** This option can only be used to pay your PACER bill. Consult your court's website for instructions on how to pay all other court fees.

**\* Required Information**

<b>Payment Amount</b>	
<b>Account Balance</b>	<b>\$0.00</b>
<b>Payment Amount *</b>	<input type="text" value="0.00"/>

Per U.S. Department of the Treasury rules, the maximum payment permitted by credit card is \$24,999.99.