

Attorney Admission and Renewal Frequently Asked Questions (FAQs)

1. What is my membership status in the U.S. District Court? How can I find my bar number?
A: Please visit our Court's website for attorney information lookup:
<https://www.dcd.uscourts.gov/bar-memberattorney-information-lookup>
Note: if no information shows up, the attorney is not admitted into the U.S. District Court and should check with the DC Bar. If you believe your results are incorrect, please send an e-mail to attorney_admissions@dcd.uscourts.gov for verification.
2. My membership status says "Provis". What does this mean? What should I do?
A: If your membership status says "Provis", this means that you are in a provisional status and need to renew your membership with the court's bar in order to be in good standing
3. What attorneys are required to renew their memberships?
A: Only government and fully admitted attorneys are required to renew their memberships. Pro Hac Vice attorneys should not renew their membership with this court.
4. I am a Pro Hac Vice attorney and I paid the submission fee to renew my membership. What should I do now?
A: Pro Hac Vice attorneys do not have to renew their membership. You may contact the finance office at 202-354-3100 to request a refund.
5. How do I renew my membership with the U.S. District Court?
A: Please complete and submit your renewal form and pay the \$25 fee. Instruction can be found here: <https://www.dcd.uscourts.gov/sites/dcd/files/AttyRenewalECFTutorial2021.pdf>
6. Where can I find my renewal code?
A: The renewal code is in your attorney information lookup results. Please visit our Court's website for attorney information lookup: <https://www.dcd.uscourts.gov/bar-memberattorney-information-lookup>
7. When is my renewal due?
A: Renewals are due every 3 years from you last renewal date. Please use attorney information lookup to check your last renewal date, which can be found here:
<https://www.dcd.uscourts.gov/bar-memberattorney-information-lookup>
8. I am trying to submit my renewal form and keep receiving a syntax error. What should I do?
A: Please enter your renewal code in the "Renewal Code" field on the Attorney Renewal Form. Your renewal code is in your attorney information lookup results. Please visit our Court's website for attorney information lookup: <https://www.dcd.uscourts.gov/bar-memberattorney-information-lookup>.

9. When I go to electronically file my document in CM/ECF, I do not have access to the “Civil” option. What should I do?
A: Please proceed to register to electronically file. Instructions can be found here: https://www.dcd.uscourts.gov/sites/dcd/files/NextGEN_Tutorial_for_Registering_for_E-filing_1.pdf
10. I am a government attorney. How do I register to electronically file in the U.S. District Court?
A: First, complete the renewal form found on this page: <https://www.dcd.uscourts.gov/attorney-renewal>. Once you have completed the document save it as a pdf and e-mail it to attorney_admissions@dcd.uscourts.gov. Lastly, register to E-File via PACER. Instructions may be found here: https://www.dcd.uscourts.gov/sites/dcd/files/NextGEN_Tutorial_for_Registering_for_E-filing_1.pdf.
11. How do I link my PACER account to my U.S. District Court account?
A: If you have your NextGen CM/ECF username and password you may link your account yourself and receive immediate access to E-File. Please see the instructions here: https://www.dcd.uscourts.gov/sites/dcd/files/Link_an_Upgraded_PACER_Account_to_a_NextGen_CMECF%20FINAL.pdf. If you do NOT have your NextGen CM/ECF username and password, please proceed to register to E-File so we may link the accounts for you. Instruction can be found here: https://www.dcd.uscourts.gov/sites/dcd/files/NextGEN_Tutorial_for_Registering_for_E-filing_1.pdf
12. I submitted an E-Filing request. How long will it take to be processed? Can I have it expedited?
A: E-Filing requests take 2-3 business days for processing. E-Filing requests are processed in the order that they are received, therefore we are unable to expedite requests.
13. How do I update or change my address in the U.S. District Court?
A: Effective October 7, 2018, a change of address request must be submitted via PACER. Please note that this can only be done if you have linked your NextGen CM/ECF account to your PACER account.
You can update attorney information in the NextGen CM/ECF account at: <https://pacer.psc.uscourts.gov/pscof/login.jsf>
1. Click on Maintenance- Update Personal Information to update your name, prefix, and suffix.
 2. Click on Maintenance- Update Address Information to update your firm name, address, and phone numbers.
 3. Click on Maintenance- Update E-Filer Email Noticing and Frequency to update your email address(es).

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14. How do I apply for full admission in the U.S. District Court?

A: The Application for admission can be found here:

https://www.dcd.uscourts.gov/sites/dcd/files/ApplicationForAdmission2020_FILL.pdf. Once you have completed the document save it as a .pdf and submit it via PACER. Please see the tutorial here:

<https://www.dcd.uscourts.gov/sites/dcd/files/NextGENTutorialforApplyingforAdmission.pdf>

15. Is the U.S. District Court still holding admissions? Do I need to come to an in-person swearing in?

A: All in person admission ceremonies have been postponed until further notice, however, we are still holding admissions. Please see the following Standing Order for more details:

https://www.dcd.uscourts.gov/sites/dcd/files/COVID%2019%20Standing%20Order%2020-68%20Fourth%20Further%20Extension%20of%20Postponed%20Court%20Proceedings_0.pdf

16. I applied for admission, but my application status says “unknown”. What should I do?

A: An application for admission’s status remains “unknown” until it is processed. Once it has been processed and the application meets all requirements, you will receive a link for payment along with additional instructions.

17. Due to COVID, are original signatures still required on Applications for Admission and Sponsor’s Affidavit?

A: Yes, original signatures are still required.

18. I submitted my application, oath and paid the fee. When will I be granted admission?

A: We are still following admission deadlines. This means that admissions are continuing to be held once a month, on the first Monday of every month. However, admission is not finalized until final approval from the assigned motions judge.

19. How do I reset my PACER password?

A: For information on resetting your password, click here:

<https://pacer.psc.uscourts.gov/pscof/forgotPassword.jsf?csoLogin=true>