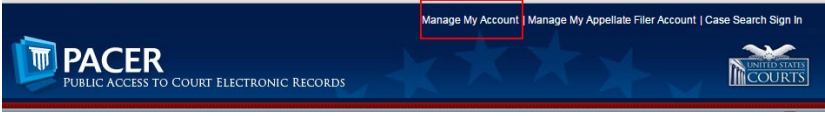


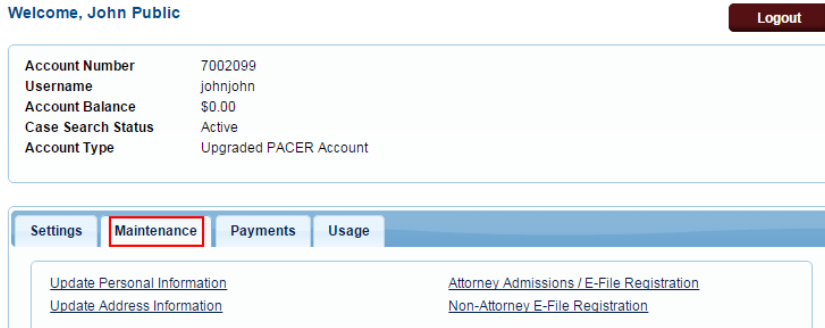

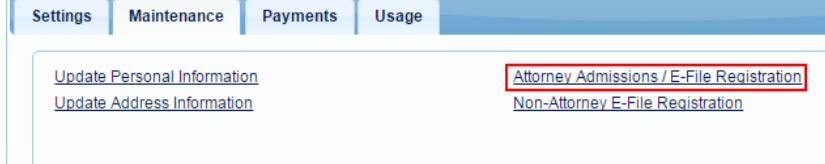
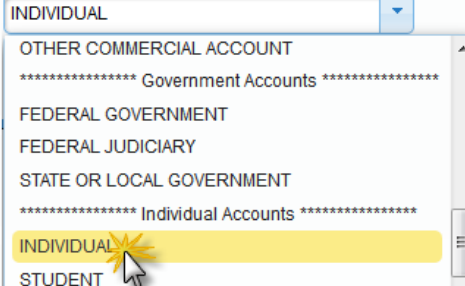






Tutorial for Applying for Admission to the U.S. District Court for the District of Columbia via PACER

If you have an existing PACER account:		If you DO NOT have an existing PACER account:	
Step	Action	Step	Action
1	Go to PACER: www.pacer.gov	1	Go to PACER: www.pacer.gov
2	Select Manage My Account 	2	Select Register 
3	Log into PACER with an Upgraded PACER account. <i>Not sure if you have an Upgraded PACER account? Click here for instructions</i>	3	Select Attorney Filers (<i>It is not necessary to use the Registration Wizard</i>) 
4	Select the Maintenance tab MANAGE MY ACCOUNT 	4	Select Apply for Attorney Admissions and/or Register to E-File Now 
5	Select Attorney Admission/E-File Registration 	5	Complete the PACER registration form. Select the User Type . If you are an attorney in private practice, Select Individual . If you are a State or Federal government attorney, Select the corresponding field. Select Next User Type * 

****Skip to Step 10****

		6	Create a Username and Password , and select Security Questions and then Next
		7	Enter Payment Information if desired. Please Note: this is optional -- you do not have to store a credit card with PACER. <small>Providing a credit card is optional. If you would like to register without providing a credit card, click Next below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge, however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.</small>
		8	Read and acknowledge the policies and procedures and click Submit Click here to download a printable version of the Policies and Procedures * Required Information <input checked="" type="checkbox"/> Check here to acknowledge you have read and understand the policies and procedures listed above. * <small>If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.</small> 
		9	Click Continue to complete the Attorney Admissions and E-File Registration ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION CLICK CONTINUE TO COMPLETE THE ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION. <small>Your PACER account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the Continue button below. You may also apply for attorney admissions and/or register to e-file at any time through the Manage My Account link located in the upper right corner of the PACER Service Center website.</small> 
ALL Attorneys continue with the following steps:			
10	<p>Select U.S. District Courts from drop down list in Court Type box. Select District of Columbia District Court from drop down list in Court box. Click Next</p> <p><small>* Required Information</small> Court Type * <input type="text" value="U.S. District Courts"/> Court * <input type="text" value="District of Columbia District"/></p> 		
11	<p>Select the tab Attorney Admissions and E-File</p> <p>WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?</p> <p><input checked="" type="button" value="Attorney Admissions and E-File"/> <input type="button" value="E-File Registration Only"/> <input type="button" value="Multi-District Litigation"/></p> 		
14	<p>Select the Federal Bar Information check box and the +Add Button to enter admission information NOTE: This information is not required</p>		

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.		
+ Add		

15 Enter bar information from the corresponding **Federal Court**: Select the District Court from the **Court** drop down. Enter your bar number issued by the District Court, Enter your admission date, if known. Select the **+Add** button to save. Continue adding other federal courts or select **Close** when finished

Enter Additional Federal Bar Information

Court:

Bar ID:

Date Admitted:

+ Add Close

12 Attorneys Admitted to the District of Columbia State Bar or any corresponding State Bar as required pursuant to LCvR 83.2(c), Select the **State Bar Information** check box and the **+Add** Button to enter admission information.

NOTE: This information is required

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.		
+ Add		

13 Enter bar information from the corresponding **State Bar**: Select State from the **State** drop down. Enter your bar number issued by the State Bar. Enter your admission date, if known. Select the **+Add** button to save. Continue adding other state courts or select **Close** when finished.

Enter Additional State Bar Information

State:

Bar ID:

Date Admitted:

+ Add Close

16 Complete **Sponsoring Attorney** information. Your sponsoring attorney must be admitted and in good standing with the U.S. District Court for the District of Columbia and must have known the applicant for at least one year.
NOTE: This information is required

Sponsoring Attorney

Bar ID Jurisdiction

First Name Middle Name Last Name

17 Complete all fields in the **Attorney Information** section
NOTE: If you are not sure what type of cases your practice will involve or you won't handle cases at all in your attorney career, select **Civil**

Attorney Information

Attorney Type (check all that apply) * Civil Criminal Bankruptcy

Have you ever been disbarred/censured/denied admission? * Yes No

Do you have any disciplinary actions pending? * Yes No

Have you ever been convicted of a felony? * Yes No

Fee Acknowledgment *

I acknowledge that I will be charged an admission fee if I am admitted.

I request that the admission fee be waived for the following reason:

! All applications for admission require a \$206.00 fee. The U.S. District Court for the District of Columbia does not waive the admission fee for any attorneys (including federal government). Select the top radio button.

18 Document Upload:
 Click the Upload button, then +Browse to attach the Application for Admission, Sponsor Affidavit from one active member of this Court's Bar, and the Certificate of Good Standing from your State Bar.

Document Upload

Application for Admission* Upload

Sponsor's Affidavit* Upload

Certificate of Good Standing* Upload

19 Complete the **E-File Registration** information

20 Complete the **Filer Information**. Address information comes from your existing PACER account. Check the box to use a different address if desired. Add additional phone numbers if desired.

21 Enter **Additional Filer Information** if desired (not required)

22 Complete the **Delivery Method and Formatting** section of the form. This is used for electronic notification in cases in which you are involved. **Complete this section even if you will not be actively practicing in federal court.** Email address information comes from your existing PACER information. Check the box to use a different email if desired. Email Frequency and Email Format are required and are also used for electronic notice in cases in which you are involved. In **Email Frequency** dropdown, Select **Once Per Day** for a daily summary notification or

At The Time of Filing for individual notice. Select from the **Email Format** dropdown. Select HTML unless you are having difficulty with your emails. Select **Next**

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 *

23 Set default payment information if desired (not required). You can add a new credit card or ACH payment method or designate your existing card as the default method for **filing fees** or **admission fees** by selecting the appropriate icons as shown in the images below.

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.

Autobill PACER fees
[Set e-filing fees default](#)
[Set admissions fees default](#)

XXXXXXXXXXXX1111
01/2018

Jane Doe
401 N. Market
Wichita, KS
67209

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 **Manage Recurring Payments** 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 and set any of them as the default for your search fees, admissions/renewal fees, and/or e-file fees.

To set a payment method as a default, click the gray icon, which will turn blue when selected.

- Click this icon to set the default payment method for your PACER search fees. The selected card will be automatically charged for your quarterly usage.
- Click this icon to set the default payment method for your filing fees.
- Click this icon to set the default payment method for your admissions/renewal fees.

24 Check the **Acknowledgment of Policies and Procedures for Attorney Admissions** box

Acknowledgment of Policies and Procedures for Attorney Admissions

Check 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.](#)

25 Check the two boxes in the **E-Filing Terms of Use**

	<p>Click here to download a printable version of the Attorney E-filing Terms and Conditions</p> <p><input checked="" type="checkbox"/> By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *</p> <p><input checked="" type="checkbox"/> Check 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. *</p>	
26	<p>Select Submit. The court will review your admission request and you will receive further instructions (including a link to pay the admission fees online) via email. Please note that you must pay your admission fee online. After your admission fee is paid, your application will be reviewed for eligibility and you may be contacted for further information or to correct deficiencies if any exist. If your eligibility is confirmed, you will be scheduled for an admissions ceremony. Once you have been formally admitted, your account will be activated, and you will be able to file.</p>	