## **Requesting Attorney Admission in PACER**

The following instructions are for attorneys with existing upgraded PACER accounts. If you do not have an individual PACER account, click this <u>link</u> for instructions on creating an account. If you do not have an upgraded individual PACER Account, click on this <u>link</u> for instructions on how to upgrade your account. Once you have an upgraded individual PACER Account, follow the steps below to request filing access.

STEP	ACTION
1	Open a web browser and navigate to <u>www.pacer.gov.</u> Click on the <b>Manage My Account</b> link.
	Manage M Account Manage My Appellate Filer Account   Case Search Sign In PACER PUBLIC ACCESS TO COURT ELECTRONIC RECORDS HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US
2	Enter your PACER Username and Password. Click Login.
	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 *         Login         Login         Clear         Cancel         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.
3	Select the Maintenance tab MANAGE MY ACCOUNT Welcome, John Public Logout Account Number 7002099 Username johnjohn Account Balance s0.00 Case Search Status Active Account Type Upgraded PACER Account Settings Maintenance Payments Usage Update Personal Information Attorney Admissions / E-File Registration Update Address Information Non-Attorney E-File Registration

4	Select Attorney Admission/E-File Registration
	Settings Maintenance Payments Usage
	Update Personal Information     Attorney Admissions / E-File Registration       Update Address Information     Non-Attorney E-File Registration
5	From the <b>Court Type</b> list, select U.S. District Courts. From the <b>Court</b> list, select Oklahoma Eastern District – NextGen. Click Next.
	IN WHAT COURT DO YOU WANT TO PRACTICE?  * Required Information Court Type * U.S. District Courts Court * Oklahoma Eastern District Court (test) - NextGe 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 <u>Court Links Page</u> .
	Next Reset Cancel
6	On the "What Would You Like to Apply/Register For?" screen, click the <b>Attorney Admissions and E-File</b> link.
	Attorney Admissions and E-File E-File Registration Only Pro Hac Vice Federal Attorney
7	Complete all five sections of the Attorney Bar Information screen.
	Our data indicates that you have been admitted to the bar of the following federal court(s): Enter information for any federal court not listed in table on the left:
	Verified Federal Bar Information Additional Federal Bar Information
	Federal Court         Bar ID         Bar Status         Date Admitted           Click the "Add" button below to enter federal Data
	No verified federal bar data available.  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.
	<ul> <li>Select one or both check boxes to indicate the federal or state courts to which</li> </ul>
	you are admitted, if applicable.

<ul> <li>Click +Add to select and add state and/or federal court(s) to which you are</li> </ul>
admitted, if they are not shown. If you are currently admitted to another
NextGen CM/ECF court, it is automatically listed by the system. However, if you
are also admitted to any CurrentGen CM/ECF court, you will need to manually
enter this information.
8 Sponsoring Attorney: (Optional)
Sponsoring Attorney
Bar ID Jurisdiction Select Court
First Name Middle Name Last Name
9 Enter your personal information and acknowledge the admission fee or request a waiver of fees.
Attorney Information
Afterney Type (check all that apply 📩 🗹 Chil 🗹 Criminal 📃 Bankrumtey
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:
Click the <b>Unleed</b> button to submit your Cortificate of Cood Standing. The
10 10 certificate should be scanned and converted into a PDF document.
Document Upload
Certificate of Good Standing (issued in the last 30 days) from the Supreme Court, any US Court of Ap *
Click <b>Browse</b> to locate the saved PDF and upload the certificate.
Upload Certificate(s) of Good Standing - State and/or Federal
+ Browse
Cancel
number. *

Clic	k Done after the PDF loads successfully.
	Upload Certificate(s) of Good Standing - State and/or Federal
	File State Certificate of Good Standing.pdf was successfully uploaded!
	Done
11 Add You	litional Attorney Information Required by Court: MUST answer all questions.
	Additional Attorney Information Required by Court
	Are you currently a resident of Oklahoma? *
	State the name of law school(s) attended, date of graduation and degree(s) received. *
	If you did not complete the Attorney Bar Information section, please list your bar information now. Include the Name of the Court, your Bar ID, current status and date admitted. Type "Completed Above" if you supplied the information in a previous section. *
	If you have practiced in Oklahoma, state with whom, where and the length of time you have engaged in practice. *
	Have you ever been convicted of a crime, or are you now charged with the commission of a crime? (excluding traffic violations) *
	Have any proceedings been instituted against you in any court of competent jurisdiction or before any administrative body, charging you with unethical and/or unprofessional conduct? *
	Have you been disbarred, suspended from practice, sanctioned or disciplined by any court of competent jurisdiction or by any administrative body or denied the right to practice in any court, federal or state? *
	Have you completed a training course on CM/ECF in any Court? If so, list where and the date of completion. *

	I understa will send a pay the re- this Court used to pa PACER. E	nd the Court will an e-mail if I am el quired admission . PACER's Manag ay the admission f nter "Yes" in the I	verify the information provided in this application and ligible for admission. The e-mail will contain a link to fee. This fee must be paid prior to being admitted to e My Account/Payments tab is NOT intended to be fee of the Court. It is for paying search related fees to box to indicate you understand this process. *
	OATH OR and as a c law, and th or affirm, t	AFFIRMATION: "I ounselor of this C hat I will support t type "Yes" in the I	do solemnly swear (or affirm) that as an attorney Court, I will conduct myself uprightly and according to the Constitution of the United States." If you do swear box. *
	After answ	vering all the q	Next Back Reset Cancel uestions, click Next to continue.
12	will be aut	COMPLETE ALL SECTI Filer Information	y PACER.
		Role in Court Title Please verify your addre	Attorney Select a title or enter your own ss. You may also enter a different address from the one provided for your CSO account.
		Use a different ad	dress. Checking this will clear the address fields below.
		Firm/Office	Law Offices of John Q. Public
		Unit/Department	
		Address *	123 Any Street
		Room/Suite	
		City *	Your Town
		State *	Minnesota
		County *	Select County
		Zip/Postal Code * Country *	55415 United States of America
		Primary Phone *	555-555-5555
		Alternate Phone	
		Text Phone	
		Fax Number	

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		John.q.public@lawfirm.com
	Email Frequency *	At The Time of Filing (One Email pe
	Email Format *	HTML
		Next Back Reset Cancel
14	Click Add Credit Ca card is optional. If Next without enter	<b>rrd</b> to enter payment information, if desired. <u>Providing a cre</u> you would like to register without providing a credit card, cl ring any information on this screen.
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**IMPORTANT NOTE**: 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 the **Manage My Account** link. <u>This option can only be used to pay your PACER bill</u>.

