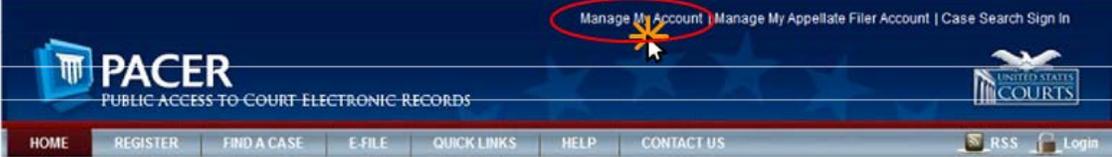
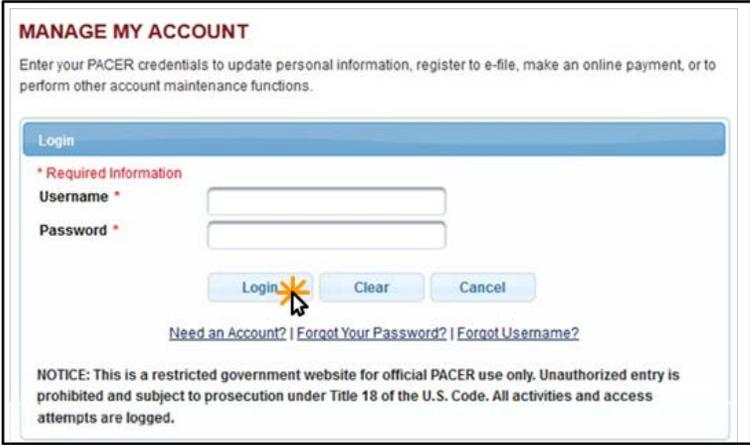
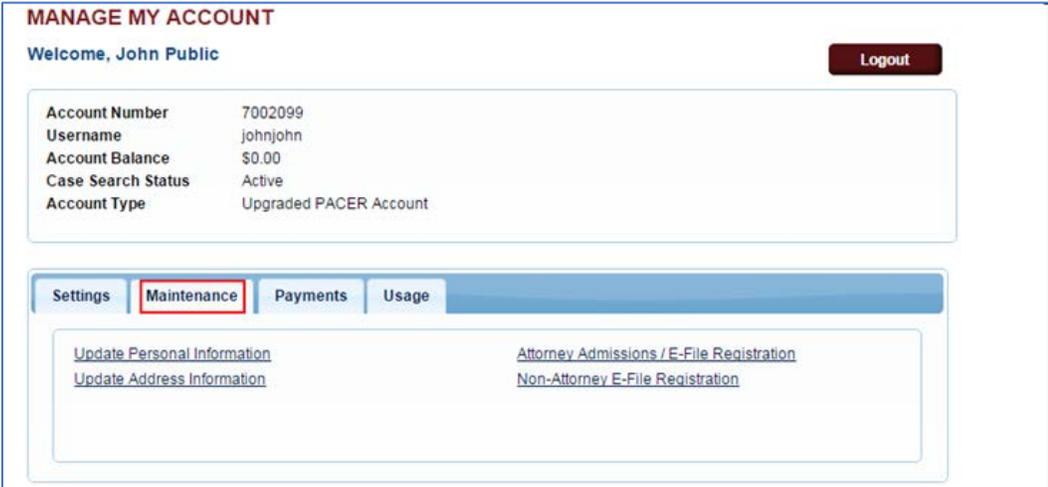


Requesting Attorney Admission in PACER

The following instructions are for attorneys with existing upgraded PACER accounts. If you do not have an individual PACER account, click this [link](#) for instructions on creating an account. If you do not have an upgraded individual PACER Account, click on this [link](#) 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	<p>Open a web browser and navigate to www.pacer.gov. Click on the Manage My Account link.</p> 
2	<p>Enter your PACER Username and Password. Click Login.</p> 
3	<p>Select the Maintenance tab</p> 

4 **Select Attorney Admission/E-File Registration**



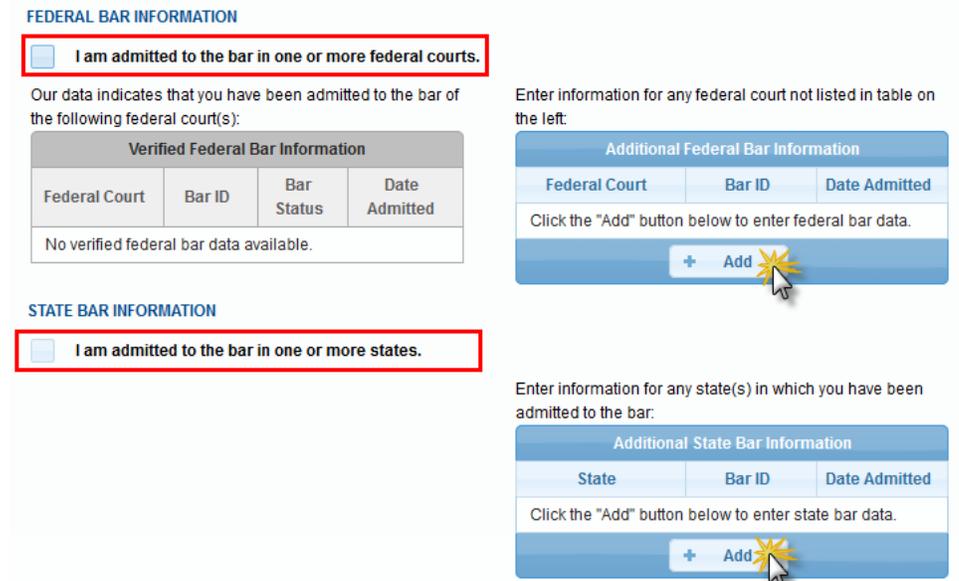
5 From the **Court Type** list, select U.S. District Courts. From the **Court** list, select Oklahoma Eastern District – NextGen. Click Next.



6 On the “What Would You Like to Apply/Register For?” screen, click the **Attorney Admissions and E-File** link.



7 Complete all five sections of the **Attorney Bar Information** screen.



- Select one or both check boxes to indicate the federal or state courts to which you are admitted, if applicable.

- Click **+Add to** select and add state and/or federal court(s) to which you are 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)

9

Enter your personal information and acknowledge the admission fee or request a waiver of fees.

10

Click the **Upload** button to submit your Certificate of Good Standing. The certificate should be scanned and converted into a PDF document.

Click **Browse** to locate the saved PDF and upload the certificate.

Click **Done** after the PDF loads successfully.



11

Additional Attorney Information Required by Court:
You **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 understand the Court will verify the information provided in this application and will send an e-mail if I am eligible for admission. The e-mail will contain a link to pay the required admission fee. This fee must be paid prior to being admitted to this Court. PACER's Manage My Account/Payments tab is NOT intended to be used to pay the admission fee of the Court. It is for paying search related fees to PACER. Enter "Yes" in the box to indicate you understand this process. *

OATH OR AFFIRMATION: "I do solemnly swear (or affirm) that as an attorney and as a counselor of this Court, I will conduct myself uprightly and according to law, and that I will support the Constitution of the United States." If you do swear or affirm, type "Yes" in the box. *

Next

Back

Reset

Cancel

After answering all the questions, click **Next** to continue.

12

Complete the personal information on the **E-File Registration** (most sections will be auto populated by PACER).

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 *:

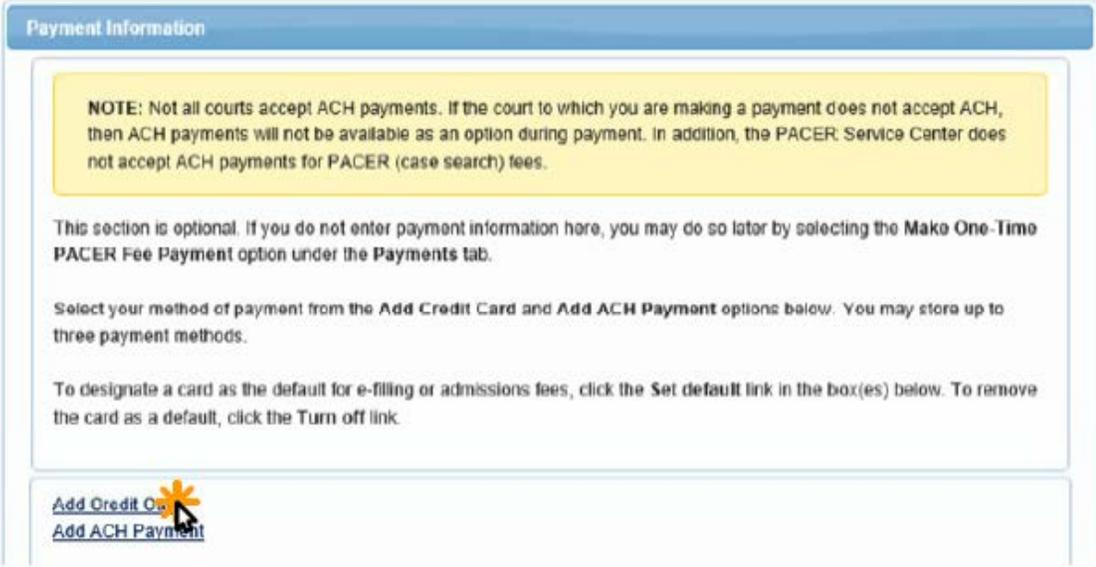
Country *:

Primary Phone *:

Alternate Phone:

Text Phone:

Fax Number:

<p>13</p>	<p>Enter your email address, email frequency and email format. Note that HTML is the preferred email format.</p> 
<p>14</p>	<p>Click Add Credit Card to enter payment information, if desired. <u>Providing a credit card is optional</u>. If you would like to register without providing a credit card, click Next without entering any information on this screen.</p> <p>NOTE: If you submit your registration request without providing credit card information, <u>you will not be able to immediately access PACER</u>. You will receive an activation code by U.S. mail in 7-10 business days.</p> 
<p>15</p>	<p>If entering credit card information, complete the required fields and click Submit.</p>

Add/Update Credit Card Payment

*** Required Information**



Account Holder Name *

Card Type *

Account Number *

Card Expiration Date * /

Use billing address

Address *

City *

State *

Zip/Postal Code *

Country *

Account Nickname

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

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Select the appropriate boxes for “Autobill PACER fees”, “E-filing fees default” and/or “Admissions fees default”. Click **Next**.

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.

<p></p> <p><input checked="" type="checkbox"/> Autobill PACER fees <input type="checkbox"/> E-filing fees default <input type="checkbox"/> Admissions fees default</p> <p>XXXXXXXXXXXX1111 01/2020 John Public 123 Any Street Your Town, MN 55415</p> <p><input type="button" value="Update"/> <input type="button" value="Delete"/></p>	<p></p> <p><input type="checkbox"/> Autobill PACER fees <input checked="" type="checkbox"/> E-filing fees default <input checked="" type="checkbox"/> Admissions fees default</p> <p>XXXXXXXXXXXX1881 01/2020 John Public 123 Any Street Your Town, MN 55415</p> <p><input type="button" value="Update"/> <input type="button" value="Delete"/></p>	<p>Add Credit Card Add ACH Payment</p>
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Check the **Acknowledgment of Policies and Procedures for Attorney Admissions** box and the two **Attorney E-Filing Terms of Use** acknowledgment boxes. Click **Submit**.

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.](#) *

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

By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *

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.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit Back Reset Cancel

18

Click **Done**.

Confirmation Page

THANK YOU FOR REGISTERING!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to [Manage My Account](#) and select the [E-File Registration/Maintenance History](#) from the [Maintenance Tab](#).

Done

The Court will review your admission request and provide you with further instructions via email, including a link to pay your admission fee online.

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. This option can only be used to pay your PACER bill.

Make One-Time PACER Fee Payment

* Required Information

Payment Amount

Account Balance \$0.00

Payment Amount * \$0.00

Select a Payment Method

VISA

John Q. Public

XXXXXXXXXXXX1111

01/2020

Enter a credit card