

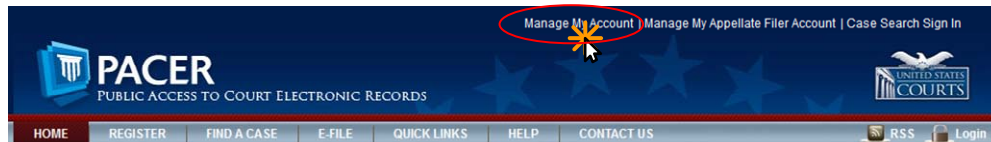


REQUESTING ATTORNEY ADMISSION AND E-FILE REGISTRATION IN PACER

On June 3, 2019, the United States District Court for the Eastern District of Missouri upgraded to the next generation (NextGen) of CM/ECF. This upgrade allows attorneys to request admission to practice or file electronically without having to fill out paper forms as previously required. Before applying, you must have an *individual* upgraded PACER account (you cannot use a shared PACER account for this process). If your individual PACER account was created prior to August 2014, you must first upgrade your account (see [Upgrading Your PACER Account](#) for instructions).

Requesting Attorney Admission and E-File Registration

STEP 1 Go to the PACER Service Center (PSC) site at <https://www.pacer.gov> Click on the [Manage My Account](#) link.



STEP 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**

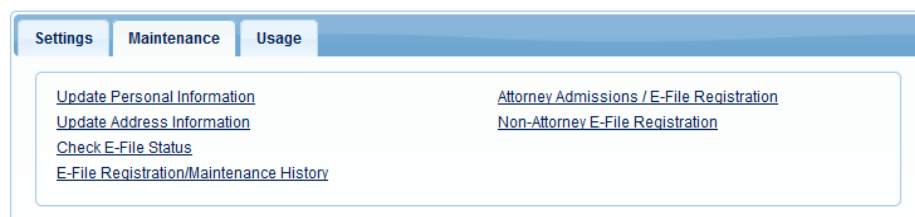
Username *

Password *

[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 3 Click the **Maintenance** tab.





STEP 4 Click the [Attorney Admissions / E-File Registration](#) link.

The screenshot shows a navigation bar with three tabs: 'Settings', 'Maintenance', and 'Usage'. Below the tabs is a list of links: 'Update Personal Information', 'Update Address Information', 'Check E-File Status', 'E-File Registration/Maintenance History', 'Attorney Admissions / E-File Registration', and 'Non-Attorney E-File Registration'.

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

The screenshot shows a form titled 'IN WHAT COURT DO YOU WANT TO PRACTICE?'. It has a red asterisk indicating required information. The 'Court Type' dropdown is set to 'U.S. District Courts' and the 'Court' dropdown is set to 'Missouri Eastern District Court (test) - NextGen'. A note at the bottom states: '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](#).' There are 'Next', 'Reset', and 'Cancel' buttons at the bottom.

STEP 6 On the **“WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR”** screen, [click the Attorney Admissions and E-File link](#).

The screenshot shows a form titled 'WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?'. It has 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 is titled 'Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court' and contains text about ELECTRONIC FILING. The second box is titled 'Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court' and contains text about ATTORNEY ADMISSION. There are 'Back' and 'Cancel' buttons at the bottom.



Complete all required fields of the Attorney Admission screen. Please see the following pages for specific instructions for each section.

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.		
+ 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.		
+ Add		

Sponsoring Attorney

Bar ID Jurisdiction

First Name Middle Name Last Name

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:

Document Upload

Please upload a Certificate of Good Standing from the state of the applicant's primary practice *

Additional Attorney Information Required by Court

Please answer each question with Yes or No. If Yes, please include an explanation. You can't leave any blank.

Has anyone ever sought to recover on a bond or make any claim for an alleged default in connection to a bonded position which you have held? *

Have you ever been charged with the commission of fraud, in any civil, criminal, bankruptcy, or administrative proceeding? *

Have you ever been denied a discharge in bankruptcy or had your discharge in bankruptcy revoked? *

Are there any unsatisfied judgments against you? *

ACKNOWLEDGMENT OF OBLIGATION REGARDING APPOINTMENTS:

I agree upon admission to the bar of the Eastern District of Missouri, to represent without compensation, indigent parties in civil matters when so ordered by a judge of the Court, and to accept appointments by a judge to represent indigent criminal defendants under the Criminal Justice Act unless exempt by rule or statute, except when such representation would create a conflict of interest.
(Must answer YES)

*



Attorney Bar Information

STEP 7 On the “Attorney Bar Information” section:

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.

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.		
+ 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.		
+ Add		



Sponsoring Attorney

STEP 8 The Eastern District of Missouri does not require a Sponsoring Attorney. Leave this section blank.

Sponsoring Attorney

Bar ID Jurisdiction

First Name Middle Name Last Name

Attorney Information

STEP 9 Respond to each question. If additional details are required, a text box will display. Acknowledge the admission fee. The admission fee is only waived for government admission.

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:

Document Upload

STEP 10 Click **Upload**.

Document Upload

Please upload a Certificate of Good Standing from the state of the applicant's primary practice *

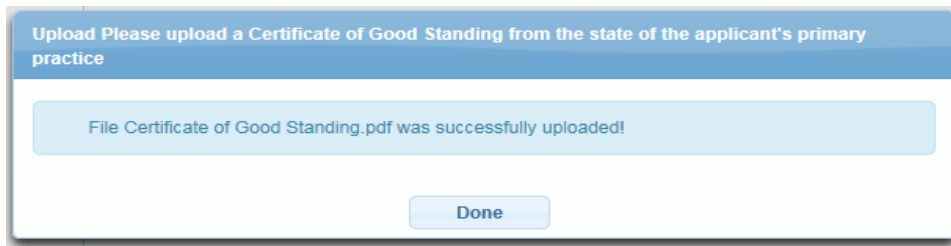


- a. Upload a PDF of the [Certificate of Good Standing](#).
- b. Attorneys who attended the most-recent oath ceremony in Jefferson City, Missouri, do not need to upload a Certificate of Good Standing if the application is submitted within 60 days after the ceremony. Instead, you will upload a PDF of your signed oath form (dated for the date the ceremony was held).

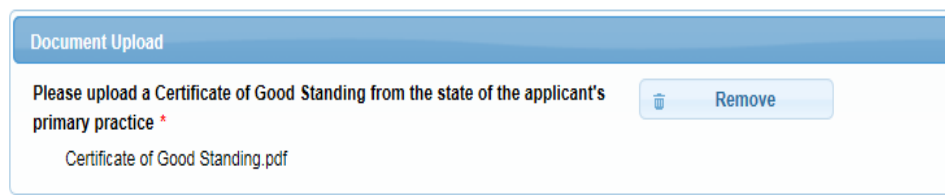
STEP 11 Click **Browse**.



STEP 12 Once the upload is complete, a dialog box will appear confirming the upload was successful. Click **Done**.



If you uploaded the wrong document, you have the option of removing it and uploading a different document.





Additional Attorney Information Required by Court

STEP 13 All questions must be answered truthfully to the best of your knowledge and belief. The answer to the Acknowledgment must be Yes.

Additional Attorney Information Required by Court

Please answer each question with Yes or No. If Yes, please include an explanation. You can't leave any blank.

Has anyone ever sought to recover on a bond or make any claim for an alleged default in connection to a bonded position which you have held? *

Have you ever been charged with the commission of fraud, in any civil, criminal, bankruptcy, or administrative proceeding? *

Have you ever been denied a discharge in bankruptcy or had your discharge in bankruptcy revoked? *

Are there any unsatisfied judgments against you? *

ACKNOWLEDGMENT OF OBLIGATION REGARDING APPOINTMENTS:

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(Must answer YES)

*

Next Back Reset Cancel



COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

STEP 14 Review the information, making changes if necessary. 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 *:



PAYMENT INFORMATION

STEP 15 Optional: Click [Add Credit Card](#) or [Add ACH Payment](#).

The screenshot shows a "Payment Information" form with a yellow note at the top: "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." Below the note, there is explanatory text: "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." The form is divided into two columns. The left column has a "VISA" logo, checkboxes for "Autobill PACER fees" (checked), "E-filing fees default", and "Admissions fees default", a masked card number "XXXXXXXXXXXX1111", the expiration date "12/2023", the name "Jane Doe", address "100 S. Market, St. Louis, MO 63101", and an "Update" button. The right column has links for "Add Credit Card" and "Add ACH Payment". At the bottom are "Next", "Back", and "Cancel" buttons.

STEP 16 Optional: Enter the payment information. Click [Submit](#).

The screenshot shows the "Add/Update Credit Card Payment" form. It features a "Required Information" section with logos for VISA, MasterCard, American Express, and Discover. The form includes the following fields: "Account Holder Name" (text input), "Card Type" (dropdown menu), "Account Number" (text input), "Card Expiration Date" (two dropdown menus for month and year, currently showing "01" and "2018"), "Use billing address" (checkbox), "Address" (three stacked text inputs), "City" (text input), "State" (dropdown menu), "Zip/Postal Code" (text input), "Country" (dropdown menu, currently showing "United States of America"), and "Account Nickname" (text input). A note at the bottom states: "Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit." At the bottom right, there are "Submit" and "Close" buttons, with a mouse cursor pointing to the "Submit" button.



STEP 18 Acknowledge the policies and procedures for attorney admission and attorney e-filers by selecting all the checkboxes. Click **Submit**.

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\(a\)\(6\)](#); [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.](#) *

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.

STEP 19 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**.



The Eastern District of Missouri 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.

The screenshot shows a web form titled "Make One-Time PACER Fee Payment". Under the heading "* Required Information", there are three input fields: "Payment Amount", "Account Balance" (displaying "\$0.00"), and "Payment Amount *" (displaying "0.00"). Below this is a section titled "Select a Payment Method" with a radio button selected for "VISA". The card details shown are "John Q. Public", "XXXXXXXXXXXX1111", and "01/2020". There is also an option "Enter a credit card" with an unselected radio button. A large red circle with a diagonal slash is superimposed over the form, indicating that this payment method is not to be used.