

Attorney Admissions - Attorney Entry

1. Enter your last name and state bar number with the state abbreviation. For example:
123456MO
2. Click the “Begin Registration” button.
3. Complete the Admission Information.
 - a. Select the state for the bar number and the admissions type. This should be “Petition”.
 - b. Click “Next”
4. Complete the Registration Information.
 - a. Enter first name, middle initial or name, and generation if you have one.
 - b. Look up your firm by starting to type the firm name. If found, select it from the list. If not found, enter the firm name by typing it in using ALL CAPS.
 - c. Address 1 should contain the street number and name.
 - d. Address 2 should contain the Suite number.
 - e. Enter the City, State and Zip Code.
 - f. Enter your telephone number and fax number.
 - g. Enter your primary email address. (Secondary addresses can be entered after you have been admitted to the federal bar.
 - h. Click “Next”
5. Complete the CM/ECF Login Information
 - a. Enter your username. It must consist of the initials of your first and middle name, the first four characters of your last name and the last two digits of your birth year. (All lower-case.) For example: Anthony T. Moore born in 1964 would use atmoor64 as the login name.
 - b. Enter your desired password. The password must include a minimum of 8; upper & lower-case letter and include a digit or special character.
 - c. Click “Next”
6. Review the information on the Confirm Your Application screen.
 - a. If it is not correct, click “Back” and correct the information.
 - b. If it is correct, read the terms of the registration and click the “Accept” box.
 - c. Click “Submit”
7. Review the information on the Prerequisite screen.
 - a. Confirm your email by going to your email and clicking the link. This will take you to the Prerequisite Screen. The Confirm Email will not be checked. You can go this page at anytime to check the status of your application.
 - b. You now need to complete the application and good standing prerequisites. Click on the link for the application to go to the form.
 - c. Submit your application, certificates of good standing and e-filing registration form by docketing the “Application for Admission to Bar”. Payment will be collected at the time of docketing. Instructions to complete the submission is included with the application.
 - d. Once they have been submitted and reviewed. The admissions clerk will update the status of the application.
8. Once the application has been approved, you will receive an email with the Order/Oath. You will need to bring the email and the Order/Oath to the court to be sworn in.
9. Once you have been sworn in, take the forms to the clerks office.
10. You will be sent an email with your bar number, login name and a link to login to the Eastern District of Missouri’s CM/ECF system.