

ATTORNEYS SEEKING NEW ADMISSION TO NDFL INSTRUCTIONS FOR ATTORNEYS ADMITTED TO THE FLORIDA BAR WITH A UPGRADED PACER ACCOUNT

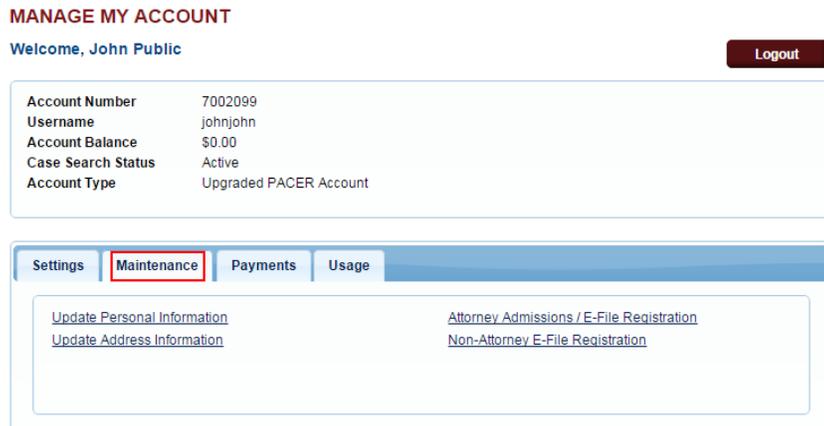
1. Go to PACER: www.pacer.gov

2. Select **Manage My Account**.



3. Log into PACER with an **Upgraded PACER** account.

4. Select the **Maintenance** tab.



5. Select **Attorney Admission/E-File Registration**.



6. Select **U.S. District Courts** from drop down list in **Court Type** box.

7. Select **Florida Northern District** from drop down list in **Court** box.

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8. Select the tab **Attorney Admissions and E-File**.

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

Attorney Admissions and E-File

E-File Registration Only

Multi-District Litigation

9. **Attorneys Admitted to the FLORIDA BAR:** Select the **State Bar Information** check box and the **+Add** Button to enter admission information *NOTE: you can also enter Federal Bar Information if applicable.*

*****Please Note that if you are not admitted to the Florida Bar you have to register to file Pro Hac Vice.**

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		

10. Enter bar information: Select the state from the **Court** drop down. Enter your bar number issued. 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: Select State

Bar ID: 11111

Date Admitted: 09/26/1995

+ Add Close

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11. **Attorneys Admitted to the Federal Bar:** Select the **Federal Bar Information** check box and the the **+Add** Button to enter admission information *NOTE: you can also enter State Bar Information if desired.*

* 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.		
<input type="button" value="+ Add"/>		

12. Enter bar information: Select the Federal Court from the **Court** drop down. Enter your bar number used. 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

13. (OPTIONAL) Complete **Sponsoring Attorney** information.
14. 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**.
15. Complete all fields in the **Additional Attorney Information Required by Court** section.
16. Select **Next**.
17. Complete the **E-File Registration** information.
18. 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.
19. Enter **Additional Filer Information** if desired (not required).

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20. 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 *

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

22. 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.](#) *

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

[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](#). *

24. Select **Submit**. The court will review your admission request and you will receive further instructions via email.