



UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA

MEMORANDUM

DATE: December 1, 2016
TO: Attorneys Seeking Admission to the Northern District of Florida
FROM: Jessica J. Lyublanovits, Clerk of Court
RE: ATTORNEY ADMISSION

Pursuant to Rule 11.1 of the Local Rules for the United States District Court for Northern District of Florida, all attorneys admitted to practice before the Court must comply with the requirements set forth below.

Regular Attorney Admission

All attorneys seeking admission to the Bar of this Court, must:

1. Be a member in good standing of the Florida Bar;
2. Prior to seeking admission, successfully complete the online [Attorney Admission Tutorial](#) and exam;
3. Prior to seeking admission, complete the online [CM/ECF Tutorial](#);
4. Pay an admission fee of \$201; and,
5. Maintain an upgraded PACER account.

Pro Hac Vice Attorney Admission

All attorneys seeking pro hac vice admission, must:

1. Be a member in good standing of the bar of the jurisdiction where the attorney resides or regularly practices law;
2. Submit a Certificate of Good Standing from the bar of the jurisdiction where the attorney resides or regularly practices law, dated within 30 days of the filing of a motion to appear pro hac vice;
3. Prior to seeking admission, successfully complete the online [Attorney Admission Tutorial](#) and exam;
4. Prior to seeking admission, complete the online [CM/ECF Tutorial](#);
5. Pay a pro hac vice fee of \$201 per case; and,
6. Maintain an upgraded PACER account.

Attorneys Employed by the Government

Attorneys who are employed by the United States or a state or local government, who are representing the government, respectively, must:

1. Be a member in good standing of the bar of the jurisdiction where the attorney resides or regularly practices law;
2. Prior to seeking admission, successfully complete the online [Attorney Admission Tutorial](#) and exam;
3. Prior to seeking admission, complete the online [CM/ECF Tutorial](#); and,
4. Maintain an upgraded PACER account.

Local Rule 11.1(E) requires the completion of both the Attorney Admission Tutorial and the CM/ECF Tutorial. The requirement to complete both tutorials cannot be waived and no substitute tutorials or training will be accepted. Upon successful completion of the Attorney Admission Tutorial and exam, the applicant and the Clerk's Office Attorney Admission Clerk will be notified electronically and receive a confirmation

number indicating the attorney's successful completion of the Attorney Admission Tutorial. A confirmation number is not provided for completion of the online CM/ECF Tutorial.

CM/ECF NextGen

The Northern District of Florida has upgraded the district's CM/ECF software to the Next Generation of CM/ECF ("NextGen"). All attorney users must follow the instructions below to ensure their ability to file within the NextGen system.

Each attorney MUST have his/her own individual PACER account. Shared PACER accounts cannot be used. Firms may set up a PACER Administrative Account to help manage attorney accounts and have individual attorney accounts centrally billed for PACER access fees. PACER Administrative Accounts may be set up on the [PACER website](#).

PACER accounts issued prior to August 11, 2014, must be upgraded. To check the status of your individual PACER account, please visit <http://www.pacer.gov/>, click on the "Manage My Account" button at the top of the screen, and login with your current PACER credentials. The page that appears after you login shows the "Account Number," "User Name," "PAA Number," "Case Search Status," and "Account Type" fields. Look beside the "Account Type" field and if the term "Legacy" appears, your account must be upgraded. To upgrade an existing "Legacy" account, follow the instructions included on the Court's internet site, under the [CM/ECF NextGen PACER Account Requirements](#) link

Once a PACER account is upgraded, a request for regular or pro hac vice admission may be submitted. Instructions indicating how to submit a [regular](#) and [pro hac vice](#) admission request are available by clicking the links provided above or on the [CM/ECF NextGen Account Help](#) link, included under the Attorney Resources section of the Court's website.

After an admission request is processed, attorneys seeking admission through the regular admission process (not pro hac vice) will receive an email with instructions indicating how to electronically submit their admission fee. The Northern District of Florida does not collect admission fees through PACER. When the attorney admission fee is received and the admission process is complete, the attorney will receive an electronic Certificate of Admission. If you would like to receive a hard copy of the Certificate of Admission, please send a request to the Clerk's Office along with an \$18 check made payable to "Clerk, U.S. District Court."

After a pro hac vice admission request is processed, attorneys seeking pro hac vice admission will receive an email instructing the attorney to proceed with electronically filing his/her motion to appear pro hac vice. The pro hac vice admission fee will be collected at the time of filing his/her motion to appear pro hac vice.

If you have questions regarding the attorney admission procedures or the instructions above, please contact the Clerk's Office Attorney Admission Clerk at (850) 470-8127.