

# US Government Attorneys

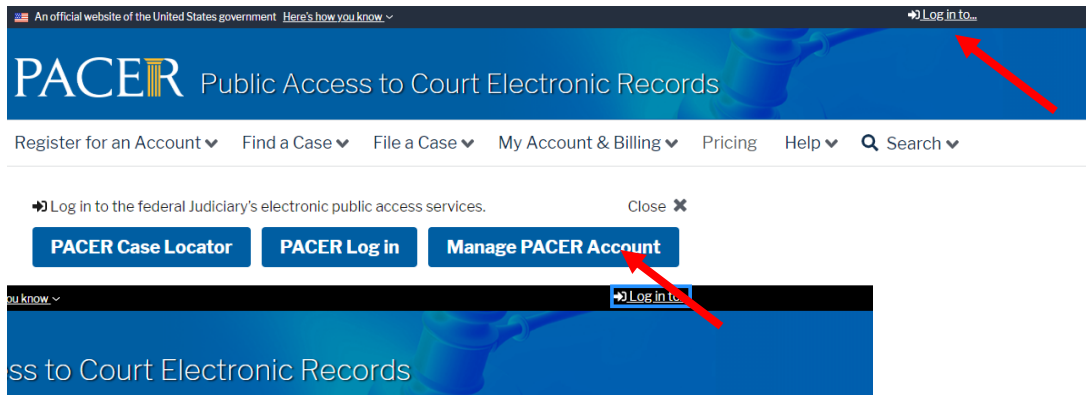
## STEP ONE: PACER REQUIREMENTS

To register to practice in the Northern District, you must have an upgraded individual PACER account. If you do not have an upgraded individual PACER account, use the UPGRADING PACER ACCOUNT instructions found [HERE](#).

## STEP TWO: NAVIGATING TO CM/ECF REGISTRATION

Once you have an upgraded PACER account, follow the instructions below to register for CM/ECF access to practice in the Northern District Court.

1. Navigate to [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov)
2. Click **Log in to...** at the very top of the page and then click **Manage PACER Account**.

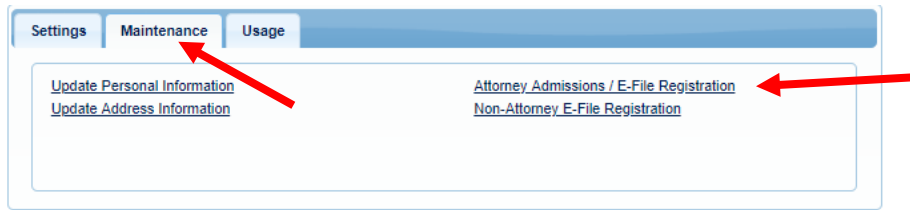


3. Login with your upgraded individual PACER account username and password.

The image shows a screenshot of the PACER login form. The form is titled 'Login' and has a blue header. Below the header, there is a section for '\* Required Information'. There are two input fields: 'Username \*' and 'Password \*'. Below the input fields are three buttons: 'Login', 'Clear', and 'Cancel'. At the bottom of the form, there are three links: 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. Below the links, there is a notice: '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.'

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- Click on the **Maintenance** tab and select **Attorney Admission/e-file Registration**



- Select US District Courts then Oklahoma Northern District Court from the drop-down menus and click **NEXT**

**IN WHAT COURT DO YOU WANT TO PRACTICE?**

\* Required Information

Court Type \*

Court \*

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](#).

- Select **FEDERAL ATTORNEY**

**WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?**

## STEP THREE: E-FILE REGISTRATION

Complete the personal information on the E-File Registration Screen. **Make sure to specify the Federal Agency** in the **Firm/Office** field or **Unit/Department** field in the address section and click **NEXT**. Note that HTML is the preferred Email Format.

**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 \*

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## PAYMENT INFORMATION

Set default payment information, if desired (**not required**). 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.

|  |  |
|--|--|
| <br><input type="checkbox"/> Autobill PACER fees<br><input type="checkbox"/> E-filing fees default<br><input type="checkbox"/> Admissions fees default<br><br>XXXXXXXXXXXX4747<br>01/2038<br>Test Attorney<br>12345 W 5th Street<br>Tulsa, OK<br>74102<br><br><input type="button" value="Update"/> | <a href="#">Add Credit Card</a><br><a href="#">Add ACH Payment</a> |
|--|--|

## E-FILING TERMS OF USE

Review the Attorney E-Filing Terms and Conditions and click the boxes acknowledging review and agreement. And click **SUBMIT**.

[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.

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### STEP FOUR: AFTER SUBMISSION

The Court will review your application and, if necessary, will provide you with further instructions through the email address provided. You will be notified via email when the Court has processed your request. NOTE: It may take up to (3) business days for the Court to process your request.