



REQUESTING E-FILE ACCESS TO NEXTGEN

The next generation (NextGen) of CM/ECF provides a new e-file registration module, which allows attorneys to request electronic file access in a NextGen court. You must have an upgraded PACER account to request attorney admission in a NextGen court. If your PACER account was created prior to August 2014, you must first upgrade your account (see [Upgrading Your PACER Account](#) for instructions). It is recommended that you check the court's website to review their attorney admission requirements, local rules, and procedures.

Requesting Attorney Admission

STEP 1 Go to www.pacer.gov.

STEP 2 Click **Manage My Account** at the top of the page.



STEP 3 Log on with your upgraded individual **PACER account user name and password**.

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 *

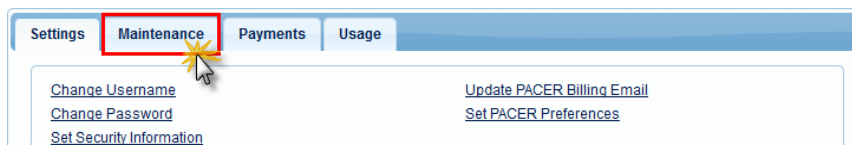
Password *

Login Clear Cancel

[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 4 Click the **Maintenance** tab.





STEP 5 Click the **Attorney Admissions/E-File Registration** link.

The screenshot shows a settings menu with tabs for Settings, Maintenance, Payments, and Usage. Under the Settings tab, there are two columns of links. The link 'Attorney Admissions / E-File Registration' is highlighted with a red box and a mouse cursor is pointing at it. Other links include 'Update Personal Information', 'Update Address Information', 'Update E-File Email Noticing and Frequency', 'Display Registered Courts', 'Non-Attorney E-File Registration', 'Check E-File Status', and 'E-File Registration/Maintenance History'.

STEP 6 From the **Court Type** list, select **U.S. District Courts**. From the **Court** list, select the desired court (e.g., Puerto Rico District Court). Click **Next**.

The screenshot shows a form titled 'IN WHAT COURT DO YOU WANT TO PRACTICE?'. It has a red asterisk and the text '* Required Information'. There are two dropdown menus: 'Court Type *' with 'U.S. District Courts' selected, and 'Court *' with 'Puerto Rico District Court' selected. Below the dropdowns is a note: '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](#).' At the bottom are three buttons: 'Next', 'Reset', and 'Cancel'.

STEP 7 **Members of the Federal Bar and Government attorneys** must click **E-File Registration Only**. **Pro Hac Vice attorneys** must click **Pro Hac Vice**.

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 yellow boxes with text: 'Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court' followed by 'Be sure to complete all fields. Please and thank you.', and 'Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court' followed by 'You must be a member of the bar to file'. At the bottom are two buttons: 'Back' and 'Cancel'.

STEP 8 **Verify personal information and complete required fields** on the E-File Registration screen, and then click **Next**.



STEP 9 Acknowledge the policies and procedures for attorney e-filers by selecting all applicable check boxes.

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\(a\)\(5\)](#); [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.](#) *

STEP 10 Click **Submit**. The court will review your admission request and provide you with further instructions via email.