

NEXTGEN CM/ECF
ADMISSION TO THE FIFTH CIRCUIT BAR



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Admission to the Fifth Circuit Bar

Login to PACER

1. Select the 'Manage My Account' link from <https://www.pacer.gov/>

The screenshot shows the PACER website homepage. At the top, the PACER logo is followed by the text 'Public Access to Court Electronic Records'. Below this is a navigation bar with links: 'Register for an Account', 'Find a Case', 'File a Case', 'My Account & Billing', 'Pricing', 'Help', and 'Search'. The main heading is 'What can we help you accomplish?'. Below this are four white boxes with red borders, each containing an icon and text:

- Search for a Case**: Learn options to find case information.
- Filing Electronically**: Find court specific information to help you file a case electronically and developer resources.
- Manage Your Account**: Create a PACER account or log in to manage your account and pay a bill. (This option is highlighted with a red arrow in the original image.)
- Sign up for an Account**: Register for a PACER account to begin searching for or filing federal court records online.

2. Enter a Username and Password and click [Login].

The screenshot shows the 'Manage My Account' page on the PACER website. The page has a blue header with the PACER logo and the text 'Public Access To Court Electronic Records'. Below the header is a blue bar with the text 'Manage My Account'. The main content area is white and contains the following text:

Enter your PACER credentials to update personal information, register to e-file an online payment, or to perform other account maintenance functions.

Login
* Required Information

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

Applying to the Fifth Circuit

- From Manage My Account, select the 'Maintenance' tab. Select the link 'Attorney Admission/E-File Registration'.

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number	7702823
Username	laneytestaty
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Settings Maintenance Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) [Non-Attorney E-File Registration](#)

- From the 'Court Type' dropdown list, select 'U.S. Appellate Courts'. Then, from the 'Court' dropdown list, select 'U.S. Court of Appeals, Fifth Circuit'. Select [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. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).


- Before selecting an option, review the Fifth Circuit's local Policies and Procedures on Electronic Filing and Attorney Admissions. Select [Attorney Admissions and E-File].

What would you like to apply/register for?


Attorney Admissions and E-File 

E-File Registration Only

Pro Hac Vice

Federal Attorney 

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

 Electronic Case Filing (ECF) is mandatory in the Fifth Circuit Court of Appeals for all counsel. In order to be approved for electronic filing, attorneys are required to be an active member of the 5th Circuit bar, to register as a "Filing User" in accordance with 5th Cir. R. 25.2.3, and to comply with the court's ECF rules and standards.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

For attorneys seeking admission to the bar, complete and submit the Application and Oath for Admission form. Pursuant to FED. R. APP. 46(a), you must be a member in good standing of a federal or state court/bar and must attach a certificate of good standing from a qualifying court to your application.

Back

Cancel

Completing the Attorney Admissions Electronic Registration

Attorney Bar Information

6. Provide additional federal bar and/or state bar admission information, select [Add].

Complete all sections of Attorney Admissions

Attorney Bar Information

* 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
LOUISIANA EASTER N	12345678	01/01/2000
+ Add		

*To remove a court, right click the entry in the table above and select 'Delete Additional Court.'

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
Louisiana	98765	01/01/2000
+ Add		

*To remove a state, right click the entry in the table above and select 'Delete Additional State.'

Sponsoring Attorney

7. Provide information on the attorney sponsoring your admission to the Fifth Circuit.

Sponsoring Attorney

Bar ID Jurisdiction 

First Name Middle Name Last Name

Attorney Information

8. Tell us about yourself.

Attorney Information

Attorney Type (check all that apply) * Civil Criminal Bankruptcy

Have you ever been disbarred/censured/denied admission? * Yes No

Do you have any disciplinary actions pending? * Yes No

Have you ever been convicted of a felony? * Yes No

- a. An acknowledgment is required that a fee will be charged for admittance to the bar. If a request for the fee to be waived, under 5th Cir. R. 46 is selected, please provide details.

Fee Acknowledgment *


- I acknowledge that I will be charged an admission fee if I am admitted.
- I request that the admission fee be waived for the following reason:


If you are requesting that the admission fee be waived, you must supply a reason. The reason may not exceed 255 characters.

Document Upload

9. Upload all required documents.

Document Upload

Application and Oath for Admission, U.S. Court of Appeals, 5th Circuit * 

Certificate of Good Standing, Bar Admission Documents/Other as required. Upload a single file only. * 

Additional Information

10. Complete the additional required information. Click [Next].

Additional Attorney Information Required by Court

Has any court, department, bureau, or commission of a state or the United States, or any bar licensing authority suspended or limited your practice, or admonished, reprimanded, or counseled you concerning your conduct or otherwise questioned your fitness to practice? *

No ?



Are you presently under investigation, or have you been a party to criminal or civil proceedings alleging fraud, misrepresentation, or other dishonesty? *

No ?



Enter the last four digits of your social security number. *

5555 ?



- Next
- Back
- Reset
- Cancel

Filer Information

11. Verify that all information is correct.

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. ***

Please verify your address. You may also enter a different address from the one provided for your CSO account.


Use a different address. Checking this will clear the address fields below.

Firm/Office	<input type="text"/>
Unit/Department	<input type="text"/> ?
Address *	<input type="text" value="1000 Testing Road"/>
	<input type="text"/>
	<input type="text"/>
Room/Suite	<input type="text"/>
City *	<input type="text" value="New Orleans"/>
State *	<input type="text" value="Louisiana"/> ?
County *	<input type="text" value="ORLEANS"/>
Zip/Postal Code *	<input type="text" value="70130"/>
Country *	<input type="text" value="United States of America"/>
Primary Phone *	<input type="text"/> ?
Alternate Phone	<input type="text"/> ?
Text Phone	<input type="text"/> ?
Fax Number	<input type="text"/> ?

Additional Filer Information

12. Provide additional information if applicable.

Additional Filer Information

Already Admitted at Court	<input type="text" value="Select Court"/> 
Court Bar ID	<input type="text"/>
Other Names Used	<input type="text"/>
Most Recent Case (in court where you are registering)	<input type="text"/>







Delivery Method and Formatting

13. By default, the primary email on file in the Pacer account will be used for electronic notices from the court.

- Select 'At the Time of Filing' email frequency. Our court does not support the 'Once Per Day' frequency option.
- Select the preferred email format for notices from our court,
- Add any additional email addresses to which copies of notices should be sent. Click [Next].

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email *	<input type="text" value="testpublicuser@gmail.com"/> 
Confirm Email *	<input type="text" value="testpublicuser@gmail.com"/> 
Email Frequency *	<input type="text" value="At The Time of Filing (One E"/>  
Email Format *	<input type="text" value="HTML"/>  

Payment Information

14. Payment information already on file in your Pacer account will populate, if provided during Pacer registration. To use this payment method for admission, select the checkbox 'Admissions fees default'. To use another payment method, select the 'Add Credit Card' or 'Add ACH Payment'. 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.

 <input type="checkbox"/> Autbill PACER fees <input type="checkbox"/> E-filing fees default <input checked="" type="checkbox"/> Admissions fees default XXXXXXXXXXXX1111 12/2026 Test Attorney 1000 Testing Road New Orleans, LA 70130 <input type="button" value="Update"/>	Add Credit Card Add ACH Payment
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Acknowledgments and Final Submission

15. Click the checkbox to acknowledge agreement.

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.](#) *

16. Review and click the checkboxes to acknowledge agreement to the E-Filing terms and to the Fifth Circuit 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.

[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.](#) *

17. Click [Submit] to complete the registration. Click [Back] to review and change information in prior sections. Click [Reset] to begin anew. Click [Cancel] to terminate the registration.

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.



18. A confirmation that the admission has been forwarded to the court will display. Click [Done].

Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.



Done