

NEXTGEN CM/ECF  
HOW TO FILE A FORM FOR  
APPEARANCE OF COUNSEL



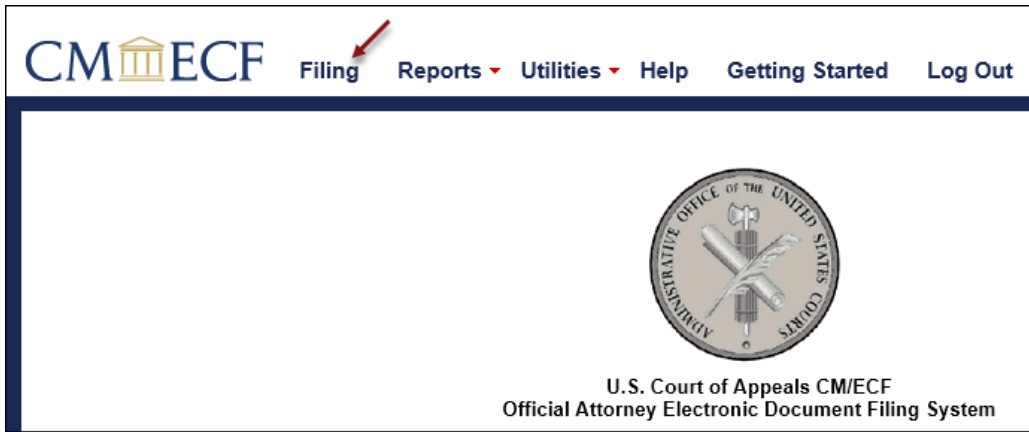
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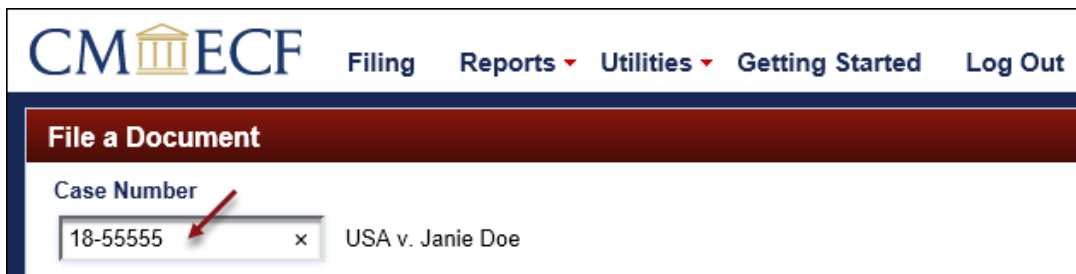
# Filing a Form for Appearance of Counsel

## Selecting the Document Type

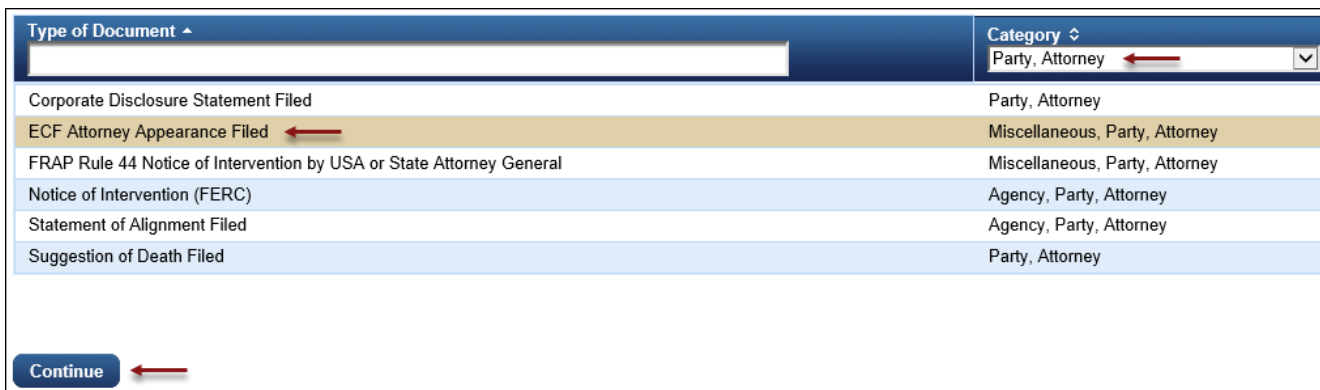
1. From the CM/ECF menu, select 'Filing'.



2. Enter a case number and hit the [Tab] key, or mouse click off the field to search for the case.



3. Select 'ECF Attorney Appearance Filed' by scrolling through the list. To narrow the list, select the 'Party, Attorney' category from the category drop down menu, or type the word 'ECF' in the text box labeled 'Type of Document'. The system will find and list all document types containing that description. Click [Continue].



4. Please review additional filing information. Select the 'Continue' check box and click [OK] to proceed.

**Attention**

60-55555

**NOTICE:** The Notice of Appearance Form has been revised as of February 2017 to eliminate the requirements for Date of Birth and the last four digits of a Social Security number. Only the 2017 revised form will be accepted for filing. The new form is available at [www.ca5.uscourts.gov](http://www.ca5.uscourts.gov).

You may submit a Notice of Appearance Form on your behalf ONLY.  
Attaching appearance forms on behalf of other attorneys will result in rejection.

(Attorneys appointed under the Criminal Justice Act are exempt from the requirement to file a Form for Appearance of Counsel.)

Continue

OK

## Uploading the Form for Appearance

5. Upload the form by clicking the [Browse] button.

**Attention**

- Click the 'Browse' button to locate and upload the PDF file.
- To be sure you are selecting the intended document, view the file by selecting it under the document column.
- If applicable, click 'Browse' again to attach additional documents and enter a description.

**Upload Documents**

Description

ECF Attorney Appearance Filed

Browse...

a. The selected form will now display in the document column. Select the link to open and verify the correct document has been uploaded. To remove the document, click the red 'X'.

| Document                            | Description                   | Size  | Sequence | Remove All |
|-------------------------------------|-------------------------------|-------|----------|------------|
| <a href="#">Appearance Form.pdf</a> | ECF Attorney Appearance Filed | 34 KB |          |            |

## Selecting the Attorney Filer

- To select, click the row of the named attorney filing the form.

▼ Attorney Filer



*Select Name of Attorney Filing Appearance Form below.*

| Filer                 | Type      | Case                      |
|-----------------------|-----------|---------------------------|
| TestAlex, AttorneyOne | Appellant | 18-55555 USA v. Janie Doe |

[Select All](#)

- The selected attorney filer will appear in the 'Selected' section. To remove the filer, click the red 'X'.

Selected

| Filer                 | Type      | Case                      | Remove  |
|-----------------------|-----------|---------------------------|---|
| TestAlex, AttorneyOne | Appellant | 18-55555 USA v. Janie Doe |   |

- Select other related information pertaining to the attorney filer.

▼ Are you Lead Counsel?


Please Select ▼

## Final Review

- The Docket Text will now display for review. Click [Continue].

▼ Docket Text

APPEARANCE FORM received from Mr. AttorneyOne TestAlex for Ms. Janie Doe for the court's review. Lead Counsel? Yes. [18-55555]

[Continue](#)  [Cancel](#)

8. The Final Review screen will display all the information entered in the transaction. Please review before submitting the Form for Appearance. If corrections are required, click 'Edit' and select the appropriate section to make changes. To complete the filing, click [Submit].

**Final Review**

**File to Case**  
18-55555

**Type of Document**  
ECF Attorney Appearance Filed


**Upload Documents**  
[Appearance Form.pdf](#) (1 page)

**Attorney Filer**  
TestAlex, AttorneyOne (Appellant) 18-55555

**Are you Lead Counsel?**  
Yes

**Docket Text**  
APPEARANCE FORM received from Mr. AttorneyOne TestAlex for Ms. Janie Doe for the court's review. Lead Counsel? Yes. [18-55555]

After you click the **Submit** button, you cannot change this filing.

 **Have you redacted personal identifiers from the document you filed?**

**Submit** [Edit](#) [Cancel](#)

9. A message will display to confirm the motion was filed successfully. Click [OK].

