

NEXTGEN CM/ECF
ADMISSION TO THE FIFTH CIRCUIT BAR



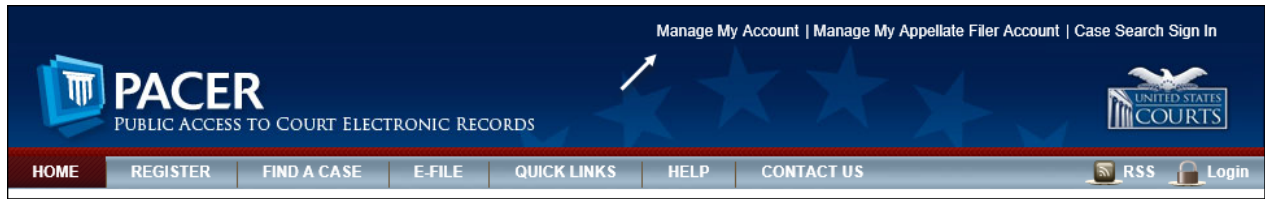
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Admission to the Fifth Circuit Bar

Login to PACER

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



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


Applying to the Fifth Circuit


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

4. 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 *  U.S. Appellate Courts


Court *  U.S. Court Of Appeals, Fifth Circuit

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](#).




5. 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?



 [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.

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 EASTERN | 12345678 | 01/01/2000 |
|  | | |

*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 |
|  | | |

*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:

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 Documentation and/or Other documents as required. * ←

Additional Information

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

Additional Attorney Information Required by Court

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.

Filer Information

* Required Information

Role in Court Attorney

Title *Select a title or enter your own*

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

Unit/Department

Address * 1234 Testing Road

Room/Suite

City * New Orleans

State * Louisiana

County * ORLEANS

Zip/Postal Code * 70130

Country * United States of America

Primary Phone * 504-555-5555

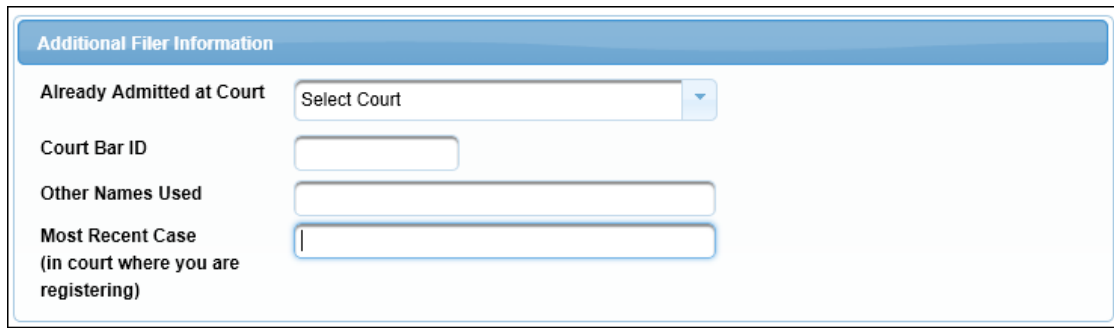
Alternate Phone

Text Phone

Fax Number

Additional Filer Information

12. Provide additional information if applicable.



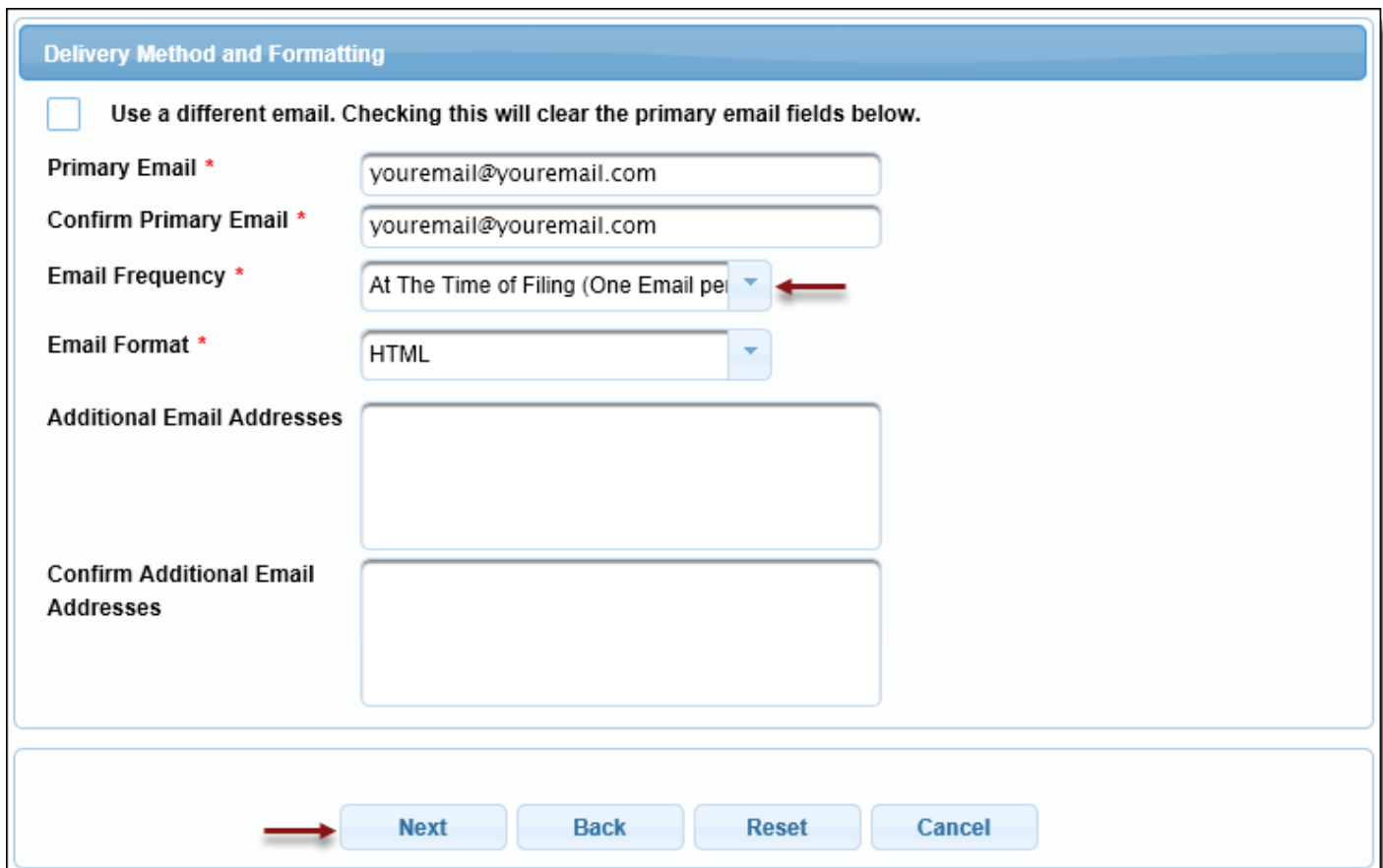
The screenshot shows a form titled "Additional Filer Information" with the following fields:

- Already Admitted at Court:** A dropdown menu with "Select Court" as the current selection.
- Court Bar ID:** A text input field.
- Other Names Used:** A text input field.
- Most Recent Case (in court where you are registering):** A text input field.

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].



The screenshot shows a form titled "Delivery Method and Formatting" with the following fields and options:

- Use a different email. Checking this will clear the primary email fields below.
- Primary Email ***: you@email@you@email.com
- Confirm Primary Email ***: you@email@you@email.com
- Email Frequency ***: At The Time of Filing (One Email per) [dropdown menu] ←
- Email Format ***: HTML [dropdown menu]
- Additional Email Addresses**: [text input field]
- Confirm Additional Email Addresses**: [text input field]

At the bottom of the form, there are four buttons: **Next** (with a red arrow pointing to it), **Back**, **Reset**, and **Cancel**.

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.


 Autobill PACER fees
 E-filing fees default
 Admissions fees default
XXXXXXXXXXXX1111
12/2025
Test Attorney
1234 Testing Road
New Orleans, LA
70130

[Add Credit Card](#)
[Add ACH Payment](#)

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.
- 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](#). *

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].

Confirmation Page

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.

