



U.S. District Court, District of Colorado – Next Generation CM/CMECF

Attorney Admission Request


Note: If you are a **federal agency attorney**, or an attorney requiring an entry of appearance in a transferred **MDL** case or transferred **Fed. R. Civ. P. 45(f) litigation**, please visit those respective sections on the 'Attorney Admission Information' page on our website for instructions on how to apply.


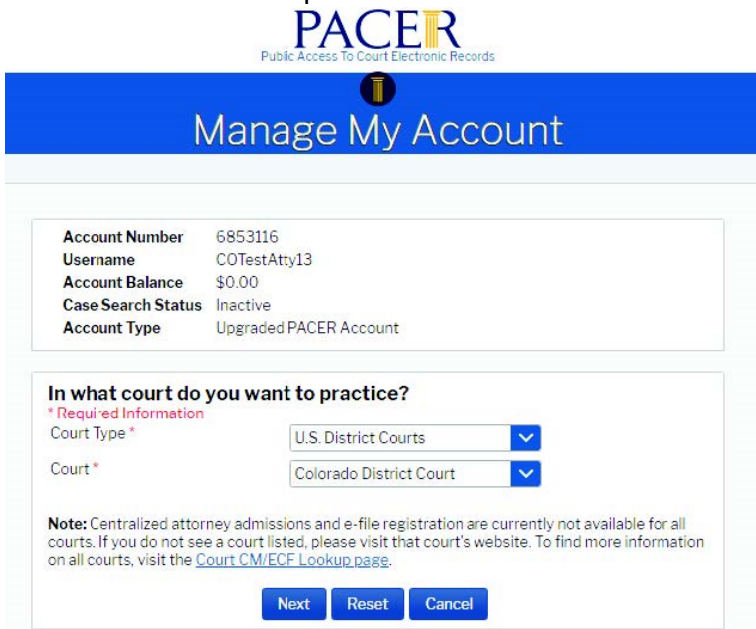

- **Additionally, all attorneys MUST apply for FULL ADMISSION as the Court DOES NOT allow *pro hac vice* admission.**

New Attorneys (Not Admitted to the Court) and Administratively Removed Attorneys:

STEP 1: Create a Next Gen PACER account **or** log in to your existing individual Next Gen PACER account. *Do not use a shared firm PACER account.

STEP 2: Complete an application to the court by following the directions below:

Step	Action
1	<p>Select Manage My Account in PACER with an Upgraded PACER account.</p> 

2	<p>Select the Maintenance tab and select Attorney Admission/E-File Registration.</p> 
3	<p>Select U.S. District Courts from drop down list in Court Type box and select Colorado District Court from drop down list in Court box. Click Next.</p> 
4	<p>Select the appropriate action:</p> <p>New attorneys and administratively removed attorneys will select the Attorney Admissions and E-File Button. Please ignore the E-File Registration Only, Multi-District Litigation, and Federal Attorney buttons.</p> 

5	<p>Click Continue to complete the Attorney Admissions and E-File Registration.</p> <p>As part of the admission process, you will need to complete and upload the Bar Application and Bar Certificate on the 'Attorney Admissions Information' page of the U.S. District Court website. Please include your full legal name and any former names on the bar application PDF form.</p>																																							
6	<p>You DO NOT have to complete the federal bar information, but please add the information for every state bar to which you are admitted (including the District of Columbia, Puerto Rico, the Virgin Islands, Guam, or other Pacific Ocean Territories, etc.):</p> <div><p>Complete all sections of Attorney Admissions</p><div><p>Attorney Bar Information</p><p><i>* Required Information</i></p><p>FEDERAL BAR INFORMATION</p><p><input type="checkbox"/> 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):</p><table><tr><th colspan="4">Verified Federal Bar Information</th></tr><tr><th>Federal Court</th><th>Bar ID</th><th>Bar Status</th><th>Date Admitted</th></tr><tr><td colspan="4">No verified federal bar data available.</td></tr></table><p>Enter information for any federal court not listed in table on the left:</p><table><tr><th colspan="3">Additional Federal Bar Information</th></tr><tr><th>Federal Court</th><th>Bar ID</th><th>Date Admitted</th></tr><tr><td colspan="3">Click the "Add" button below to enter federal bar data.</td></tr><tr><td colspan="3">+ Add</td></tr></table></div><p>STATE BAR INFORMATION</p><p><input checked="" type="checkbox"/> I am admitted to the bar in one or more states.</p><p>Enter information for any state(s) in which you have been admitted to the bar:</p><table><tr><th colspan="3">Additional State Bar Information</th></tr><tr><th>State</th><th>Bar ID</th><th>Date Admitted</th></tr><tr><td>Missouri</td><td>2222222222</td><td>10/01/1997</td></tr><tr><td>Colorado</td><td>11111111</td><td>05/01/1998</td></tr><tr><td colspan="3">+ Add</td></tr></table><p><small>*To remove a state, right click the entry in the table above and select 'Delete Additional State.'</small></p><div><p>Sponsoring Attorney</p><p>Bar ID <input type="text"/> Jurisdiction <input type="text" value="Select Court"/></p><p>First Name <input type="text"/> Middle Name <input type="text"/> Last Name <input type="text"/></p></div></div>	Verified Federal Bar Information				Federal Court	Bar ID	Bar Status	Date Admitted	No verified federal bar data available.				Additional Federal Bar Information			Federal Court	Bar ID	Date Admitted	Click the "Add" button below to enter federal bar data.			+ Add			Additional State Bar Information			State	Bar ID	Date Admitted	Missouri	2222222222	10/01/1997	Colorado	11111111	05/01/1998	+ Add		
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7	<p>*YOU DO NOT HAVE TO BE A MEMBER OF THE COLORADO STATE BAR.*</p> <p>The next section asks you to provide information for a sponsoring attorney. <u>You may leave this blank as the District Court of Colorado does not require a sponsoring attorney.</u></p>																																							
8	<p>Complete all fields in the Attorney Information section and upload your Bar Application and Bar Certificate.</p> <p>Unless you are a federal agency attorney – employed as an attorney for the U.S. government – check the radio button I acknowledge that I will be charged an admission fee if I am admitted. The current fee is listed on the U.S. District Court’s Fee Schedule page.</p>																																							

***The District Court of Colorado does not waive the admission fee for any attorneys except for federal government employed in a legal capacity, and Criminal Justice Act attorneys appointed in the 10th Circuit Court of Appeals.**

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

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

Bar Application *

Bar Certificate *

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Read carefully and complete all fields in the Additional Attorney Information Required by the Court section:

Additional Attorney Information Required by Court

In what jurisdiction are you currently in active status? Attorneys must be admitted and licensed in a state jurisdiction (Complete state bar information above). The jurisdiction DOES NOT have to be Colorado. Attorneys must have ACTIVE STATUS in at least one jurisdiction. If the answer is none, stop here. You will not be admitted in the District of Colorado if you are inactive in ALL jurisdictions. *

Active in New Mexico. ?

Bar applicants must 1) complete the District of Colorado Bar Application form, and 2) complete a District of Colorado Bar Certificate with the name as the attorney wishes it to appear on the certificate, and 3) upload the two documents during this NextGen bar application process. Confirm that you understand and have completed the two documents by stating "Yes, I understand" in the space below. **










Yes, I understand. ?

Attorneys must be in good standing in ALL jurisdictions where admitted. An unresolved suspension or disbarment in any jurisdiction will mean you will NOT be admitted. If you have an administrative suspension for not paying a bar fee or complying with CLE credit requirements, indicate that below and in what jurisdiction the administrative suspension has been imposed. You will likely not be admitted, but court staff during the licensing confirmation and vetting process will review that state's bar information to confirm. Please be aware that it is best to resolve your administrative suspensions in other jurisdictions first before applying for District of Colorado bar admission. If none, state "none" in the space below. *

None. ?

The District of Colorado collects every two years a fee that funds the Federal Pro Se Clinic. The fee is collected between Oct. 1 and Dec. 31 every two years - biennially - and the next fee collection will take place Oct. 1 - Dec. 31, 2022. Attorneys who do not pay the fee are administratively removed and cannot e-file or practice in the District of Colorado. Confirm that you understand and acknowledge this policy, and that you will not in the future claim that you had no prior notice of the fee collection and potential for administrative removal, by stating "Yes, I understand" in the space below. **

Yes, I understand. ?

10	<p>Complete the Filer Information. Address information comes from your existing PACER account. Check the box to use a different address if desired. Add additional phone numbers if desired.</p> <p>Complete all sections of E-File Registration</p> <p>Filer Information</p> <p><i>* Required Information</i></p> <p>Role in Court: Attorney Title: <input type="text" value="Select a title or enter your own"/>  Name: Edward Lalo</p> <p><input checked="" type="checkbox"/> I acknowledge that I am submitting the e-file registration for the individual listed above. <i>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.*</i></p> <p>Please verify your address. You may also enter a different address from the one provided for your CSO account.</p> <p><input type="checkbox"/> Use a different address. Checking this will clear the address fields below.</p> <p>Firm/Office: <input type="text" value="Law Offices of Edward Lalo"/> Unit/Department: <input type="text" value="CO"/> Address *: <input type="text" value="901 19th St."/> <input type="text"/> <input type="text" value="Denver"/> Room/Suite: <input type="text"/> City *: <input type="text" value="Denver"/> State *: <input type="text" value="Colorado"/>   County *: <input type="text" value="DENVER"/>  Zip/Postal Code *: <input type="text" value="80294"/> Country *: <input type="text" value="United States of America"/> </p> <p>Primary Phone *: <input type="text" value="303-335-2466"/>  Alternate Phone: <input type="text" value="303-844-3433"/>  Text Phone: <input type="text"/>  Fax Number: <input type="text"/> </p>
11	<p>Enter Additional Filer Information if desired (NOT REQUIRED).</p> <p>Complete the Delivery Method and Formatting section of the form. <i>Complete this section even if you will not be actively practicing in federal court.</i> Email address information comes from your existing PACER information. Check the box to use a different email if desired. Email Frequency and format are required and are also used for electronic notice in cases in which you are involved. <i>For the Email Format option, select HTML unless you are having difficulty with your emails.</i></p>

	<div> <div> Additional Filer Information </div> <div> <p>Already Admitted at Court Select Court</p> <p>Court Bar ID <input type="text"/></p> <p>Other Names Used <input type="text"/></p> <p>Most Recent Case (in court where you are registering) <input type="text"/></p> </div> </div> <div> <div> Delivery Method and Formatting </div> <div> <p><input checked="" type="checkbox"/> Use a different email. Checking this will clear the primary email fields below.</p> <p>Primary Email * <input type="text" value="edward_lalo@yahoo.net"/> ?</p> <p>Confirm Email * <input type="text" value="edward_lalo@yahoo.net"/> ?</p> <p>Email Frequency * At The Time of Filing (One E</p> <p>Email Format * HTML</p> </div> </div> <div> <div>Next</div> <div>Back</div> <div>Reset</div> <div>Cancel</div> </div>
12	<div> Set default payment information if desired (NOT REQUIRED). </div> <div> <div> <p>Account Number 6853116</p> <p>Username COTestAtty13</p> <p>Account Balance \$0.00</p> <p>Case Search Status Inactive</p> <p>Account Type Upgraded PACER Account</p> </div> <div> Payment Information </div> <div> <p>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.</p> <p>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.</p> <p>Select your method of payment from the Add Credit Card and Add ACH Payment options below. You may store up to three payment methods.</p> <p>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.</p> <div> Add Credit Card Add ACH Payment </div> </div> </div> <div> <div>Next</div> <div>Back</div> <div>Cancel</div> </div>

13	<p>Check the Acknowledgment of Policies and Procedures for Attorney Admissions.</p> <p>Read the E-Filing Terms of Use and check the boxes beneath the terms and conditions.</p>
14	<p>Select Submit.</p> <p>After submitting your application, the court will receive your request and conduct an initial review of your application. After the initial review, you will receive an email with a link to pay the admissions fee and instructions on how to do so. Once you make the payment and it is processed, you will receive a receipt via email.</p> <p>The U.S. District Court for the District of Colorado does not issue bar numbers. If you must provide a bar number, you may provide the bar number for the state in which you primarily practice.</p> <p><i>Please note that your e-filing privileges are not automatically accessible once payment is made. The court will manually finish processing your application and grant e-filing privileges at that time. You do not need to contact the court to let them know that you have paid, as they will be notified once your payment is processed.</i></p>

IF YOU HAVE ANY QUESTIONS OR NEED ANY ASSISTANCE, PLEASE CONTACT THE ATTORNEY SERVICES DIVISION AT [cod attorneyservices@cod.uscourts.gov](mailto:cod_attorneyservices@cod.uscourts.gov) OR 303-335-2466.

*Please allow up to 2-3 business days for the initial review of your application and then an additional 1-2 business days after you make the payment before you are active and able to file.

*Please keep this in mind as we **do not** expedite applications.