



# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLORADO

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## *Attorney Admission and Updating Information User Guide*

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Attorneys seeking to practice before the U.S. District Court for the District of Colorado must become members of the bar by completing an Application for Admission to the Bar of the U.S. District Court.<sup>1</sup> **All applications for admission to the court's bar must be submitted by completion of an electronic form, through the federal judiciary's PACER NextGen Online Bar Application Process, described in this Combined User Guide. Registration for the Case Management / Electronic Case Filing System (CM/ECF) can be completed simultaneously, allowing for speedy access to the court's filing system for new and existing attorneys.**

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<sup>1</sup> Please note the following regarding eligibility for admission to the U.S. District Court, Dist. of Colo.:

- A person must be licensed by the highest court of a state, federal territory, or the District of Columbia, be on active status in a state, federal territory, or the District of Columbia, and be a member of the bar in good standing in all courts and jurisdictions where the applicant has been admitted. D.C.COLO.LAttyR 3
- There are no continuing legal education requirements, and an attorney's membership is valid unless and until terminated by the Court, which includes failure to pay the \$50.00 Biennial Fees.
- An attorney need not be a member of the Colorado bar or associated with local counsel to practice in the U.S. District Court.
- The court does not accept or admit counsel on a *pro hac vice* basis.

Links to the three different PACER online application / registration categories are provided through the Adobe pdf bookmarks included in this Guide. Completion of the online PACER bar application process, in addition to completion and uploading of certain forms, must be accompanied by a \$223.00 fee, paid online by credit/debit card through Pay.Gov. The \$223 admission fee is waived for attorneys employed by the United States government; effective June 2014, the admission fee is also waived for those attorneys specially appointed by the United States Court of Appeals for the Tenth Circuit under the Criminal Justice Act for representation for appeal purposes of District of Colorado criminal defendants. **The court imposed a \$50.00 “One-Time Renewal Fee” in 2013; collection of that fee ended November 1, 2015. As of that date, all attorneys previously admitted to the court who did not pay the fee are considered Administratively Removed and must reapply for bar admission, submitting a bar application and paying the \$223 fee. The same applies to those attorneys who did not pay the \$50 Biennial Fee imposed in 2018 and 2020, and who fail to pay the 2022 Biennial Renewal fee.**

The PACER online application form ensures the accuracy of attorney contact information and also allows attorneys to perform a variety of functions – they may register for the Electronic Case Filing System, or change their contact information. After successful completion of the online application form, the applicant will receive an e-mail confirmation and the court will issue a downloadable Certificate of Admission.

This Combined User Guide is designed to assist you with completing the various attorney application forms completing the PACER online combined admission and e-filing registration form. If you encounter difficulties or have a question, you may call the Attorney Services Division at 303-335-2466 or e-mail [COD\\_attorneyservices@cod.uscourts.gov](mailto:COD_attorneyservices@cod.uscourts.gov).

Welcome to the Bar of the United States District Court for the District of Colorado.

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This is the Attorney Services Division of the U.S. District Court, District of Colorado's Attorney Admission and Updating Information User Guide. Please remember, if you encounter difficulties or have a question, you may call the Attorney Services Division at the Division's main phone number at 303-335-3433 and select "1" on the menu to contact.

Thank you.



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

# New Attorney Admission Request

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[Note: “New Attorney” for the purposes of these instructions means an attorney who is NOT 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.]

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For **attorneys who are new to the District of Colorado**, there are three Actions to take, depending on your bar status:

- **First, verify that you are not already a USDC – District of Colorado bar member** – for example, you may have forgotten that you were admitted some time ago and your staff have kept your bar renewal fees up to date. We ask that you first check the Attorney Status function on the court’s website and if already admitted and in good standing, that you submit a Change of Contact Information request through PACER, if necessary. **See Instructions A through C below** (pages 2 and 3) and stop there.
- If you are **new** to the U.S. District Court, District of Colorado – but you already have an **upgraded PACER account in another federal court** – **or**, you have been **administratively removed** as a District of Colorado practitioner - **see Special Instructions 1A through 9 below** (starting on page 4), then follow the remaining Attorney Admission Instructions 20 through 35 in this guide (starting on p. 14).
- If you are **not** a current District of Colorado bar member, and do **not** have a PACER account and are **not** a bar member in another federal court,

**begin following these new bar admission instructions at Step 10 t**  
(starting on page 7) and continue until the end of these instructions.

*If you don't already have a PACER account, [click here](#) for instructions. If your PACER account is not an Upgraded account [click here](#) for instructions.*

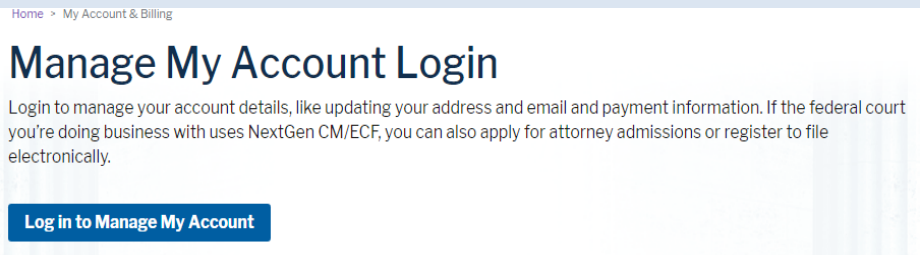
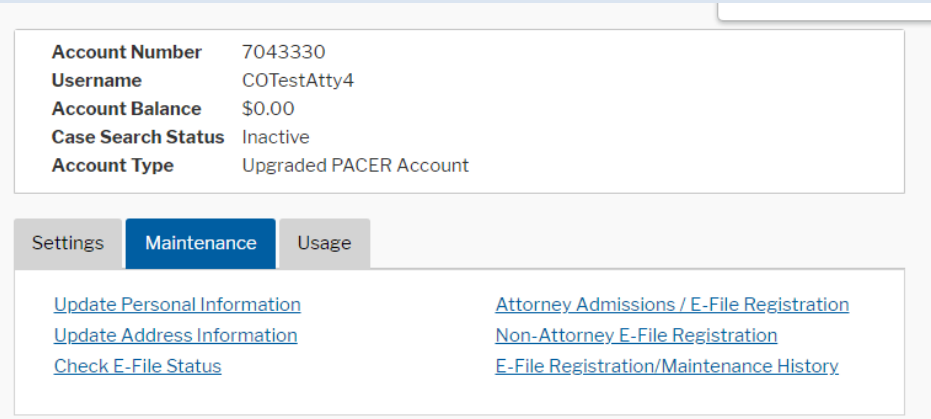
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**ACTION 1:**

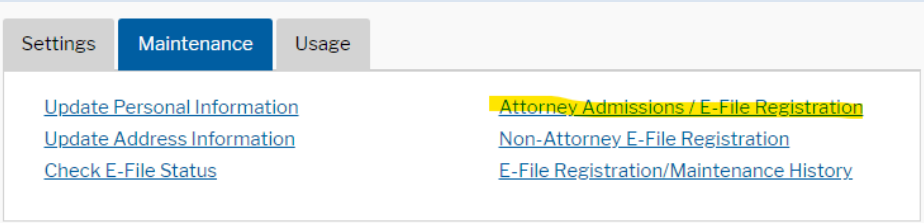
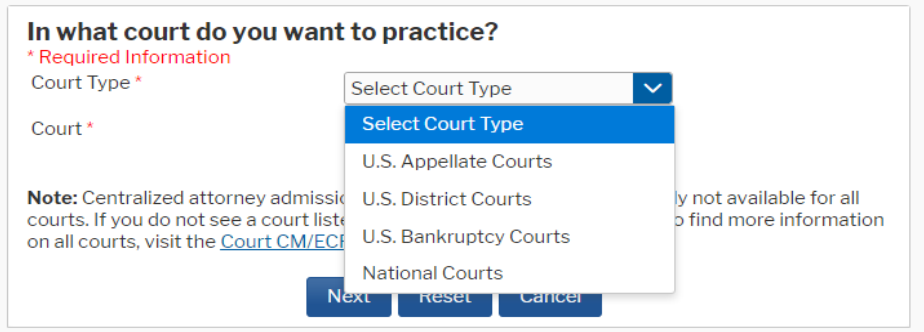
- **ALL BAR APPLICANTS – FIRST CHECK YOUR STATUS WITH THE DISTRICT OF COLORADO TO VERIFY THAT YOU ARE NOT CURRENTLY A BAR MEMBER:**

Step	Action
A	Check your USDC District of Colorado bar membership by visiting the District of Colorado's Attorney Status page first: <a href="https://www.cod.uscourts.gov/CMECF/AttorneyStatus.aspx">https://www.cod.uscourts.gov/CMECF/AttorneyStatus.aspx</a>
B	<p>If your name appears and it indicates a Bar Membership status as "In Good Standing," you are a current bar member:</p> <p>Moses P. Hallett U.S. District Court-District of Colorado-Denver Alfred A. Arraj United States Courthouse 901 19th Street Denver, CO 80294-3589 Email: <a href="mailto:edward_butler@cod.uscourts.gov">edward_butler@cod.uscourts.gov</a> Phone: 303-335-2043 Fax: 303-335-2714 Admission Status: In Good Standing Date of Admission: 6/8/1998</p>
	<p>Or, if your name appears and your status reads as follows:</p> <p>Olin Hatfield Chilson United States District Court 901 19th Street #A105 Denver, CO 80294-3589 Phone: 303-844-3433 Admission Status: Admin Removal Date of Admission: 1/30/1939</p> <p>... this indicates you have been <a href="#">Administratively Removed</a> for not paying one of the court's Biennial Renewal Fees. If so, you must complete a <b>new</b> bar application, described in the next section, but only after logging on to your existing PACER account. Follow the directions starting with Step 1A below (page 3).</p>

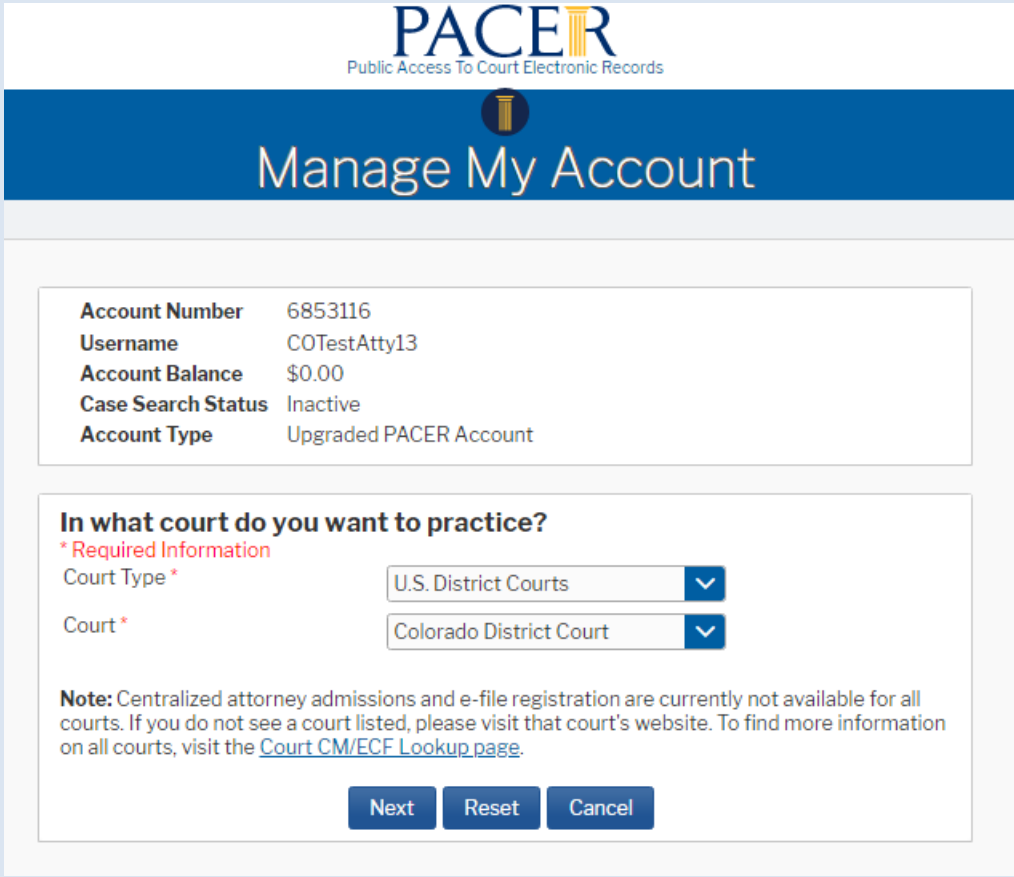

Step	Action
C	<p>If you checked to see if you are a bar member as described in Step A and you verified that you are a bar member already and are in good standing, <b>you merely need to link your legacy District of Colorado ECF account to the PACER NextGen ECF account if you have not done so already</b>, following the directions provided on the U.S. District Court's <a href="#">NextGen ECF</a> page: (<a href="http://www.cod.uscourts.gov/CourtOperations/CMECFNextGen.aspx">http://www.cod.uscourts.gov/CourtOperations/CMECFNextGen.aspx</a>) and following steps 1 through 4:</p> <p><u>E-filers must do the following in order to continue to electronically file in NextGen:</u></p> <ol style="list-style-type: none"> <li>1. Obtain your own individual PACER account (<a href="#">click here to learn more</a>) <b>OR</b> Upgrade your existing PACER account (<a href="#">click here to learn more</a>).</li> <li>2. Know your current ECF Login and Password. <a href="#">Click here</a> to reset your current ECF Password.</li> <li>3. On or after <b>August 2, 2021</b>, link your PACER account with ECF. <a href="#">Click here</a> for instructions.</li> <li>4. To go to the PACER website directly in order to link your account, <a href="#">click here</a>.</li> </ol> <p>If your address or other information has changed – such as a move to a different law firm or organization, you will need to submit a Change of Contact Information Request through PACER:</p> <p>Beginning August 2, 2021, all changes of contact information are made through each individual attorney's PACER account [<a href="https://pacer.uscourts.gov/my-account-billing/manage-my-account-login">https://pacer.uscourts.gov/my-account-billing/manage-my-account-login</a>]. The court will no longer accept contact change requests by phone, e-mail, or via a filing of a Notice of Change of Contact Information in an active case. [You still need to inform the court and other attorneys or litigants of the contact change by filing a Notice of Change of Contact Information in any active case you are attorney of record, pursuant to local rule D.C.COLO.LAttyR 5(c).] Filing your contact change through PACER <a href="#">HERE</a> [<b>PACER Home page &gt; Manage My Account &gt; Manage My Account Login</b>] is the only method to ensure your change in contact information applies to all CM/ECF NextGen courts, and more importantly, ensures your PACER account is updated with your new information, including a change of law firm/organization, address, phone number, and primary e-mail address.</p> <p>See also the <b><a href="#">Attorney Updating Personal Information, Address or E-mail</a></b> <b>handout</b> available on the <a href="#">Attorney Admissions Information</a> page of the website. Once you have submitted a <u>Change of Contact Info. Request</u> through PACER, District of Colorado court staff will process the request.</p> <p><b>Note: if you apply for admission and you are already admitted, your application will be rejected and you'll receive an e-mail similar to the following:</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>This email is notification that your NextGen CM/ECF electronic filing registration has been processed.</p> <p>Account Number: 6853116</p> <p>Court: COLORADO DISTRICT COURT</p> <p>Request: Registration</p> <p>Transaction Status: Rejected</p> <p>Comment: Counselor:</p> <p>Your bar admission submission is unnecessary, as you are an admitted attorney in the U.S. District Court, in good standing, and have an existing e-filing account.</p> </div>
	<p>If you have an Attorney Status record in the District of Colorado and the record reflects that you are <b>not</b> in good standing, contact the Attorney Services Department at <a href="mailto:COD_attorneyservices@cod.uscourts.gov">COD_attorneyservices@cod.uscourts.gov</a>, or call 303-335-2466.</p>

Step	Action
<b>OPTION 2:</b> <ul style="list-style-type: none"> <li>IF YOU ARE <b>NOT</b> A CURRENT DISTRICT OF COLORADO BAR MEMBER, BUT <b>DO</b> HAVE A PACER ACCOUNT AND ARE A MEMBER IN ANOTHER FEDERAL COURT [or have been Administratively Removed<sup>1</sup>]</li> </ul>	
1A	Go to the <a href="#">Attorney Admissions Information</a> page on the U.S. District Court website, and read the “ <b><i>If You Are NEW to the District of Colorado and DO Have a PACER Account</i></b> ” instructions, under “ <b>Before Logging Onto PACER.</b> ” Complete the <a href="#">Bar Application</a> pdf form and save it, as well as the <a href="#">Bar Certificate</a> pdf form (only enter your name on the first blank space).
1B	Go to PACER: <a href="http://pacer.uscourts.gov">pacer.uscourts.gov</a>
2	Select <b>Manage My Account</b>  
3	Log into PACER with an <b>Upgraded PACER</b> account. <i>Not sure if you have an Upgraded PACER account? <a href="#">Click here</a> for instructions</i>
4	Select the <b>Maintenance</b> tab  

<sup>1</sup> If Administratively Removed, you will not be allowed to practice in the District of Colorado until you re-apply for admission and pay the bar membership fee in effect at that time (currently \$223.00).

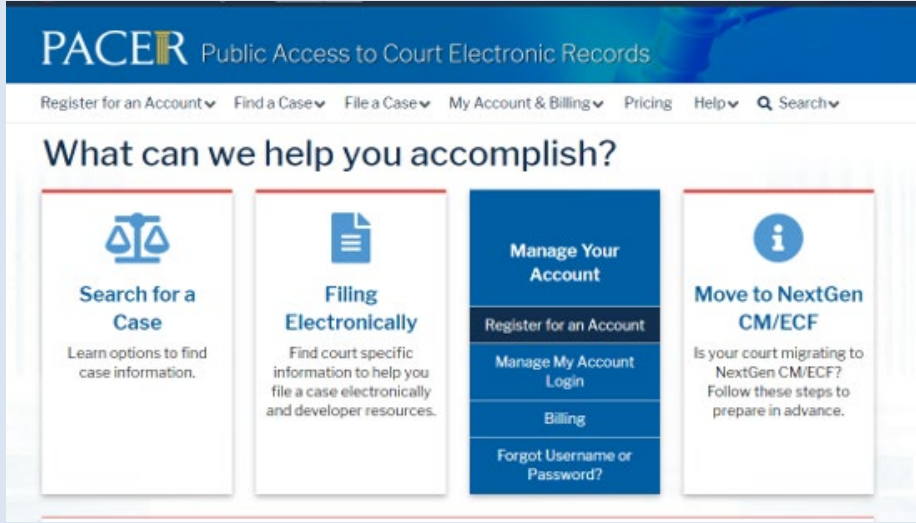


Step	Action
5	<p>Select <b>Attorney Admission/E-File Registration</b></p> 
6	<p>Select <b>U.S. District Courts</b> from drop down list in <b>Court Type</b> box</p> 

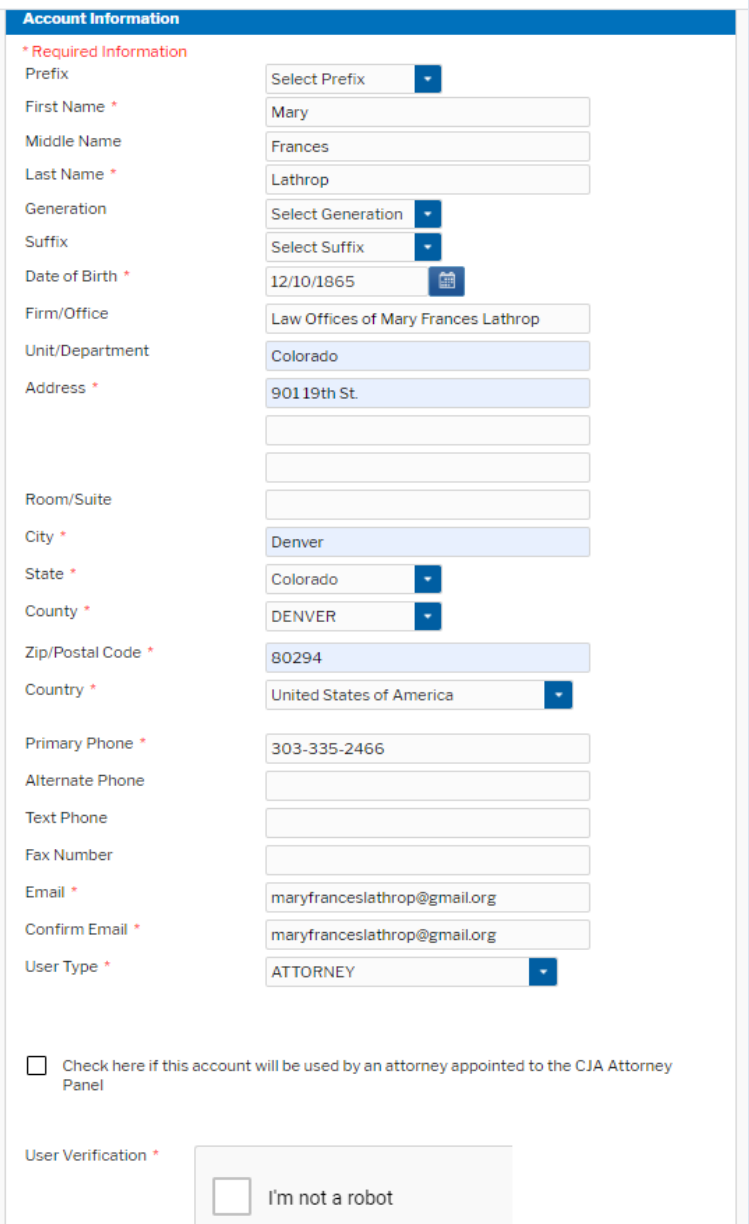
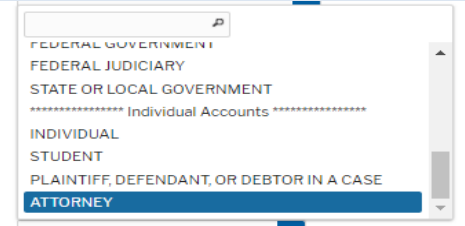


Step	Action
7	<p>Select <b>U.S. District Courts</b> from drop down list in <b>Court Type</b> box and select <b>Colorado District Court</b> from drop down list in <b>Court</b> box. Click <b>Next</b>.</p> 
8	<p>Select the appropriate action:</p> <ul style="list-style-type: none"> <li>• New attorneys will select the <b>Attorney Admissions and E-File</b> button.</li> <li>• Attorneys new to the District of Colorado, but have PACER accounts with other federal courts, will also select the <b>Attorney Admissions and E-File</b> button.</li> <li>• <b>Continue with Steps 11 through 25.</b></li> <li>• <b>Ignore the E-File Registration Only, Multi-District Litigation, and the Federal Attorney buttons.</b></li> </ul> 




Step	Action
9	<p>Click <b>Continue</b> to complete the <b>Attorney Admissions and E-File Registration</b></p> <div data-bbox="337 289 1269 688" data-label="Image"> </div> <p>As part of the admission process, you will <b>complete and upload the pdf <a href="#">Bar Application</a> form</b> on the <a href="#">Attorney Admissions Information</a> page of the U.S. District Court website, and which accompanies these instructions. <b>ALSO complete and upload the pdf <a href="#">Bar Certificate</a> form</b> (bar certificate forms are not issued to federal agency attorneys, because of their provisional status), <b>but DO.</b></p> <p><b>Jump to <a href="#">Step 20</a> and continue with the remaining Admissions Instructions.</b></p>
10	<p><b><u>OPTION 3:</u></b></p> <ul style="list-style-type: none"> <li>• <b>IF YOU ARE <u>NOT</u> A CURRENT DISTRICT OF COLORADO BAR MEMBER, AND DO <u>NOT</u> HAVE A PACER ACCOUNT AND ARE <u>NOT</u> A BAR MEMBER IN ANOTHER FEDERAL COURT:</b> <ul style="list-style-type: none"> <li>- Follow the <a href="#">New Attorney Admission Request</a> <b>Register for an Account instructions</b> below.</li> <li>- Complete the <a href="#">District of Colorado Attorney Admission Application Form</a> on the page. <b>Complete and upload the pdf Bar Application form and the pdf Bar Certificate form.</b></li> </ul> </li> </ul> <p>If you have questions anytime during the process, please contact the Attorney Services Division, <a href="mailto:COD_attorneyservices@cod.uscourts.gov">COD_attorneyservices@cod.uscourts.gov</a>, 303-335-2466.</p>
11	<p>Go to PACER: <a href="http://www.pacer.uscourts.gov">www.pacer.uscourts.gov</a> .</p>

Step	Action
12	<p>Select <b>Register for an Account</b></p> 
13	<p>Select <b>Attorney Filers</b></p> 
14	<p>Select <b>Register for a PACER account</b></p> 

Step	Action
15	<p data-bbox="337 197 846 233">Complete the PACER registration form.</p> <div data-bbox="337 275 1081 1491">  </div> <p data-bbox="337 1535 1430 1598">Select <b>Attorney</b> as the <b>User Type</b>. If you work for a government agency, select that instead. Select <b>Next</b>.</p> <div data-bbox="337 1640 799 1864">  </div>

Step	Action
16	<p>Create a <b>Username</b> and <b>Password</b>, and select <b>Security Questions</b> and then <b>Next</b>.</p> <div data-bbox="334 285 1263 1010"> <h3>Attorney Admissions and/or E-File Registration</h3> <div> <div>User Information</div> <div> <div>* Required Information</div> <div> <div>Generate Username</div> <div>Check Username Available</div> </div> <div> <div>Username *</div> <div>marfrancesatty4</div> <div>Username available. This username has been reserved.</div> <div>Medium</div> </div> <div> <div>Password *</div> <div>*****</div> </div> <div> <div>Confirm Password *</div> <div>*****</div> </div> <div> <div>Security Question 1 *</div> <div>What is your oldest sibling's birthday?</div> </div> <div> <div>Security Answer 1 *</div> <div>11/10/1899</div> </div> <div> <div>Security Question 2 *</div> <div>In what city or town was your first job?</div> </div> <div> <div>Security Answer 2 *</div> <div>Denver</div> </div> <div> <div>Next</div> <div>Back</div> <div>Reset</div> <div>Cancel</div> </div> </div> </div> </div>

Step	Action
17	<p data-bbox="337 197 711 239">Enter <b>Payment Information</b>.</p> <div data-bbox="337 281 1263 1667"> <h3 data-bbox="345 281 1045 323">Attorney Admissions and/or E-File Registration</h3> <h4 data-bbox="363 333 565 365">Payment Information</h4> <p data-bbox="363 401 1182 470">There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:</p> <ul data-bbox="391 491 1192 659" style="list-style-type: none"> <li>• Use of PACER systems will generate a \$.10 per-page charge and is capped at \$3.00 for single documents and case-specific reports that are more than 30 pages (e.g., docket reports, creditor listings, and claims register). NOTE: The \$3.00 cap does not apply to search returns, reports that are not case specific, lists of cases, or transcripts.</li> <li>• Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.</li> <li>• Judicial opinions accessed via PACER will not generate a charge.</li> <li>• If your usage does not exceed \$30 in a quarter, fees are waived.</li> </ul> <p data-bbox="363 680 1208 827"><b>Providing a credit card is optional.</b> If you would like to register without providing a credit card, click <b>Next</b> below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.</p> <p data-bbox="363 848 1192 890">** Credit card data is optional here. However, if you do provide a credit card, the marked fields below are required.</p> <div data-bbox="363 890 591 932">  </div> <p data-bbox="363 953 932 995">Account Holder Name * <input type="text" value="Mary Frances Lathrop"/></p> <p data-bbox="363 1005 786 1037">Card Type * <input type="text" value="Visa"/></p> <p data-bbox="363 1047 932 1079">Account Number * <input type="text" value="XXXXXXXXXXXXXXXXXX"/></p> <p data-bbox="363 1089 818 1121">Card Expiration Date * <input type="text" value="01"/> / <input type="text" value="2040"/></p> <p data-bbox="363 1142 574 1173"><input checked="" type="checkbox"/> Use billing address</p> <p data-bbox="363 1184 932 1226">Address * <input type="text" value="901 19th St."/></p> <p data-bbox="363 1236 932 1268"><input type="text"/></p> <p data-bbox="363 1268 932 1310">City * <input type="text" value="Denver"/></p> <p data-bbox="363 1310 932 1352">State * <input type="text" value="Colorado"/></p> <p data-bbox="363 1352 850 1394">Zip/Postal Code * <input type="text" value="80294"/></p> <p data-bbox="363 1394 932 1436">Country * <input type="text" value="United States of America"/></p> <p data-bbox="363 1436 1192 1499"><input checked="" type="checkbox"/> I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due. *</p> <p data-bbox="363 1520 1208 1572"><b>Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.</b></p> <div data-bbox="607 1593 980 1635"> <input type="button" value="Next"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </div> </div>

Step	Action
18	<p>Read and <b>acknowledge</b> the policies and procedures and click <b>Submit</b>.</p> <div data-bbox="334 277 1263 1169"> <h3>Attorney Admissions and/or E-File Registration</h3> <h4>Acknowledgment of Policies and Procedures</h4> <p>There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:</p> <ul style="list-style-type: none"> <li>• Use of the PACER system will generate a \$.10 per-page charge.</li> <li>• Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.</li> </ul> <p><b>Acknowledgment of Policies and Procedures</b> I understand that:</p> <ul style="list-style-type: none"> <li>• There is a charge for accessing information in PACER. See the Fee Information section above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.</li> <li>• Certain accounts may be designated, under Judicial Conference policy, as exempt</li> </ul> <p><a href="#">Click here to download a printable version of the Policies and Procedures</a></p> <p><b>* Required Information</b></p> <p><input checked="" type="checkbox"/> Click here to acknowledge you have read and understand the policies and procedures listed above. *</p> <p>If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.</p> <p> <input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </p> </div>
19	<p>Click <b>Continue</b> to complete the <b>Attorney Admissions and E-File Registration</b>.</p> <div data-bbox="334 1295 1263 1694"> <h3>Attorney Admissions and/or E-File Registration</h3> <p><b>Click Continue to complete the attorney admissions and/or e-file registration.</b></p> <p>Your PACER account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the <b>Continue</b> button below. You may also apply for attorney admissions and/or register to e-file at any time through the <b>Manage My Account</b> link located in the upper right corner of the PACER Service Center website.</p> <p> <input type="button" value="Continue"/> </p> </div>

Step	Action
20	<p><b>Read the Notice under “Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court”</b></p> <p>By submitting this request you are certifying that: You agree to abide by court rules, orders, and policies and procedures governing the use of the electric case filing system; you consent to receiving notice of filings pursuant to Fed. R. Civ. P. 5 and 77 via the court's electronic case filing system; you have read and are familiar with the filing requirements of the District of Colorado's Local Rules of Practice and the Electronic Case Filing Procedures governing electronic filing, which may be found on the court's website; you consent that use of your login and password when filing papers and pleadings will serve as your signature pursuant to and for the purposes of Fed. R. Civ. P. 11.; you agree that all transmissions for electronic case filings of pleadings and documents to the ECF system shall be titled and filed using the approved directory of civil events in ECF.</p> <p><b>... and also read the Notice under “Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court”</b></p> <p><b>*NOTICE*</b> You must follow ALL the directions provided below or YOU WILL NOT BE ADMITTED. <b>*NOTICE*</b> Pursuant to the District of Colorado's local rule D.C.Colo.LAttyR 3, an applicant for admission to the bar of this court shall be a person licensed by the highest court of a state, federal territory, or the District of Columbia, ON ACTIVE STATUS IN AT LEAST ONE of those jurisdictions, and a member of the bar IN GOOD STANDING IN ALL COURTS AND JURISDICTIONS where the applicant has been admitted. Each applicant shall complete an approved form provided by the clerk and shall pay all fees established by the court.</p> <p><b>*NOTICE*</b> Before continuing, you MUST go to the District of Colorado's Policies and Procedures for Attorney Admission, review the instructions, complete, save, and use the forms presented on the page as part of this online process.</p>
21	<p><b><u>Before continuing, you MUST go to the District of Colorado’s website <a href="#">Attorney Admission Information</a> page, review the instructions, and complete, save, and use the forms presented on the page as part of this online admissions process.</u></b></p> <p><b>NEW APPLICANTS FOR BAR ADMISSION – Be aware that the NextGen Attorney Bar Information page, (the next screen if you select “Attorney Admissions and E-File” above), is a PACER-created application form that asks several questions that DO NOT APPLY to the District of Colorado. <b>Therefore, ignore the first section that asks for Federal Bar Information – it is not applicable to our bar admission process.</b></b></p>



Step	Action																																							
22	<p>You <b><u>DO NOT</u></b> have to complete the Federal Bar Information:</p> <div> <h3>Complete all sections of Attorney Admissions</h3> <div> <h4>Attorney Bar Information</h4> <p><i>* Required Information</i></p> <h4>FEDERAL BAR INFORMATION</h4> <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 border="1"> <thead> <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> </thead> <tbody> <tr> <td colspan="4">No verified federal bar data available.</td> </tr> </tbody> </table> <h4>STATE BAR INFORMATION</h4> <p><input checked="" type="checkbox"/> I am admitted to the bar in one or more states.</p> <p>Enter information for any federal court not listed in table on the left:</p> <table border="1"> <thead> <tr> <th colspan="3">Additional Federal Bar Information</th> </tr> <tr> <th>Federal Court</th> <th>Bar ID</th> <th>Date Admitted</th> </tr> </thead> <tbody> <tr> <td colspan="3">Click the "Add" button below to enter federal bar data.</td> </tr> <tr> <td colspan="3">+ Add</td> </tr> </tbody> </table> <p>Enter information for any state(s) in which you have been admitted to the bar:</p> <table border="1"> <thead> <tr> <th colspan="3">Additional State Bar Information</th> </tr> <tr> <th>State</th> <th>Bar ID</th> <th>Date Admitted</th> </tr> </thead> <tbody> <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> </tbody> </table> <p><small>*To remove a state, right click the entry in the table above and select 'Delete Additional State.'</small></p> </div> <div> <h4>Sponsoring Attorney</h4> <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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Step	Action																																				
23	<p>The same section then asks for you <b>State Bar Information – YOU MUST COMPLETE THIS SECTION. You DO NOT HAVE TO BE A MEMBER OF THE COLORADO BAR, but YOU MUST INDICATE WHAT OTHER STATE JURISDICTIONS you are admitted in</b>, which includes the District of Columbia, Puerto Rico, the Virgin Islands, Guam or other Pacific Ocean Territories, etc.</p> <p>Select the <b>State Bar Information</b> check box and the <b>+Add</b> Button to enter admission information. Enter bar information from the <b>State(s) in which you are admitted</b>: Select the state from the <b>Court</b> drop down. Enter your bar number issued by the State of Colorado. Enter your admission date, if known. Select the <b>+Add</b> button to save. Continue adding other state courts or select <b>Close</b> when finished.</p> <div><h3>Complete all sections of Attorney Admissions</h3><div><h4>Attorney Bar Information</h4><p><i>* Required Information</i></p><h4>FEDERAL BAR INFORMATION</h4><div><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):</div><table><thead><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></thead><tbody><tr><td colspan="4">No verified federal bar data available.</td></tr></tbody></table><div>Enter information for any federal court not listed in table on the left:</div><table><thead><tr><th colspan="3">Additional Federal Bar Information</th></tr><tr><th>Federal Court</th><th>Bar ID</th><th>Date Admitted</th></tr></thead><tbody><tr><td colspan="3">Click the "Add" button below to enter federal bar data.</td></tr><tr><td colspan="3"><div>+ Add</div></td></tr></tbody></table></div><div><h4>STATE BAR INFORMATION</h4><div><input checked="" type="checkbox"/> I am admitted to the bar in one or more states.</div><div>You must select "I am admitted in one or more states" when State Bar Information is present.</div><div>Enter information for any state(s) in which you have been admitted to the bar:</div><table><thead><tr><th colspan="3">Additional State Bar Information</th></tr><tr><th>State</th><th>Bar ID</th><th>Date Admitted</th></tr></thead><tbody><tr><td>Colorado</td><td>11111111</td><td>05/01/1998</td></tr><tr><td>Missouri</td><td>22222222</td><td>10/01/1997</td></tr></tbody></table><div>+ Add</div><div><small>*To remove a state, right click the entry in the table above and select 'Delete Additional State.'</small></div></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.			<div>+ Add</div>			Additional State Bar Information			State	Bar ID	Date Admitted	Colorado	11111111	05/01/1998	Missouri	22222222	10/01/1997
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24	<p>Next section – <b>Sponsoring Attorney – LEAVE BLANK</b> – the District of Colorado does <b>NOT</b> require a sponsoring attorney.</p>																																				

Step	Action
25	<p>Complete all fields in the <b>Attorney Information</b> section, and upload the Bar Application and Bar Certificate, which you first must complete. The Bar Application and Bar Certificate are available on the U.S. District Court's <a href="#">Attorney Admission Information</a> page, under the "Completing the Bar Application on PACER" section.</p> <p><b>Unless</b> you are a federal agency attorney – employed as an attorney for the U.S. Government – <b>check the radio button "I acknowledge that I will be charged an admission fee if I am admitted."</b>* The current fee is listed on the U.S. District Court's <a href="#">Fee Schedule</a> page on the website.</p> <div data-bbox="355 575 1445 1199"> <div> <b>Attorney Information</b> </div> <div> <p>Attorney Type (check all that apply) * <input checked="" type="checkbox"/> Civil <input checked="" type="checkbox"/> Criminal <input type="checkbox"/> Bankruptcy</p> <p>Have you ever been disbarred/censured/denied admission? * <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Do you have any disciplinary actions pending? * <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Have you ever been convicted of a felony? * <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Fee Acknowledgment *</p> <p><input checked="" type="radio"/> I acknowledge that I will be charged an admission fee if I am admitted.</p> <p><input type="radio"/> I request that the admission fee be waived for the following reason:</p> </div> <div> <b>Document Upload</b> </div> <div> <p>Bar Application * <input type="button" value="Upload"/></p> <p>Bar Certificate * <input type="button" value="Upload"/></p> </div> </div> <p>* The District of Colorado does not waive the admission fee for any attorneys (excluding federal government employed in a legal capacity, and Criminal Justice Act attorneys appointed in the 10<sup>th</sup> Circuit Court of Appeals who need access to their clients' records in the District of Colorado).</p>

Complete all fields in the **Additional Attorney Information Required by 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. ?

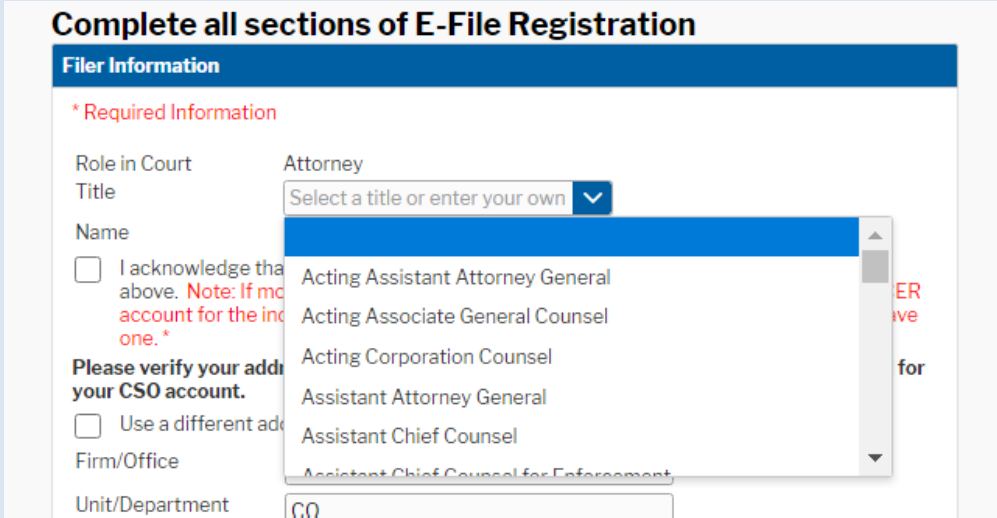
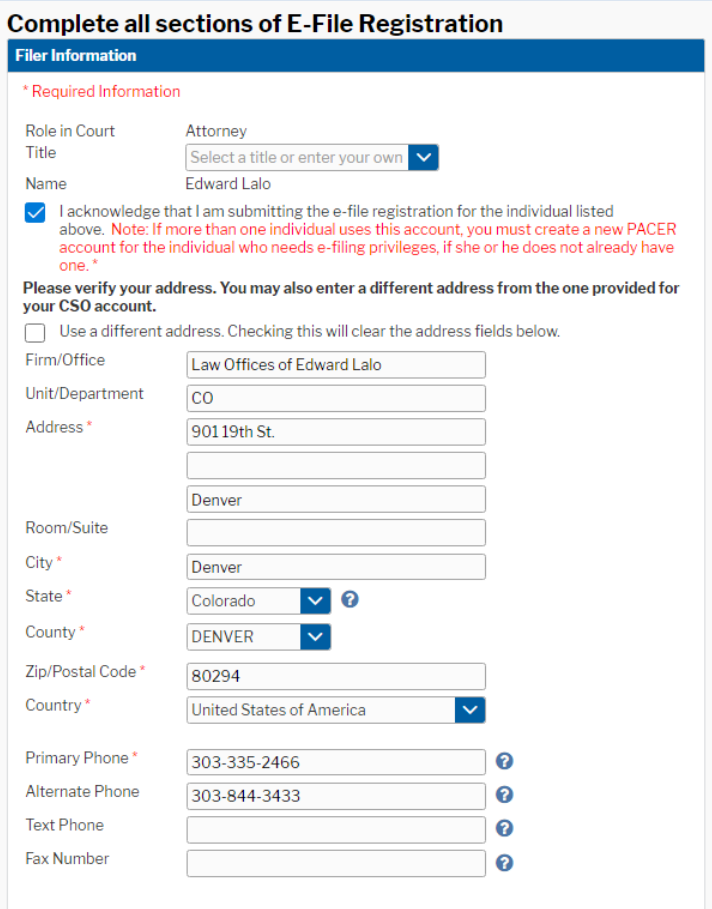
Next
Back
Reset
Cancel

The questions above are reprinted here:

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. In what jurisdiction are you currently in active status? If the answer is none, stop here. You will not be admitted in the District of Colorado if you are inactive in ALL jurisdictions.

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.\*

Step	Action
	<p>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.</p> <p>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 the potential for administrative removal, by stating "Yes, I understand" in the space below.*</p>
27	<p>Select <b>Next</b>. Be sure to upload your <b>Bar Application</b> and <b>Bar Certificate</b>:</p> <div data-bbox="349 926 1458 1178"> <p><b>Document Upload</b></p> <div> <div>Bar Application *</div> <div>Upload</div> <div>Document required</div> </div> <div> <div>Bar Certificate *</div> <div>Upload</div> <div>Document required</div> </div> </div> <div data-bbox="337 1209 1135 1551"> <p><b>Upload Bar Certificate</b></p> <div>File Lalo Bar Form.pdf was successfully uploaded!</div> <p>Max File Size: 10MB</p> <div>Done</div> </div>

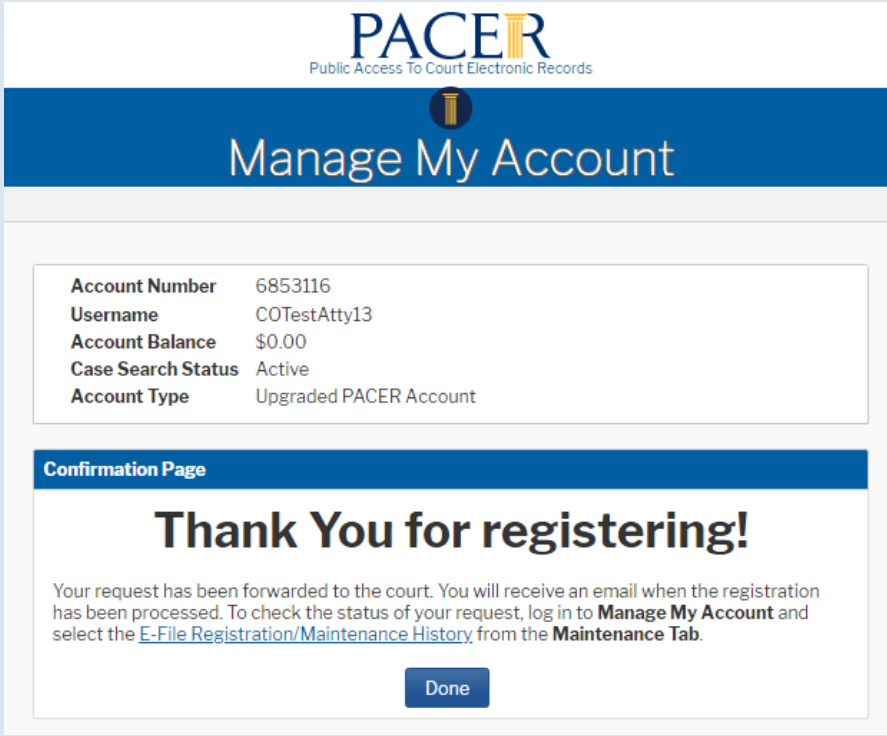
Step	Action
28	<p>Complete the <b>E-File Registration</b> information</p> 
29	<p>Complete the <b>Filer Information</b>. Address information comes from your existing PACER account. Check the box to use a different address if desired. Add additional phone numbers if desired.</p> 

Step	Action
30	<p>Enter <b>Additional Filer Information</b> if desired (not required).</p> <div data-bbox="334 289 1341 984"> <div> <b>Additional Filer Information</b> </div> <div> <p>Already Admitted at Court <span>Select Court</span></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> <b>Delivery Method and Formatting</b> </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 * <span>At The Time of Filing (One</span></p> <p>Email Format * <span>HTML</span></p> </div> <div> <span>Next</span> <span>Back</span> <span>Reset</span> <span>Cancel</span> </div> </div> <p>Also complete the <b>Delivery Method and Formatting</b> section of the form. This is used for electronic notification in cases in which you are involved. <b>Complete this section even if you will not be actively practicing in federal court.</b> Email address information comes from your existing PACER information. Check the box to use a different email if desired. Email Frequency and Email Format are required and are also used for electronic notice in cases in which you are involved. In <b>Email Frequency</b> dropdown, Select <b>Once Per Day</b> for a daily summary notification or <b>At The Time of Filing</b> for individual notice. Select from the <b>Email Format</b> dropdown. Select HTML unless you are having difficulty with your emails. Select <b>Next</b>.</p>



Step	Action										
31	<p data-bbox="337 205 1344 241">Set default payment information if desired (optional, not required). Click <b>Next</b>.</p> <div data-bbox="358 304 1287 1480"> <table data-bbox="397 315 852 472"> <tr><td><b>Account Number</b></td><td>6853116</td></tr> <tr><td><b>Username</b></td><td>COTestAtty13</td></tr> <tr><td><b>Account Balance</b></td><td>\$0.00</td></tr> <tr><td><b>Case Search Status</b></td><td>Inactive</td></tr> <tr><td><b>Account Type</b></td><td>Upgraded PACER Account</td></tr> </table> <div data-bbox="370 514 1287 556"> <b>Payment Information</b> </div> <div data-bbox="418 588 1247 703"> <p><b>NOTE:</b> 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> </div> <p data-bbox="397 724 1226 772">This section is optional. If you do not enter payment information here, you may do so later by selecting the <b>Make One-Time PACER Fee Payment</b> option under the <b>Payments</b> tab.</p> <p data-bbox="397 793 1230 842">Select your method of payment from the <b>Add Credit Card</b> and <b>Add ACH Payment</b> options below. You may store up to three payment methods.</p> <p data-bbox="397 863 1247 911">To designate a card as the default for e-filing or admissions fees, click the <b>Set default</b> link in the box(es) below. To remove the card as a default, click the <b>Turn off</b> link.</p> <div data-bbox="402 987 743 1018"> <a href="#">Add Credit Card</a> <a href="#">Add ACH Payment</a> </div> <div data-bbox="665 1396 974 1444"> <span>Next</span> <span>Back</span> <span>Cancel</span> </div> </div>	<b>Account Number</b>	6853116	<b>Username</b>	COTestAtty13	<b>Account Balance</b>	\$0.00	<b>Case Search Status</b>	Inactive	<b>Account Type</b>	Upgraded PACER Account
<b>Account Number</b>	6853116										
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<b>Account Balance</b>	\$0.00										
<b>Case Search Status</b>	Inactive										
<b>Account Type</b>	Upgraded PACER Account										

Step	Action
33	<p>Check the two boxes in the <b>E-Filing Terms of Use</b></p> <div data-bbox="342 289 1260 1247"> <div data-bbox="342 289 1240 331"> <b>Acknowledgment of Policies and Procedures for Attorney Admissions</b> </div> <div data-bbox="370 352 1218 405"> <input checked="" type="checkbox"/> Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. <a href="#">Click here to view local Court Policies and Procedures.</a> *         </div> <div data-bbox="342 436 1240 478"> <b>E-Filing Terms of Use</b> </div> <div data-bbox="386 499 1214 1066"> <h2>Attorney E-filing Terms and Conditions</h2> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.</li> <li>• I agree to protect the security of my password.</li> <li>• 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.</li> </ul> </div> <div data-bbox="370 1087 1170 1108"> <a href="#">Click here to download a printable version of the Attorney E-filing Terms and Conditions</a> </div> <div data-bbox="370 1129 1218 1224"> <input type="checkbox"/> Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *  <input type="checkbox"/> Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. <a href="#">Click here to view local Court Policies and Procedures.</a> *         </div> </div>

Step	Action
34	<p>Select <b>Submit</b>. The court will review your admission request and you will receive further instructions via email.</p> 
35	<p>After processing by U.S. District Court staff, you will receive an e-mail with a message similar to this:</p> <hr/> <p>Your payment has been successfully processed and the details are below. If you have any questions or you wish to cancel this payment, please contact: Lindsay Martin at 303-335-2053.</p> <p>Account Number: 1xxxxxx  Court: COLORADO DISTRICT COURT  Amount: \$223.00  Tracking Id: ACODC-xxxxxxx  Approval Code: 02120G  Card Number: *****XXXX  Date/Time: 09/02/2021 10:37:37 ET</p> <p>NOTE: This is an automated message. Please do not reply</p> <p>If you have questions anytime during the process, please contact the Attorney Services Division, <a href="mailto:COD_attorneyservices@cod.uscourts.gov">COD_attorneyservices@cod.uscourts.gov</a>, 303-335-2466.</p>

Step	Action
36	If you have questions anytime during the process, please contact the Attorney Services Division, <a href="mailto:COD_attorneyservices@cod.uscourts.gov">COD attorneyservices@cod.uscourts.gov</a> , 303-335-2466.



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

# Attorney Registration for Federal Agency Attorneys

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[Note: “federal agency” attorneys means attorneys who are employed by the U.S. Government and acting in a legal capacity.\*<sup>1</sup>]

### Contents

OPTION 1: If You Are Already a Dist. Of Colo. Bar Member, but New <i>Fed. Attorney</i> .....	2
OPTION 2: New to this Bar but Admitted in other Fed. Court OR Admin. Removed here ...	3
OPTION 3: Not a Bar Member Here / Not a Bar Member in other Fed. Court .....	18

For **federal agency attorneys**, there are three options to take, depending on your bar status:

- If you are **already a USDC – District of Colorado bar member** – for example, a recent hire by the U.S. Attorney’s Office, and you are already a U.S. District Court practitioner coming from a law firm, you merely submit a Change of Contract Information request through PACER. **See Instructions A through C below** (pages 2 and 3) and stop there.
- If you are **new** to the U.S. District Court, District of Colorado – **but you already have an upgraded PACER account in another federal court – or, you have been administratively removed** as a District of Colorado practitioner - **see Special Instructions 1A through 9 below** (starting on page 3), **then follow the remaining Attorney Admission Instructions 10 through 26 in this guide.**
- If you are **not** a current District of Colorado bar member, and do **not** have a PACER account and are **not** a bar member in another federal court, **see Step 27 below** (page 18).

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<sup>1</sup> This includes executive, legislative, and judicial branch attorneys – U.S. Department of Justice, other executive administrative agencies, attorneys working for the U.S. Congress, and Judicial Branch attorneys, including Federal Public Defenders. This DOES NOT include District Court Criminal Justice Act Panel attorneys. For attorneys appointed by the 10<sup>th</sup> Circuit Court of Appeals for a District of Colorado case on appeal, please use the MDL Attorneys / Fed. R. Civ. P. 45(f) Dispute / and 10th Circuit CJA Practitioners instructions.

If you don't already have a PACER account, [click here](#) for instructions. If your PACER account is not an Upgraded account [click here](#) for instructions.

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**OPTION 1:**

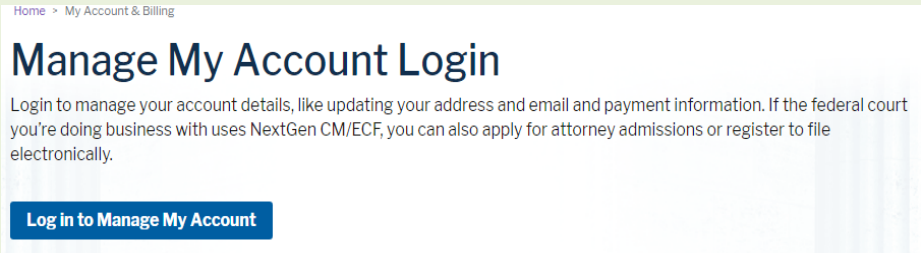
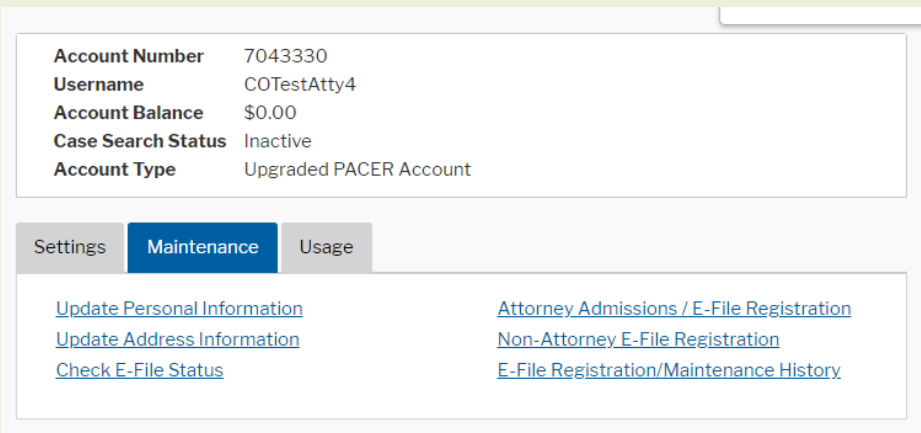
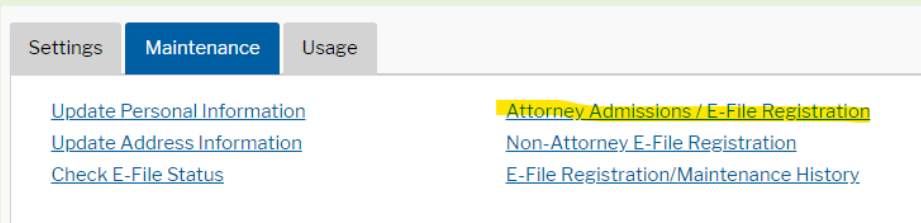

- **IF YOU ARE A CURRENT DISTRICT OF COLORADO BAR MEMBER, JOINED A FEDERAL AGENCY, AND NEED TO UPDATE YOUR USDC BAR MEMBERSHIP:**

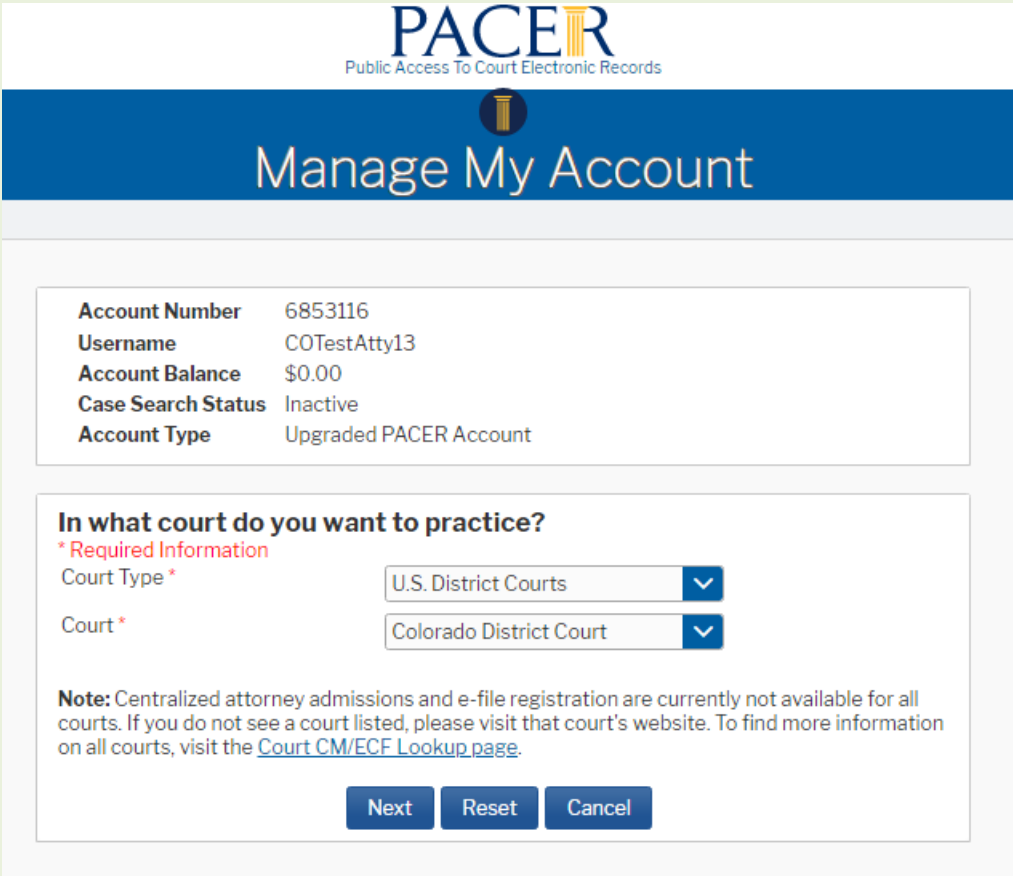

Step	Action
A	Check your USDC District of Colorado bar membership by visiting the District of Colorado's Attorney Status page first: <a href="https://www.cod.uscourts.gov/CMECF/AttorneyStatus.aspx">https://www.cod.uscourts.gov/CMECF/AttorneyStatus.aspx</a>
B	If your name appears and it indicates your Bar Membership status as "In Good Standing," you are a current bar member: <b>Moses P. Hallett</b> U.S. District Court-District of Colorado-Denver Alfred A. Arraj United States Courthouse 901 19th Street Denver, CO 80294-3589 Email: <a href="mailto:edward_butler@cod.uscourts.gov">edward_butler@cod.uscourts.gov</a> Phone: 303-335-2043 Fax: 303-335-2714 Admission Status: In Good Standing Date of Admission: 6/8/1998
	OR:  <b>Olin Hatfield Chilson</b> United States District Court 901 19th Street #A105 Denver, CO 80294-3589 Phone: 303-844-3433 Admission Status: Admin Removal Date of Admission: 1/30/1939  ... which indicates you have been <a href="#">Administratively Removed</a> for not paying one of the court's Biennial Renewal Fees. If so, you must complete a new bar application, described in the next section, starting with Step 1A below (page 3).

Step	Action
C	<p>If you are in good standing, you merely need to submit a Change of Contact Information Request through PACER:</p> <p>Beginning August 2, 2021, all changes of contact information are made through each individual attorney's PACER account [<a href="https://pacer.uscourts.gov/my-account-billing/manage-my-account-login">https://pacer.uscourts.gov/my-account-billing/manage-my-account-login</a>]. The court will no longer accept contact change requests by phone, e-mail, or via a filing of a Notice of Change of Contact Information in an active case. [You still need to inform the court and other attorneys or litigants of the contact change by filing a Notice of Change of Contact Information in any active case you are attorney of record, pursuant to local rule D.C.COLO.LAttyR 5(c).]</p> <p>Filing your contact change through PACER <a href="#">HERE</a> [<b>PACER Home page &gt; Manage My Account &gt; Manage My Account Login</b>] is the only method to ensure your change in contact information applies to all CM/ECF NextGen courts, and more importantly, ensures your PACER account is updated with your new information, including a change of law firm/organization, address, phone number, and primary e-mail address.</p> <p>Once you have submitted a Change of Contact Info. Request through PACER, U.S. District Court, District of Colorado staff will process it and make appropriate notations in your bar record indicating you are a federal agency attorney, including notes to waive bar renewal fees.</p>
	<p>If your Attorney Status record reflects that you are <b>not</b> in good standing, contact the Attorney Services Department at <a href="mailto:COD_attorneyservices@cod.uscourts.gov">COD_attorneyservices@cod.uscourts.gov</a>, or call 303-335-2466.</p>
<p><b><u>OPTION 2:</u></b></p> <ul style="list-style-type: none"> <li><b>IF YOU ARE <u>NOT</u> A CURRENT DISTRICT OF COLORADO BAR MEMBER, BUT HAVE A PACER ACCOUNT AND ARE A MEMBER IN ANOTHER FEDERAL COURT [or have been Administratively Removed<sup>2</sup>]</b></li> </ul>	
1A	<p>Go to the <a href="#">Attorney Admissions Information</a> page on the U.S. District Court website, and read the "Federal Agency Attorney" instructions, under "<b>Before Logging Onto PACER.</b>" Complete the <a href="#">Bar Application</a> pdf form and save it.</p>
1B	<p>Go to PACER: <a href="https://pacer.uscourts.gov">pacer.uscourts.gov</a></p>

<sup>2</sup> If Administratively Removed, you will be allowed to practice as a federal agency attorney, but a notation will be entered in your record that once your federal agency provisional bar membership comes to a close, you will not be allowed to practice in the District of Colorado until you pay the bar membership fee in effect at that time (currently \$223.00).



Step	Action
2	<p>Select <b>Manage My Account</b></p> 
3	<p>Log into PACER with an <b>Upgraded PACER</b> account. <i>Not sure if you have an Upgraded PACER account? <a href="#">Click here</a> for instructions</i></p>
4	<p>Select the <b>Maintenance</b> tab</p> 
5	<p>Select <b>Attorney Admission/E-File Registration</b></p> 
6	<p>Select <b>U.S. District Courts</b> from drop down list in <b>Court Type</b> box</p> 

Step	Action
7	<p>Select <b>U.S. District Courts</b> from drop down list in <b>Court Type</b> box and select <b>Colorado District Court</b> from drop down list in <b>Court</b> box. Click <b>Next</b>.</p> 
8	<p>Select the appropriate action:</p> <ul style="list-style-type: none"> <li>Attorneys from <b>federal government agencies</b> [and employed in a legal capacity] select the <b>Attorney Admissions and E-File</b> button. <b>DO NOT</b> select the Federal Attorney button.</li> <li>Select the tab <b>Attorney Admissions and E-File</b></li> <li><b>Continue with Steps 11 through 25.</b></li> </ul> 

Step	Action
9	<p>Click <b>Continue</b> to complete the <b>Attorney Admissions and E-File Registration</b></p> <div data-bbox="337 289 1269 688"> <p><b>Attorney Admissions and/or E-File Registration</b></p> <p><b>Click Continue to complete the attorney admissions and/or e-file registration.</b></p> <p>Your PACER account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the <b>Continue</b> button below. You may also apply for attorney admissions and/or register to e-file at any time through the <b>Manage My Account</b> link located in the upper right corner of the PACER Service Center website.</p> <p><a href="#">Continue</a></p> </div> <p>As part of the admission process, you will complete and upload a pdf bar application form on the <a href="#">Attorney Admissions Information</a> page of the U.S. District Court website, and which accompanies these instructions. <b>Do NOT complete and upload the pdf Bar Certificate form</b> (bar certificate forms are not issued to federal agency attorneys, because of their provisional status), <b>but DO complete and upload the pdf <a href="#">Bar Application</a> form</b>, and upload it twice (as the bar application form upload, and as the bar certificate upload).</p> <p><b>Continue with Steps 10 through 27 below.</b></p>

Step	Action
10	<p><b>Read the Notice under “Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court”</b></p> <p>By submitting this request you are certifying that: You agree to abide by court rules, orders, and policies and procedures governing the use of the electric case filing system; you consent to receiving notice of filings pursuant to Fed. R. Civ. P. 5 and 77 via the court's electronic case filing system; you have read and are familiar with the filing requirements of the District of Colorado's Local Rules of Practice and the Electronic Case Filing Procedures governing electronic filing, which may be found on the court's website; you consent that use of your login and password when filing papers and pleadings will serve as your signature pursuant to and for the purposes of Fed. R. Civ. P. 11.; you agree that all transmissions for electronic case filings of pleadings and documents to the ECF system shall be titled and filed using the approved directory of civil events in ECF.</p> <p><b>... and also read the Notice under “Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court”</b></p> <p><b>*NOTICE*</b> You must follow ALL the directions provided below or <b>YOU WILL NOT BE ADMITTED</b>. <b>*NOTICE*</b> Pursuant to the District of Colorado's local rule D.C.Colo.LAttyR 3, an applicant for admission to the bar of this court shall be a person licensed by the highest court of a state, federal territory, or the District of Columbia, <b>ON ACTIVE STATUS IN AT LEAST ONE</b> of those jurisdictions, and a member of the bar <b>IN GOOD STANDING IN ALL COURTS AND JURISDICTIONS</b> where the applicant has been admitted. Each applicant shall complete an approved form provided by the clerk and shall pay all fees established by the court.</p> <p><b>*NOTICE*</b> Before continuing, you <b>MUST</b> go to the District of Colorado's Policies and Procedures for Attorney Admission, review the instructions, complete, save, and use the forms presented on the page as part of this online process.</p>
11	<p><b><u>Before continuing, you MUST go to the District of Colorado’s website <a href="#">Attorney Admission Information</a> page, review the instructions, and complete, save, and use the forms presented on the page as part of this online admissions process.</u></b></p> <p><b>NEW APPLICANTS FOR BAR ADMISSION – Be aware that the NextGen Attorney Bar Information page, (the next screen if you select “Attorney Admissions and E-File” above), is a PACER-created application form that asks several questions that DO NOT APPLY to the District of Colorado. <b>Therefore, ignore the first section that asks for Federal Bar Information – it is not applicable to our bar admission process.</b></b></p>

Step	Action																																							
12	<p><b>You DO NOT have to complete the Federal Bar Information:</b></p> <div> <p><b>Complete all sections of Attorney Admissions</b></p> <div> <p><b>Attorney Bar Information</b></p> <p><i>* Required Information</i></p> <p><b>FEDERAL BAR INFORMATION</b></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 border="1"> <thead> <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> </thead> <tbody> <tr> <td colspan="4">No verified federal bar data available.</td> </tr> </tbody> </table> <p><b>STATE BAR INFORMATION</b></p> <p><input checked="" type="checkbox"/> I am admitted to the bar in one or more states.</p> <p>Enter information for any federal court not listed in table on the left:</p> <table border="1"> <thead> <tr> <th colspan="3">Additional Federal Bar Information</th> </tr> <tr> <th>Federal Court</th><th>Bar ID</th><th>Date Admitted</th> </tr> </thead> <tbody> <tr> <td colspan="3">Click the "Add" button below to enter federal bar data.</td> </tr> <tr> <td colspan="3"><b>+ Add</b></td> </tr> </tbody> </table> <p>Enter information for any state(s) in which you have been admitted to the bar:</p> <table border="1"> <thead> <tr> <th colspan="3">Additional State Bar Information</th> </tr> <tr> <th>State</th><th>Bar ID</th><th>Date Admitted</th> </tr> </thead> <tbody> <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"><b>+ Add</b></td> </tr> </tbody> </table> <p><small>*To remove a state, right click the entry in the table above and select 'Delete Additional State.'</small></p> </div> <div> <p><b>Sponsoring Attorney</b></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.			<b>+ Add</b>			Additional State Bar Information			State	Bar ID	Date Admitted	Missouri	2222222222	10/01/1997	Colorado	11111111	05/01/1998	<b>+ Add</b>		
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Step	Action																																	
13	<p>The same section then asks for you <b>State Bar Information – YOU MUST COMPLETE THIS SECTION. You DO NOT HAVE TO BE A MEMBER OF THE COLORADO BAR, but YOU MUST INDICATE WHAT OTHER STATE JURISDICTIONS you are admitted in</b>, which includes the District of Columbia, Puerto Rico, the Virgin Islands, Guam or other Pacific Ocean Territories, etc.</p> <p>Select the <b>State Bar Information</b> check box and the <b>+Add</b> Button to enter admission information. Enter bar information from the <b>State in which you are admitted</b>: Select the state from the <b>Court</b> drop down. Enter your bar number issued by the State of Colorado. Enter your admission date, if known. Select the <b>+Add</b> button to save. Continue adding other state courts or select <b>Close</b> when finished.</p> <div><h3>Complete all sections of Attorney Admissions</h3><div><h4>Attorney Bar Information</h4><p><i>* Required Information</i></p><h4>FEDERAL BAR INFORMATION</h4><div><input type="checkbox"/> I am admitted to the bar in one or more federal courts.</div><p>Our data indicates that you have been admitted to the bar of the following federal court(s):</p><table><thead><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></thead><tbody><tr><td colspan="4">No verified federal bar data available.</td></tr></tbody></table><h4>STATE BAR INFORMATION</h4><div><input checked="" type="checkbox"/> I am admitted to the bar in one or more states.</div><div><p>You must select "I am admitted in one or more states" when State Bar Information is present.</p><p>Enter information for any state(s) in which you have been admitted to the bar:</p><table><thead><tr><th colspan="3">Additional State Bar Information</th></tr><tr><th>State</th><th>Bar ID</th><th>Date Admitted</th></tr></thead><tbody><tr><td>Colorado</td><td>11111111</td><td>05/01/1998</td></tr><tr><td>Missouri</td><td>22222222</td><td>10/01/1997</td></tr></tbody></table><div>+ Add</div><p><small>*To remove a state, right click the entry in the table above and select 'Delete Additional State.'</small></p></div><p>Enter information for any federal court not listed in table on the left:</p><table><thead><tr><th colspan="3">Additional Federal Bar Information</th></tr><tr><th>Federal Court</th><th>Bar ID</th><th>Date Admitted</th></tr></thead><tbody><tr><td colspan="3">Click the "Add" button below to enter federal bar data.</td></tr></tbody></table><div>+ Add</div></div></div>	Verified Federal Bar Information				Federal Court	Bar ID	Bar Status	Date Admitted	No verified federal bar data available.				Additional State Bar Information			State	Bar ID	Date Admitted	Colorado	11111111	05/01/1998	Missouri	22222222	10/01/1997	Additional Federal Bar Information			Federal Court	Bar ID	Date Admitted	Click the "Add" button below to enter federal bar data.		
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14	<p>Next section – <b>Sponsoring Attorney – LEAVE BLANK</b> – the District of Colorado does not require a sponsoring attorney.</p>																																	

Step	Action
15	<p>Complete all fields in the <b>Attorney Information</b> section, and upload the Bar Application and Bar Certificate, which you first must complete. The Bar Application and Bar Certificate are available on the U.S. District Court's <a href="#">Attorney Admission Information</a> page, under the "Completing the Bar Application on PACER" section.</p> <p>As a federal agency attorney, <b>check the radio button "I request that the admission fee be waived for the following reason"</b> and underneath, provide a short description about your federal agency attorney status. As a federal attorney, you are provisionally admitted, meaning that if you leave federal employment and wish to continue to practice in the District of Colorado, you will be required to pay the bar admission fee at that time.</p> <div data-bbox="334 630 1459 1257" data-label="Form"> <p>The screenshot shows two sections of a web form. The top section, titled 'Attorney Information', contains several questions with checkboxes and radio buttons. The 'Attorney Type' question has checkboxes for 'Civil' (checked), 'Criminal' (checked), and 'Bankruptcy' (unchecked). The next three questions are 'Have you ever been disbarred/censured/denied admission?', 'Do you have any disciplinary actions pending?', and 'Have you ever been convicted of a felony?', all with 'No' selected. The final question is 'Fee Acknowledgment', with the option 'I request that the admission fee be waived for the following reason:' selected. The bottom section, titled 'Document Upload', has two rows: 'Bar Application' and 'Bar Certificate', each with an 'Upload' button.</p> </div> <p>The District of Colorado does not waive the admission fee for any attorneys (excluding federal government employed in a legal capacity, and Criminal Justice Act attorneys appointed in the 10<sup>th</sup> Circuit Court of Appeals who need access to their clients' records in the District of Colorado).</p>



Complete all fields in the **Additional Attorney Information Required by 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. ?

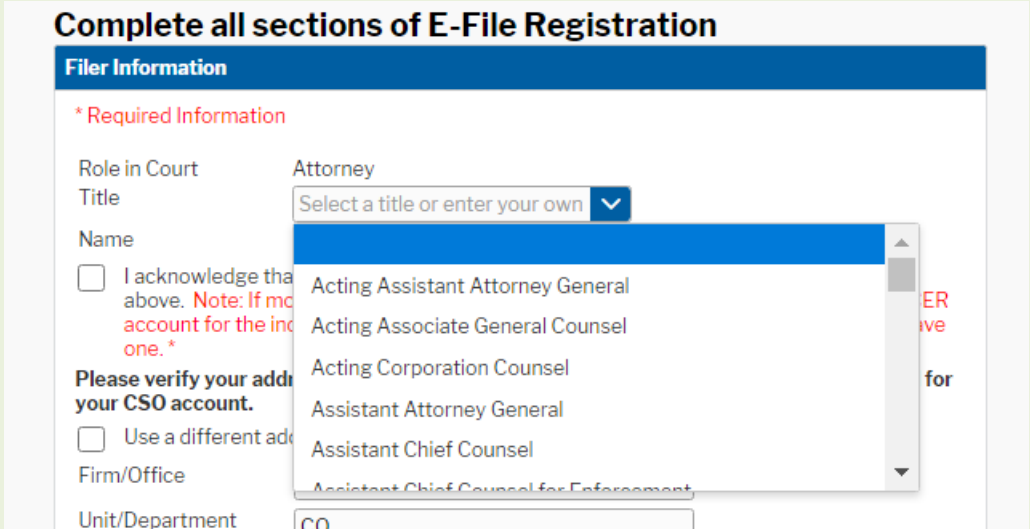
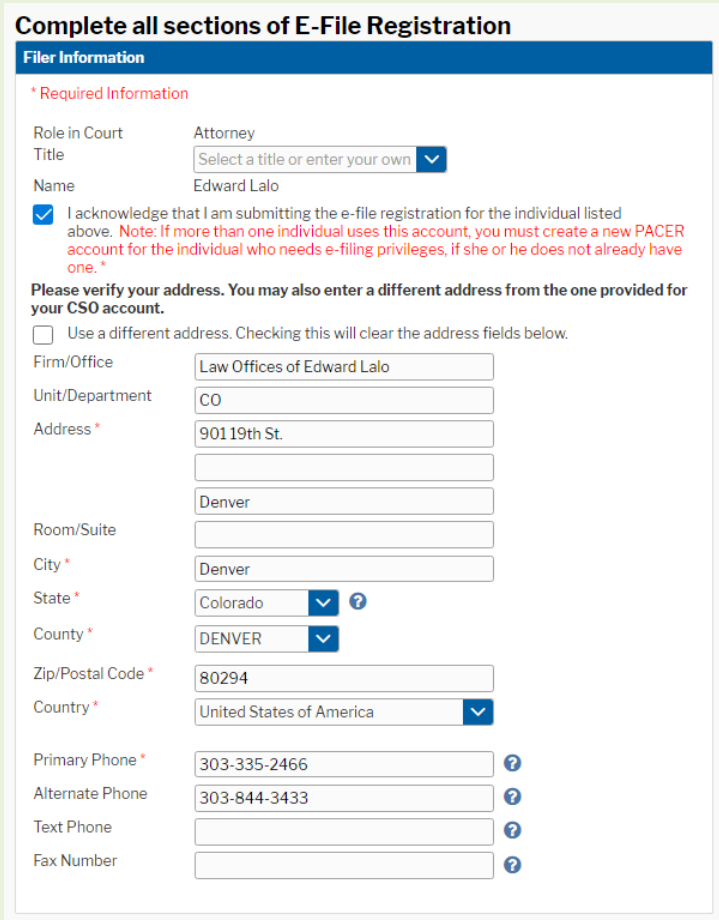
Next
Back
Reset
Cancel

The questions above are reprinted here:

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. In what jurisdiction are you currently in active status? If the answer is none, stop here. You will not be admitted in the District of Colorado if you are inactive in ALL jurisdictions.

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. \*

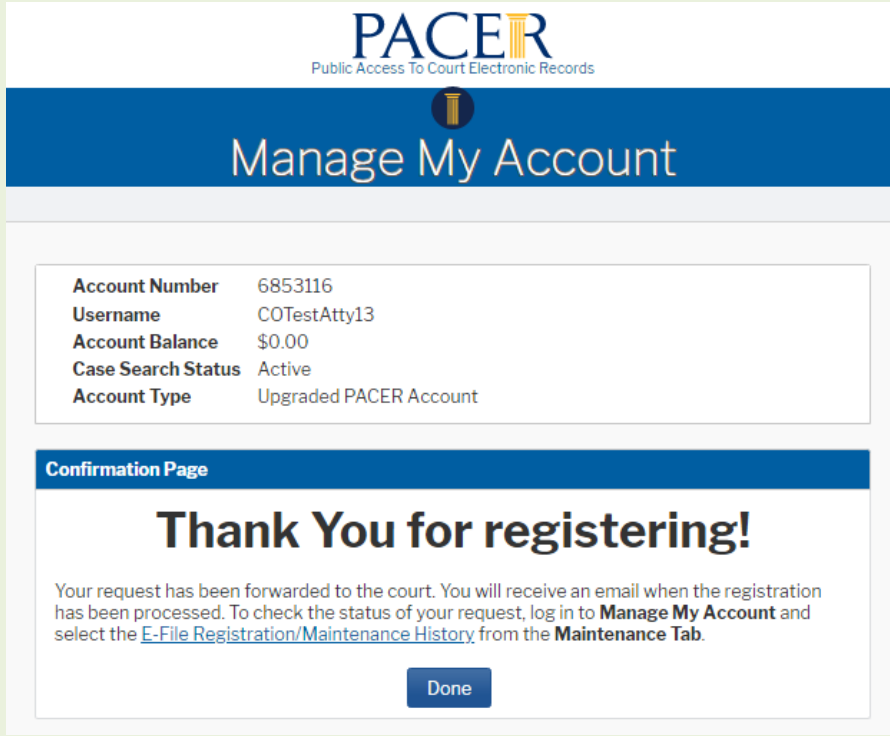
Step	Action
	<p>Attorneys must be in good standing in ALL jurisdictions where admitted. An unresolved suspension or disbarment in any jurisdiction will mean you will NOT be admitted. If you have an administrative suspension for not paying a bar fee or complying with CLE credit requirements, indicate 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.</p> <p>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 the potential for administrative removal, by stating "Yes, I understand" in the space below.*</p>
17	<p>Select <b>Next</b>. Be sure to upload your Bar Application:</p> <div data-bbox="349 926 1458 1178"> <p><b>Document Upload</b></p> <div> <div>Bar Application *</div> <div>  Upload </div> <div>Document required</div> </div> <div> <div>Bar Certificate *</div> <div>  Upload </div> <div>Document required</div> </div> </div> <div data-bbox="334 1209 1135 1551"> <p><b>Upload Bar Certificate</b></p> <div> <div>File Lalo Bar Form.pdf was successfully uploaded!</div> <div>Max File Size: 10MB</div> <div>Done</div> </div> </div>

Step	Action
18	<p>Complete the <b>E-File Registration</b> information</p> 
19	<p>Complete the <b>Filer Information</b>. 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> 

Step	Action
20	<p>Enter <b>Additional Filer Information</b> if desired (not required).</p> <div data-bbox="334 289 1341 984"> <div> <div>Additional Filer Information</div> <div> <div>Already Admitted at Court</div> <div>Select Court</div> <div>▼</div> </div> <div> <div>Court Bar ID</div> <div></div> </div> <div> <div>Other Names Used</div> <div></div> </div> <div> <div>Most Recent Case (in court where you are registering)</div> <div></div> </div> </div> <div> <div>Delivery Method and Formatting</div> <div> <div><input checked="" type="checkbox"/> Use a different email. Checking this will clear the primary email fields below.</div> <div> <div>Primary Email *</div> <div>edward_lalo@yahoo.net</div> <div>?</div> </div> <div> <div>Confirm Email *</div> <div>edward_lalo@yahoo.net</div> <div>?</div> </div> <div> <div>Email Frequency *</div> <div>At The Time of Filing (One E</div> <div>▼</div> </div> <div> <div>Email Format *</div> <div>HTML</div> <div>▼</div> </div> </div> <div> <div>Next</div> <div>Back</div> <div>Reset</div> <div>Cancel</div> </div> </div> <p>Also complete the <b>Delivery Method and Formatting</b> section of the form. This is used for electronic notification in cases in which you are involved. <b>Complete this section even if you will not be actively practicing in federal court.</b> Email address information comes from your existing PACER information. Check the box to use a different email if desired. Email Frequency and Email Format are required and are also used for electronic notice in cases in which you are involved. In <b>Email Frequency</b> dropdown, Select <b>Once Per Day</b> for a daily summary notification or <b>At The Time of Filing</b> for individual notice. Select from the <b>Email Format</b> dropdown. Select HTML unless you are having difficulty with your emails. Select <b>Next</b>.</p> </div>

Step	Action										
22	<p>Set default payment information if desired (optional, not required – especially important for federal attorneys). Click <b>Next</b>.</p> <div data-bbox="334 321 1308 1518"> <table border="1"> <tr> <td><b>Account Number</b></td><td>6853116</td></tr> <tr> <td><b>Username</b></td><td>COTestAtty13</td></tr> <tr> <td><b>Account Balance</b></td><td>\$0.00</td></tr> <tr> <td><b>Case Search Status</b></td><td>Inactive</td></tr> <tr> <td><b>Account Type</b></td><td>Upgraded PACER Account</td></tr> </table> <div> <div>Payment Information</div> <div> <p><b>NOTE:</b> 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 <b>Make One-Time PACER Fee Payment</b> option under the <b>Payments</b> tab.</p> <p>Select your method of payment from the <b>Add Credit Card</b> and <b>Add ACH Payment</b> 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 <b>Set default</b> link in the box(es) below. To remove the card as a default, click the <b>Turn off</b> link.</p> <div> <a href="#">Add Credit Card</a> <a href="#">Add ACH Payment</a> </div> </div> </div> <div> <div>Next</div> <div>Back</div> <div>Cancel</div> </div> </div>	<b>Account Number</b>	6853116	<b>Username</b>	COTestAtty13	<b>Account Balance</b>	\$0.00	<b>Case Search Status</b>	Inactive	<b>Account Type</b>	Upgraded PACER Account
<b>Account Number</b>	6853116										
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<b>Account Balance</b>	\$0.00										
<b>Case Search Status</b>	Inactive										
<b>Account Type</b>	Upgraded PACER Account										
23	Check the <b>Acknowledgment of Policies and Procedures for Attorney Admissions</b> .										

Step	Action
24	<p>Check the two boxes in the <b>E-Filing Terms of Use</b></p> <div data-bbox="347 289 1260 1247"> <div data-bbox="347 289 1240 331"> <b>Acknowledgment of Policies and Procedures for Attorney Admissions</b> </div> <div data-bbox="370 352 1218 403"> <input checked="" type="checkbox"/> Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. <a href="#">Click here to view local Court Policies and Procedures.</a> *         </div> <div data-bbox="347 436 1240 478"> <b>E-Filing Terms of Use</b> </div> <div data-bbox="386 499 1201 1058"> <h2>Attorney E-filing Terms and Conditions</h2> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.</li> <li>• I agree to protect the security of my password.</li> <li>• 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.</li> </ul> </div> <div data-bbox="370 1079 1169 1108"> <a href="#">Click here to download a printable version of the Attorney E-filing Terms and Conditions</a> </div> <div data-bbox="370 1121 1218 1226"> <input type="checkbox"/> Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *  <input type="checkbox"/> Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. <a href="#">Click here to view local Court Policies and Procedures.</a> *         </div> </div>

Step	Action
25	<p>Select <b>Submit</b>. The court will review your admission request and you will receive further instructions via email.</p> 
26	<p>After processing by U.S. District Court staff, you will receive an e-mail with a message similar to this:</p> <hr/> <p><b>Your payment has been successfully processed and the details are below. If you have any questions or you wish to cancel this payment, please contact: Lindsay Martin at 303-335-2053.</b></p> <p><b>Account Number: 1xxxxxx</b>  <b>Court: COLORADO DISTRICT COURT</b>  <b>Amount: FEE WAIVED</b>  <b>Tracking Id: ACODC-xxxxxxx</b>  <b>Approval Code: 02120G</b>  <b>Card Number: *****XXXX</b>  <b>Date/Time: 09/02/2021 10:37:37 ET</b></p> <p><b>NOTE: This is an automated message. Please do not reply</b></p> <p>If you have questions anytime during the process, please contact the Attorney Services Division, <a href="mailto:COD_attorneyservices@cod.uscourts.gov">COD_attorneyservices@cod.uscourts.gov</a>, 303-335-2466.</p>

Step	Action
27	<p><b><u>OPTION 3:</u></b></p> <ul style="list-style-type: none"> <li>• <b>IF YOU ARE <u>NOT</u> A CURRENT DISTRICT OF COLORADO BAR MEMBER, AND DO <u>NOT</u> HAVE A PACER ACCOUNT AND ARE <u>NOT</u> A BAR MEMBER IN ANOTHER FEDERAL COURT:</b> <ul style="list-style-type: none"> <li>- Go to the <a href="#">Attorney Admissions Information</a> page of the U.S. District Court website.</li> <li>- Follow the <a href="#">New Attorney Admission Request Instructions</a>.</li> <li>- Complete the <a href="#">District of Colorado Attorney Admission Application Form</a> on the page. <b>Do NOT complete and upload the pdf bar certificate form</b> (bar certificate forms are not issued to federal agency attorneys, because of their provisional status), <b>but DO complete and upload the pdf Bar Application form</b>, and upload it twice (as the bar application form upload, and as the bar certificate upload).</li> <li>- <b>Remember</b> - as a federal agency attorney, on the Attorney Information section of the online Admissions application <b>check the radio button “I request that the admission fee be waived for the following reason”</b> and underneath, provide a short description about your federal agency attorney status. As a federal attorney, you are provisionally admitted, meaning that if you leave federal employment and wish to continue to practice in the District of Colorado, you will be required to pay the bar admission fee at that time.</li> </ul> </li> </ul> <p>If you have questions anytime during the process, please contact the Attorney Services Division, <a href="mailto:COD_attorneyservices@cod.uscourts.gov">COD attorneyservices@cod.uscourts.gov</a>, 303-335-2466.</p>





## District of Colorado – Next Generation CM/ECF

### - Attorney Registration for Electronic Filing -

- Includes MDL Attorneys; Non-District of Colorado Attorneys with Fed. R. Civ. P. 45(f) Disputes; and 10<sup>th</sup> Circuit CJA Practitioners Needing Access to District of Colorado Cases

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### Register for Electronic Filing

The following attorneys who are NOT District of Colorado bar members<sup>1</sup> must register for electronic filing through their (upgraded) PACER account:

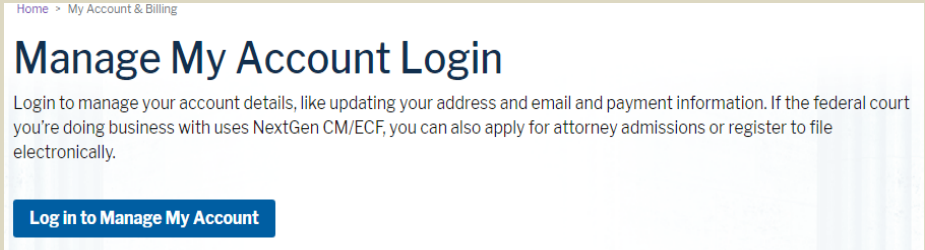
- **Attorneys in Multi-District Litigation (MDL) cases.** Pursuant to Rule 2.1(c) of the Judicial Panel for Multi-District Litigation Rules of Procedure, every member in good standing of the Bar of any district court of the United States is entitled to practice before the Panel, provided, however, that the attorney has established and maintains a CM/ECF account with any United States federal court. Any attorney of record in any action transferred under **28 U.S.C. § 1407 - Multidistrict Litigation** - may continue to represent his or her client in any district court of the United States to which such action is transferred. Parties are not required to obtain local counsel. MDL attorneys in cases transferred to the District of Colorado do NOT have to apply for admission, though their provisional bar status will be revoked on conclusion of the MDL transfer case.
- **Non-District of Colorado Attorneys with Fed. R. Civ. P. 45(f) Transferred Motion from Another District.** Attorneys not admitted in the District of Colorado but needing to appear in accordance with Fed. R. Civ. P. 45(f) do not have to become bar members, since the only “appearance” necessary in this district is to litigate a motion(s) regarding a

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<sup>1</sup> Check for US District Court - District of Colorado bar admission membership / status by visiting the court's [Attorney Status](#) page.]

subpoena transferred from the court where compliance is required to the District of Colorado, if it is the issuing court.<sup>2</sup>

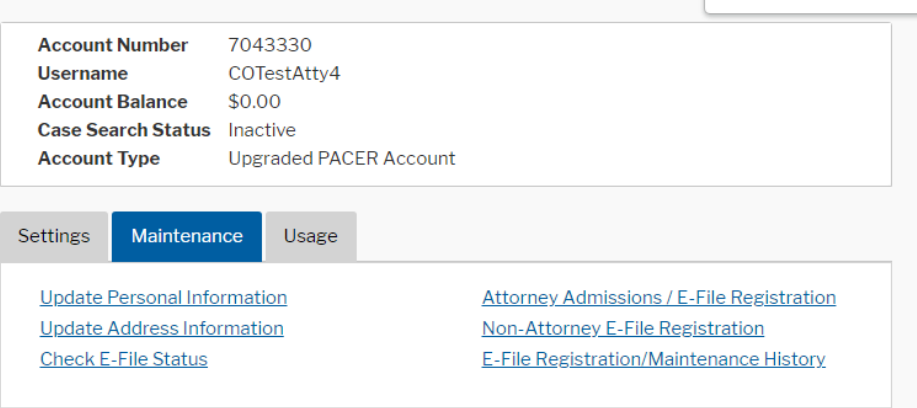
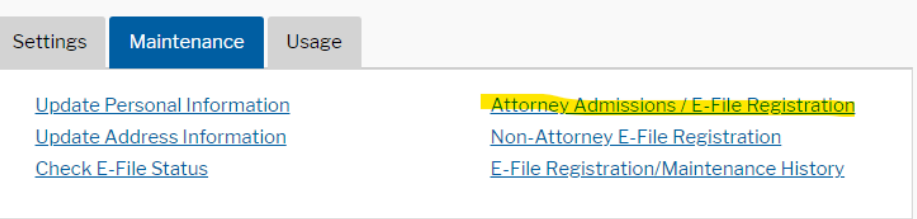
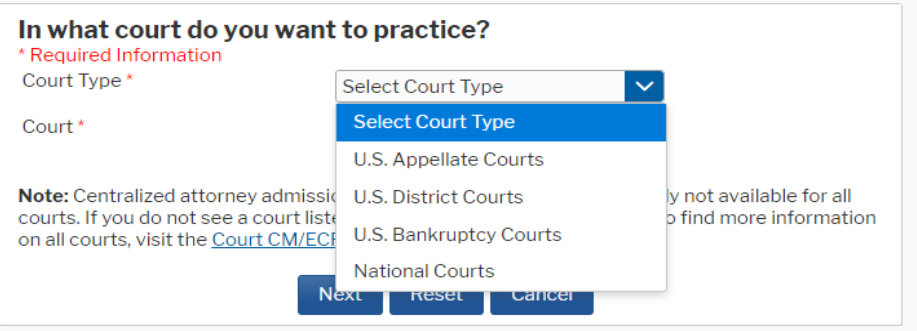
- **10<sup>th</sup> Circuit CJA Practitioners Needing Access to District of Colorado.** Criminal Justice Act attorneys appointed by the 10<sup>th</sup> Circuit Court of Appeals in an appeal of a District of Colorado criminal case do not have to become bar members, since the only “appearance” necessary in the district court is to enter transcript orders and designations of record to perfect the appeal. This is done by agreement with the 10<sup>th</sup> Circuit Court of Appeals Clerk’s Office.

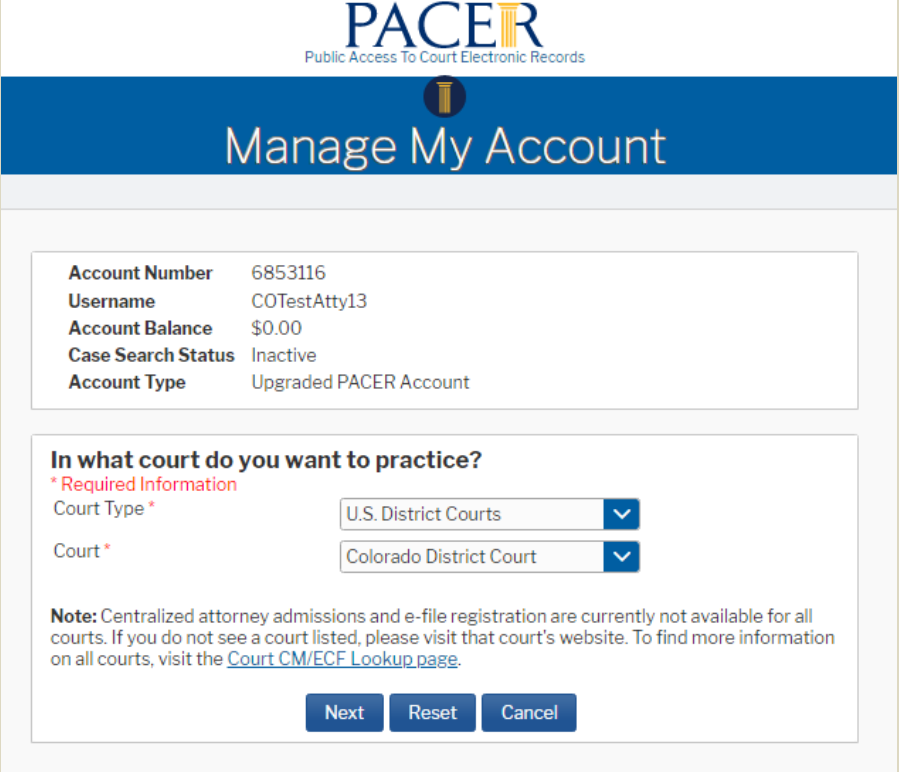

Step	Action
1	Go to PACER: <a href="https://pacer.uscourts.gov">pacer.uscourts.gov</a> . <i>[If you don’t already have a PACER account, <a href="#">click here</a> for instructions. If your PACER account is not an Upgraded account <a href="#">click here</a> for instructions.]</i>
2	Select <b>Manage My Account</b> 
3	Log into PACER with an <b>Upgraded PACER</b> account. <i>Not sure if you have an Upgraded PACER account? <a href="#">Click here</a> for instructions</i>

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<sup>2</sup> **Fed. R. Civ. P. 45. Subpoena**

**(f) Transferring a Subpoena-Related Motion.** When the court where compliance is required did not issue the subpoena, it may transfer a motion under this rule to the issuing court if the person subject to the subpoena consents or if the court finds exceptional circumstances. Then, if the attorney for a person subject to a subpoena is authorized to practice in the court where the motion was made, the attorney may file papers and appear on the motion as an officer of the issuing court. To enforce its order, the issuing court may transfer the order to the court where the motion was made.

Step	Action
4	<p>Select the <b>Maintenance</b> tab</p> 
5	<p>Select <b>Attorney Admission/E-File Registration</b></p> 
6	<p>Select <b>U.S. District Courts</b> from drop down list in <b>Court Type</b> box</p> 

Step	Action
7	<p>Select <b>Colorado District Court</b> from drop down list in <b>Court</b> box. Select <b>Next</b>.</p> 
8	<p>Select the appropriate action:</p> <ul style="list-style-type: none"> <li>MDL attorneys [28 U.S.C.§1407] select the <b>Multi-District Litigation</b> button</li> <li>Attorneys not admitted in the District of Colorado but needing to appear in accordance with Fed. R. Civ. P. 45(f), as well as to Criminal Justice Act attorneys appointed by the 10th Circuit Court of Appeals in an appeal of District of Colorado criminal case select the <b>E-File Registration Only</b> button.</li> </ul> 

9

Complete all sections of the e-file registration.

- **NOTE:** you do not have to select a specific Attorney Title.

### Complete all sections of E-File Registration

#### Filer Information

##### \* Required Information

Role in Court Attorney

Title  

Name Edward Lalo

☐ 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

Unit/Department

Address \*

Room/Suite


City \*


State \*   

County \*  

Zip/Postal Code \*

Country \*  

Primary Phone \*  

Alternate Phone  

Text Phone  

Fax Number  

- **DO** complete the **Additional Filer Information** section if applicable, **if you are an MDL Multi-District Litigation attorney (or attorney involved in a dispute arising under Fed. R. Civ. P. 45(f)).**

Step	Action
	<div> <div>Additional Filer Information</div> <div> <div>Already Admitted at Court</div> <div>Select Court</div> <div>▼</div> </div> <div> <div>Court Bar ID</div> <div></div> </div> <div> <div>Other Names Used</div> <div></div> </div> <div> <div>Most Recent Case (in court where you are registering)</div> <div></div> </div> </div> <div> <div>Delivery Method and Formatting</div> <div> <input checked="" type="checkbox"/> Use a different email. Checking this will clear the primary email fields below. </div> <div> <div>Primary Email *</div> <div>edward_lalo@yahoo.net</div> <div>?</div> </div> <div> <div>Confirm Email *</div> <div>edward_lalo@yahoo.net</div> <div>?</div> </div> <div> <div>Email Frequency *</div> <div>At The Time of Filing (One E</div> <div>▼</div> </div> <div> <div>Email Format *</div> <div>HTML</div> <div>▼</div> </div> <div> <div>Next</div> <div>Back</div> <div>Reset</div> <div>Cancel</div> </div> </div>

Step	Action
	<p>You <b>MUST</b> complete the <b>Delivery Method and Formatting</b> section of the form. This is used for electronic notification in cases in which you are involved. E-mail address information comes from your existing PACER information. Check the box to use a different e-mail if desired. E-mail Frequency and E-mail Format are required and are also used for electronic notice in cases in which you are involved. In <b>E-mail Frequency</b> dropdown, Select <b>Once Per Day</b> for a daily summary notification or <b>At The Time of Filing</b> for individual notice. Select from the <b>E-mail Format</b> dropdown. Select HTML unless you are having difficulty with your e-mails.</p> <div data-bbox="532 676 1458 1079"> </div>

Step	Action										
10	<p>Set default payment information if desired (not required). You can add a new credit card method or designate your existing card as the default method for <b>filing fees</b> or <b>admission fees</b> by selecting the appropriate icons as shown in the image below. <b>NOTE THAT THE DISTRICT OF COLORADO DOES NOT ACCEPT ACH PAYMENTS, ONLY CREDIT CARD PAYMENTS.</b></p> <div> <table> <tr> <td>Account Number</td><td>6853116</td></tr> <tr> <td>Username</td><td>COTestAtty13</td></tr> <tr> <td>Account Balance</td><td>\$0.00</td></tr> <tr> <td>Case Search Status</td><td>Inactive</td></tr> <tr> <td>Account Type</td><td>Upgraded PACER Account</td></tr> </table> <div> <div>Payment Information</div> <div> <p><b>NOTE:</b> 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 <b>Make One-Time PACER Fee Payment</b> option under the <b>Payments</b> tab.</p> <p>Select your method of payment from the <b>Add Credit Card</b> and <b>Add ACH Payment</b> 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 <b>Set default</b> link in the box(es) below. To remove the card as a default, click the <b>Turn off</b> link.</p> <div> <a href="#">Add Credit Card</a> <a href="#">Add ACH Payment</a> </div> <div> <div>Next</div> <div>Back</div> <div>Cancel</div> </div> </div> </div> </div>	Account Number	6853116	Username	COTestAtty13	Account Balance	\$0.00	Case Search Status	Inactive	Account Type	Upgraded PACER Account
Account Number	6853116										
Username	COTestAtty13										
Account Balance	\$0.00										
Case Search Status	Inactive										
Account Type	Upgraded PACER Account										



Step	Action
11	<p>Read the <b>E-Filing Terms of Use</b>; check the two boxes following the terms</p> <div> <p><a href="#">Click here to download a printable version of the Attorney E-filing Terms and Conditions</a></p> <p><input checked="" type="checkbox"/> Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *</p> <p><input checked="" type="checkbox"/> Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. <a href="#">Click here to view local Court Policies and Procedures.</a> *</p> </div>
12	<p>Select <b>Submit</b>. <b>Court staff will review your electronic filing registration request and you will receive further information via e-mail</b>, as well as any additional information or instructions at the email address provided.</p>
	<p>If the following information appears, you have <b>successfully registered</b>:</p> <div> <p>Account Number 7043330</p> <p>Username COTestAtty4</p> <p>Account Balance \$0.00</p> <p>Case Search Status Inactive</p> <p>Account Type Upgraded PACER Account</p> </div> <div> <p><b>Confirmation Page</b></p> <h2>Thank You for registering!</h2> <p>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 <b>Manage My Account</b> and select the <a href="#">E-File Registration/Maintenance History</a> from the <b>Maintenance Tab</b>.</p> <p>Done</p> </div>



## U.S. District Court, District of Colorado

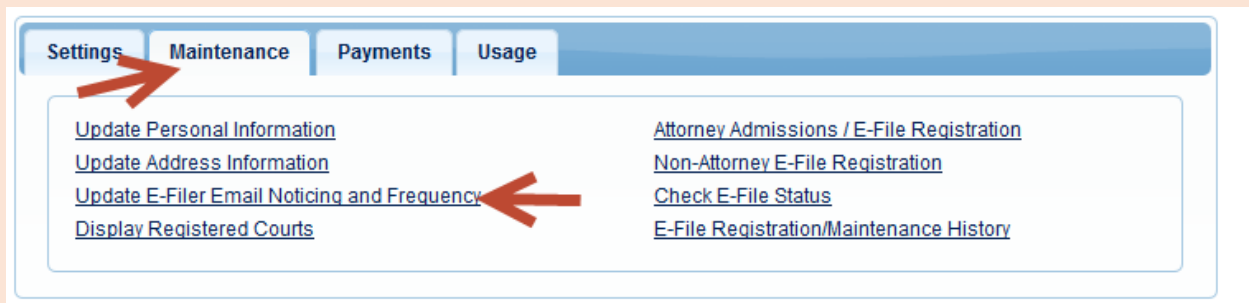
### Attorneys and Pro Se E-filers: Updating Personal Information, Address or E-mail

#### ❖ Updating Email Information:

This feature is used to update primary email address, email frequency (after each transaction or daily summary) and email format (HTML or Text)

The E-filer should log in to their PACER account:

- Select **Manage My Account** at the top of the PACER screen
- Select **Maintenance** Tab
- Select **Update E-Filer Email Noticing and Frequency**



The E-Filer will update their information and click **Submit**. The change is not immediate. Court will process the changes.

Court staff will receive the E-mail Update and process/update the information in CM/ECF.

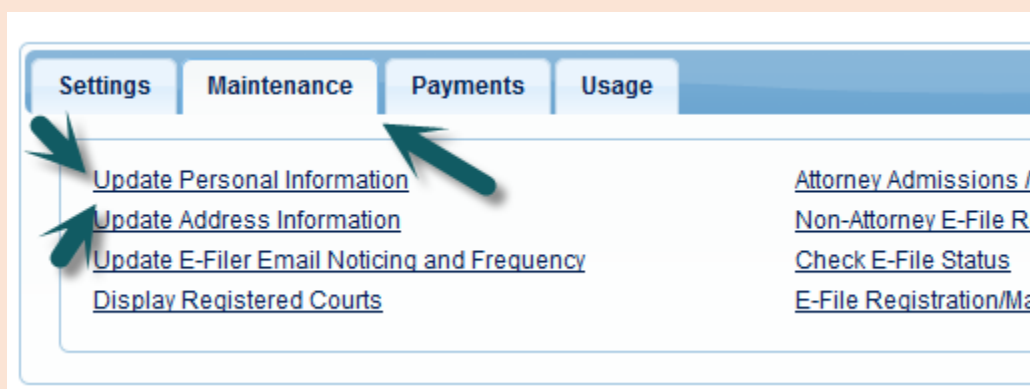
**Note: This feature cannot be used to add a secondary email address to an Attorney or E-Filer's account. To add a secondary email address to their account, the user is able to do it through CM/ECF directly under Utilities, Maintain Your CM/ECF account. Select the Email Information link.**

❖ **Updating *Personal* Information or Update *Address* Information:**

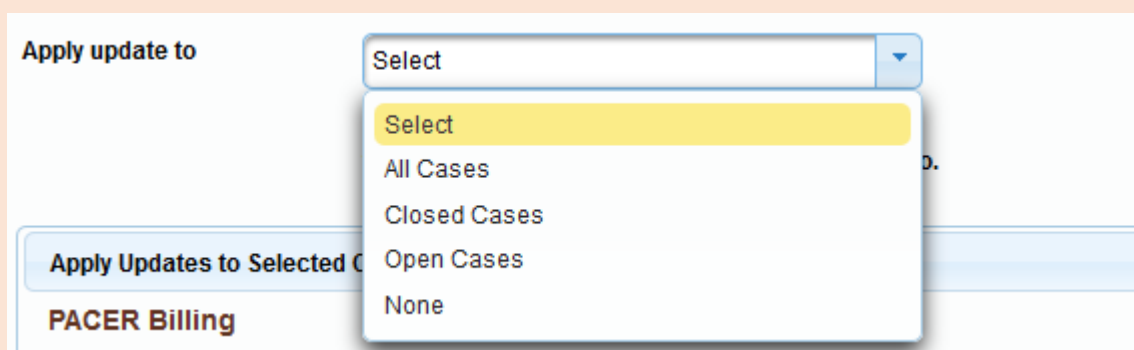
An E-filer can update their personal information to change their name and update **address, including law firm information**, to change their address in CM/ECF and in PACER. **NOTE: court staff to do not make address, phone or e-mail changes for E-filers, including attorneys.**

The E-filer should log in to their PACER account:

- Select **Manage My Account** at the top of the PACER screen
- Select **Maintenance** Tab
- Select **Update Personal Information** (to change name) or **Update Address Information** to update their address.



During the update address screen, the E-filer must select if they want to update open cases, all cases, closed cases or none.



**EXTREMELY IMPORTANT POINT: E-filers must also select where to apply the update. It is best to select “ALL COURTS” by making that selection (avoids confusion and misdirected noticing in the future).**

(for purposes of this example, 50 Walnut Street, Newark, NJ was the E-filer’s address, not the address of the court).

**Apply Updates to Selected Courts**

**PACER Billing**

☐ 50 Walnut Street  
Denver, CO 80202  
Phone: 973-555-1111

**U.S. District Court**

☐ District of Colorado - NextGen  
50 Walnut Street  
Denver, CO 80202  
Phone: 973-555-1111

Once the E-filer has clicked **Submit**, the confirmation screen will display:

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

**Update Address Information**

 Your PACER address information has been successfully changed! Your address change has been sent to the selected courts for review and processing. Please note that this process may take some time, and there is a possibility that the court may not accept your change.

[Close](#)

[Policies and Procedures](#) | [About Us](#)

by the Administrative Office of the U.S. Courts, PACER Service Center.  
is to provide information about locating and filing cases in U.S. federal courts.

Court staff will see the request to update and will activate the update.

This is an example of after their address was changed:

Apply Updates to Selected Courts

**PACER Billing**

☒ 50 Walnut Street  
Denver, CO 80202  
Phone: 973-555-1111

**U.S. District Court**

☐ District of Colorado - NextGen  
50 Walnut Street  
Denver, CO 80202  
Phone: 973-555-1111

After the court activates their update request, **Maintain User Accounts** in **CM/ECF** is updated.

**NOTE:** You must make your own changes to email and address through PACER so that PACER and CM/ECF can be updated. If court staff make changes directly in CM/ECF or, those changes do not get changed in the E-filer's nation-wide PACER account.

When court staff activate an account for a new e-filer, the user has already created a login and password in PACER themselves. Court staff do not create a temporary password for them that they would need to change. E-filers create their own username and password when registering for PACER before they apply to be able to e-file in individual Courts.

**FINAL NOTE:** Attorneys and Pro Se E-filers cannot change their password in CM/ECF, password is always changed through PACER. E-filers must go to PACER as well if they forget their password. Court staff cannot issue new passwords.