



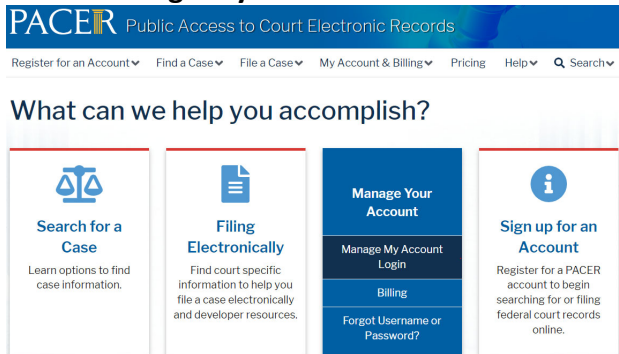
U.S. District Court, District of Colorado – Next Generation CM/CMECF


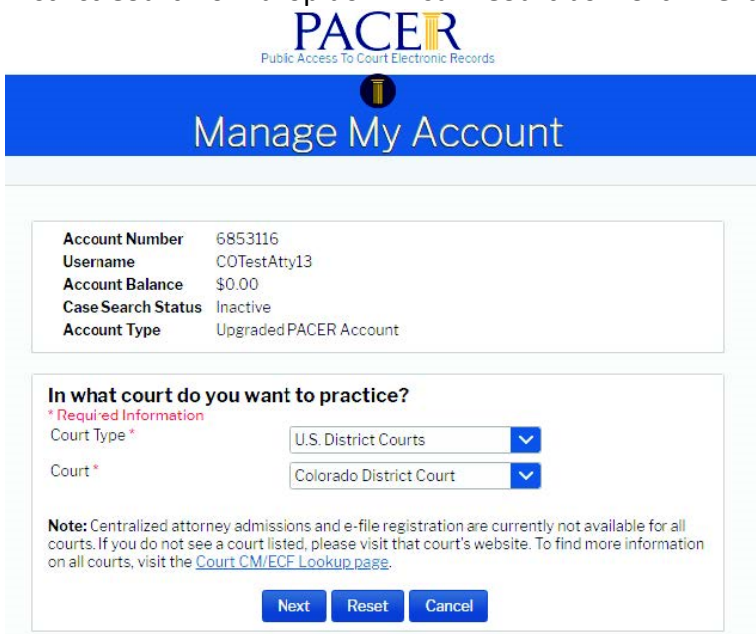
Federal Agency Attorney Registration


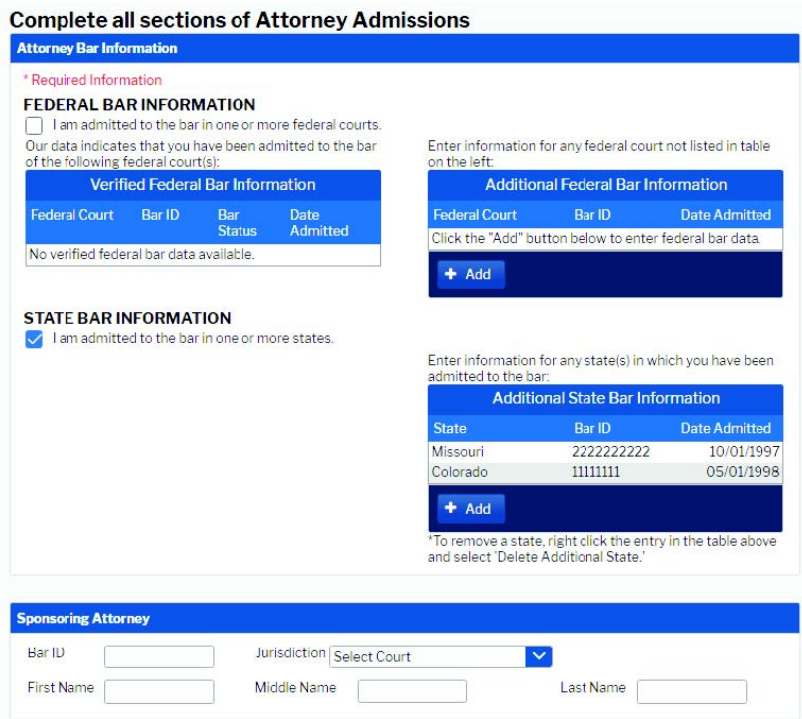
Note: “Federal agency” attorney means attorneys who are employed by the U.S. Government and acting in a legal capacity.

- **Are you a new federal attorney but **already admitted** to practice in Colorado District Court?**
 - **OPTION 1:** If your PACER account is already linked to your CM/ECF account, you’ll need to submit an address and email change by going to Manage My Account > Maintenance > Update Personal Information and Update Address Information > complete the steps and submit the change.
 - **OPTION 2:** If your PACER account is not linked to CM/ECF, you’ll need to complete a full admission request.
- **Are you a new federal attorney but **administratively removed** in the Colorado District Court?**
 - You’ll need to complete a full admission request.
- **Are you a federal attorney **completely new** to Colorado District Court?**
 - You’ll need to have an existing NextGen PACER account and complete a full admission request.

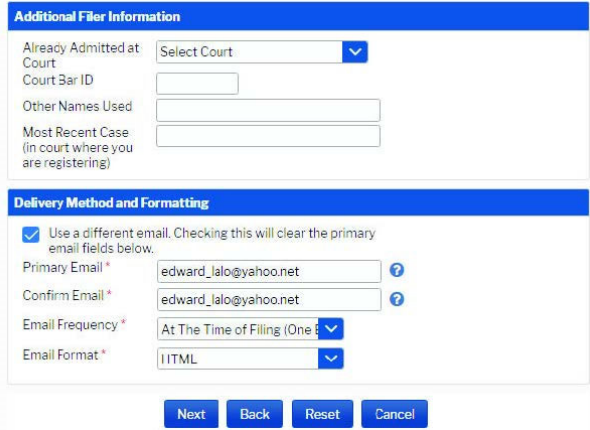
Full Admission Request Process:

Step	Action
1	<p>Select Manage My Account in PACER with an Upgraded PACER account.</p>  <p>The screenshot shows the PACER website interface. At the top is the PACER logo and navigation links: Register for an Account, Find a Case, File a Case, My Account & Billing, Pricing, Help, and Search. Below this is a section titled 'What can we help you accomplish?' with four main options: Search for a Case, Filing Electronically, Manage Your Account, and Sign up for an Account. The 'Manage Your Account' option is highlighted with a blue background and includes sub-links for Manage My Account, Login, Billing, and Forgot Username or Password?.</p>

2	<p>Select the Maintenance tab and select Attorney Admission/E-File Registration.</p>  <p>The screenshot shows the PACER Maintenance tab selected. It displays account information: Account Number 7043330, Username COTestAtty4, Account Balance \$0.00, Case Search Status Inactive, and Account Type Upgraded PACER Account. Below this are three tabs: Settings, Maintenance (selected), and Usage. Under the Maintenance tab, there are two columns of links: 'Update Personal Information', 'Update Address Information', and 'Check E-File Status' on the left; and 'Attorney Admissions / E-File Registration', 'Non-Attorney E-File Registration', and 'E-File Registration/Maintenance History' on the right.</p>
3	<p>Select U.S. District Courts from drop down list in Court Type box and select Colorado District Court from drop down list in Court box. Click Next.</p>  <p>The screenshot shows the PACER 'Manage My Account' page. It includes the PACER logo and a blue header with the text 'Manage My Account'. Below the header is a box with account details: Account Number 6853116, Username COTestAtty13, Account Balance \$0.00, Case Search Status Inactive, and Account Type Upgraded PACER Account. Below this is a section titled 'In what court do you want to practice?' with a red asterisk indicating required information. It contains two dropdown menus: 'Court Type' with 'U.S. District Courts' selected, and 'Court' with 'Colorado District Court' selected. A note below the dropdowns states: 'Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the Court CM/ECF Lookup page.' At the bottom of this section are three buttons: 'Next', 'Reset', and 'Cancel'.</p>
4	<p>Select the appropriate action:</p> <p>All federal attorneys will select the Attorney Admissions and E-File Button.</p> <p>Please ignore the E-File Registration Only, Multi-District Litigation, and Federal Attorney buttons.</p>

	
5	<p>Click Continue to complete the Attorney Admissions and E-File Registration.</p> <p>As part of the admission process, you will need to complete and upload the Bar Application and Bar Certificate on the 'Attorney Admissions Information' page of the U.S. District Court website. Please include your full legal name and any former names on the bar application PDF form.</p>
6	<p>You DO NOT have to complete the federal bar information, but please add the information for every state bar to which you are admitted (including the District of Columbia, Puerto Rico, the Virgin Islands, Guam, or other Pacific Ocean Territories, etc.):</p> 
7	<p>The next section asks you to provide information for a sponsoring attorney. <u>You may leave this blank as the District Court of Colorado does not require a sponsoring attorney.</u></p>
8	<p>Complete all fields in the Attorney Information section and upload your Bar Application and Bar Certificate.</p>

	<p>Check the radio button “I request that the admission fee be waived for the following reason” and underneath provide a short description about your federal attorney status.</p>
9	<p>Read carefully and complete all fields in the Additional Attorney Information Required by the Court section.</p> <ul style="list-style-type: none"> Note: Any biennial fees that come due are waived by law for federal attorneys.
10	<p>Complete the Filer Information. Address information comes from your existing PACER account. Check the box to use a different address if desired. Add additional phone numbers if desired.</p> <div> <p>Complete all sections of E-File Registration</p> <p>Filer Information</p> <p><i>* Required Information</i></p> <p>Role in Court: Attorney</p> <p>Title: <input type="text" value="Select a title or enter your own"/> ▼</p> <p>Name: Edward Lalo</p> <p><input checked="" type="checkbox"/> I acknowledge that I am submitting the e-file registration for the individual listed above. <i>Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one.*</i></p> <p>Please verify your address. You may also enter a different address from the one provided for your CSO account.</p> <p><input type="checkbox"/> Use a different address. Checking this will clear the address fields below.</p> <p>Firm/Office: <input type="text" value="Law Offices of Edward Lalo"/></p> <p>Unit/Department: <input type="text" value="CO"/></p> <p>Address *: <input type="text" value="90119th St."/> <input type="text"/></p> <p><input type="text" value="Denver"/></p> <p>Room/Suite: <input type="text"/></p> <p>City *: <input type="text" value="Denver"/></p> <p>State *: <input type="text" value="Colorado"/> ▼ ?</p> <p>County *: <input type="text" value="DENVER"/> ▼</p> <p>Zip/Postal Code *: <input type="text" value="80294"/></p> <p>Country *: <input type="text" value="United States of America"/> ▼</p> <p>Primary Phone *: <input type="text" value="303-335-2466"/> ?</p> <p>Alternate Phone: <input type="text" value="303-844-3433"/> ?</p> <p>Text Phone: <input type="text"/> ?</p> <p>Fax Number: <input type="text"/> ?</p> </div>
11	<p>Enter Additional Filer Information if desired (NOT REQUIRED).</p> <p>Complete the Delivery Method and Formatting section of the form. <i>Complete this section even if you will not be actively practicing in federal court.</i> Email address information comes from your existing PACER information. Check the box to use a different email if desired. Email Frequency and format are required and are also used for electronic notice in cases in which you are involved. <i>For the Email Format option, select HTML unless you are having difficulty with your emails.</i></p>

	
12	Set default payment information if desired (NOT REQUIRED).
13	<p>Check the Acknowledgment of Policies and Procedures for Attorney Admissions.</p> <p>Read the E-Filing Terms of Use and check the two boxes beneath the terms and conditions.</p>
14	<p>Select Submit.</p> <p>After submitting your application, the court will receive your request and conduct an initial review of your application. Once that's complete, we'll send a public comment to your PACER account letting you know your application has been processed and approved.</p> <p>The U.S. District Court for the District of Colorado does not issue bar numbers. If you must provide a bar number, you may provide the bar number for the state in which you primarily practice.</p>

IF YOU HAVE ANY QUESTIONS OR NEED ANY ASSISTANCE, PLEASE CONTACT THE ATTORNEY SERVICES DIVISION AT cod_attorneyservices@cod.uscourts.gov OR 303-335-2466.

*Please allow up to 2-5 business days for us to complete the initial review of your application and enable your e-filing privileges.