



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

Attorney Registration for Federal Agency Attorneys

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

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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).

¹ 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 10th 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.

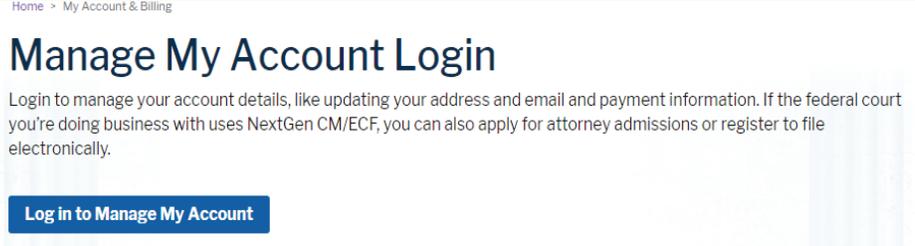
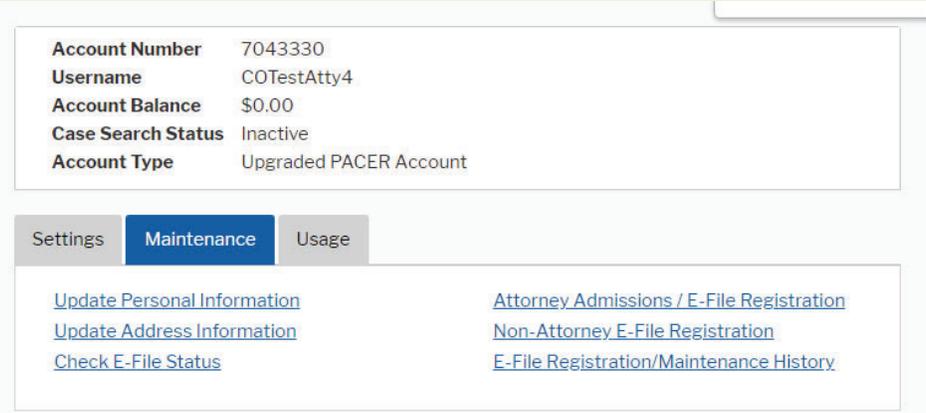
OPTION 1:

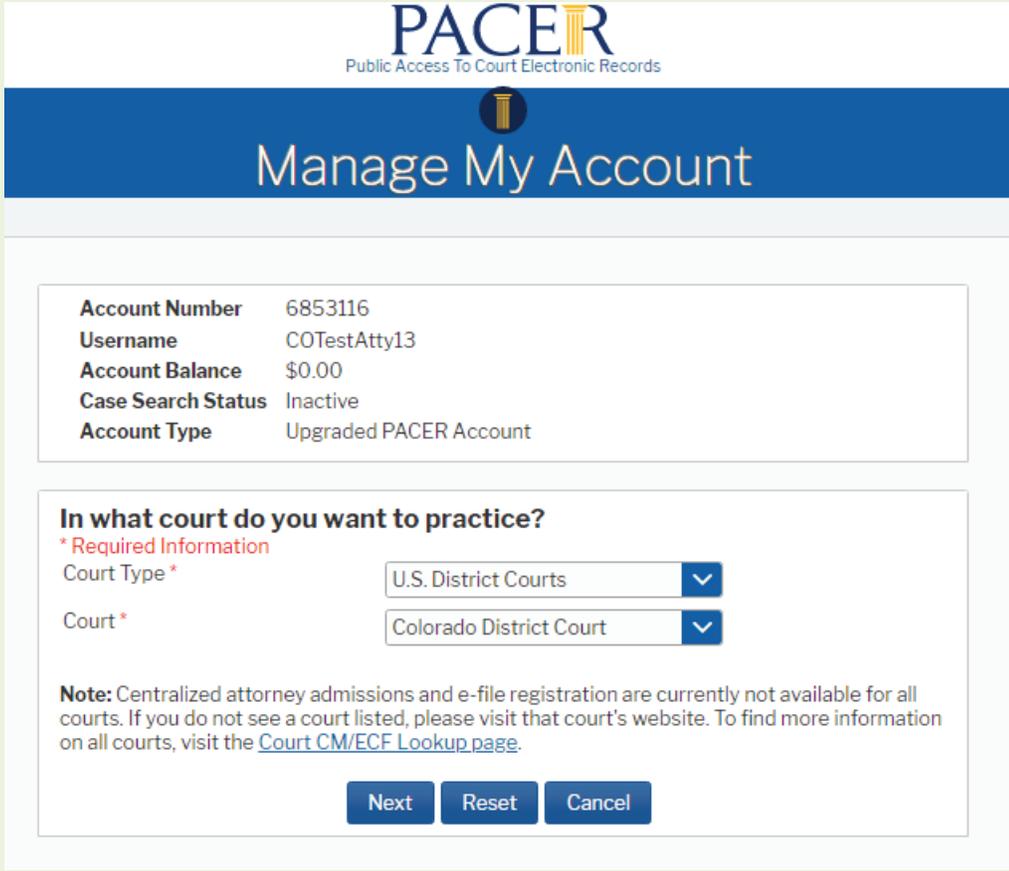
- **IF YOU ARE A CURRENT DISTRICT OF COLORADO BAR MEMBER, JOINED A FEDERAL AGENCY, AND NEED TO UPDATE YOUR USDC BAR MEMBERSHIP:**

Step	Action
A	<p>Check your USDC District of Colorado bar membership by visiting the District of Colorado's Attorney Status page first: https://www.cod.uscourts.gov/CMECF/AttorneyStatus.aspx</p>
B	<p>If your name appears and it indicates your 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: edward_butler@cod.uscourts.gov Phone: 303-335-2043 Fax: 303-335-2714 Admission Status: In Good Standing Date of Admission: 6/8/1998</p>
	<p>OR:</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>... which indicates you have been Administratively Removed 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).</p>

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 [https://pacer.uscourts.gov/my-account-billing/manage-my-account-login]. 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 HERE [PACER Home page > Manage My Account > Manage My Account Login] 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 not in good standing, contact the Attorney Services Department at COD_attorneyservices@cod.uscourts.gov, or call 303-335-2466.</p>
<p><u>OPTION 2:</u></p> <ul style="list-style-type: none"> 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 Removed²] 	
1A	<p>Go to the Attorney Admissions Information page on the U.S. District Court website, and read the "Federal Agency Attorney" instructions, under "Before Logging Onto PACER." Complete the Bar Application pdf form and save it.</p>
1B	<p>Go to PACER: pacer.uscourts.gov</p>

² 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 \$234.00).

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

Step	Action
7	<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> 
8	<p>Select the appropriate action:</p> <ul style="list-style-type: none"> • Attorneys from federal government agencies [and employed in a legal capacity] select the Attorney Admissions and E-File button. DO NOT select the Federal Attorney button. • Select the tab Attorney Admissions and E-File • Continue with Steps 11 through 25. 

Step	Action
9	<p>Click Continue to complete the Attorney Admissions and E-File Registration</p> <div data-bbox="337 289 1268 688" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Attorney Admissions and/or E-File Registration</p> <p>Click Continue to complete the attorney admissions and/or e-file registration.</p> <p>Your PACER account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the Continue button below. You may also apply for attorney admissions and/or register to e-file at any time through the Manage My Account link located in the upper right corner of the PACER Service Center website.</p> <p style="text-align: center;">Continue</p> </div> <p>As part of the admission process, you will complete and upload a pdf bar application form on the Attorney Admissions Information page of the U.S. District Court website, and which accompanies these instructions. Do NOT complete and upload the pdf Bar Certificate form (bar certificate forms are not issued to federal agency attorneys, because of their provisional status), but DO complete and upload the pdf Bar Application form, and upload it twice (as the bar application form upload, and as the bar certificate upload).</p> <p>Continue with Steps 10 through 27 below.</p>

Step	Action
10	<p>Read the Notice under “Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court”</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>... and also read the Notice under “Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court”</p> <p>*NOTICE* You must follow ALL the directions provided below or YOU WILL NOT BE ADMITTED. *NOTICE* 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>*NOTICE* 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>
11	<p><u>Before continuing, you MUST go to the District of Colorado’s website Attorney Admission Information page, review the instructions, and complete, save, and use the forms presented on the page as part of this online admissions process.</u></p> <p>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. Therefore, ignore the first section that asks for Federal Bar Information – it is not applicable to our bar admission process.</p>

Step	Action																																							
12	<p data-bbox="332 205 1161 241">You DO NOT have to complete the Federal Bar Information:</p> <div data-bbox="365 325 1404 367" style="border: 1px solid #ccc; padding: 5px;"> <p data-bbox="365 336 974 367">Complete all sections of Attorney Admissions</p> <div data-bbox="373 373 1396 409" style="background-color: #0056b3; color: white; padding: 2px;">Attorney Bar Information</div> <p data-bbox="381 420 568 441">* Required Information</p> <p data-bbox="381 451 690 472">FEDERAL BAR INFORMATION</p> <p data-bbox="381 478 852 504"><input type="checkbox"/> I am admitted to the bar in one or more federal courts.</p> <p data-bbox="381 508 852 550">Our data indicates that you have been admitted to the bar of the following federal court(s):</p> <table data-bbox="389 550 852 672" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th colspan="4">Verified Federal Bar Information</th> </tr> <tr style="background-color: #0056b3; color: white;"> <th>Federal Court</th> <th>Bar ID</th> <th>Bar Status</th> <th>Date Admitted</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center; padding: 5px;">No verified federal bar data available.</td> </tr> </tbody> </table> <p data-bbox="381 730 657 751">STATE BAR INFORMATION</p> <p data-bbox="381 756 795 781"><input checked="" type="checkbox"/> I am admitted to the bar in one or more states.</p> <p data-bbox="917 508 1364 550">Enter information for any federal court not listed in table on the left:</p> <table data-bbox="917 550 1372 714" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th colspan="3">Additional Federal Bar Information</th> </tr> <tr style="background-color: #0056b3; color: white;"> <th>Federal Court</th> <th>Bar ID</th> <th>Date Admitted</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="padding: 5px;">Click the "Add" button below to enter federal bar data.</td> </tr> <tr> <td colspan="3" style="text-align: center; padding: 5px;">+ Add</td> </tr> </tbody> </table> <p data-bbox="917 787 1364 829">Enter information for any state(s) in which you have been admitted to the bar:</p> <table data-bbox="917 829 1372 1018" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th colspan="3">Additional State Bar Information</th> </tr> <tr style="background-color: #0056b3; color: white;"> <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" style="text-align: center; padding: 5px;">+ Add</td> </tr> </tbody> </table> <p data-bbox="917 1024 1372 1066">*To remove a state, right click the entry in the table above and select 'Delete Additional State.'</p> <div data-bbox="373 1113 1396 1144" style="background-color: #0056b3; color: white; padding: 2px;">Sponsoring Attorney</div> <p data-bbox="389 1165 633 1186">Bar ID <input style="width: 80px;" type="text"/></p> <p data-bbox="690 1165 1071 1186">Jurisdiction <input style="border: 1px solid #ccc;" type="text" value="Select Court"/></p> <p data-bbox="389 1207 633 1228">First Name <input style="width: 80px;" type="text"/></p> <p data-bbox="690 1207 966 1228">Middle Name <input style="width: 80px;" type="text"/></p> <p data-bbox="1088 1207 1331 1228">Last Name <input style="width: 80px;" type="text"/></p> </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																																	
13	<p>The same section then asks for you 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, which includes the District of Columbia, Puerto Rico, the Virgin Islands, Guam or other Pacific Ocean Territories, etc.</p> <p>Select the State Bar Information check box and the +Add Button to enter admission information. Enter bar information from the State in which you are admitted: Select the state from the Court drop down. Enter your bar number issued by the State of Colorado. Enter your admission date, if known. Select the +Add button to save. Continue adding other state courts or select Close when finished.</p> <div data-bbox="332 640 1458 1495" style="border: 1px solid black; padding: 10px;"> <p>Complete all sections of Attorney Admissions</p> <p>Attorney Bar Information</p> <p><i>* Required Information</i></p> <p>FEDERAL BAR INFORMATION</p> <p><input type="checkbox"/> I am admitted to the bar in one or more federal courts. Our data indicates that you have been admitted to the bar of the following federal court(s):</p> <table border="1" data-bbox="386 871 863 999"> <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>STATE BAR INFORMATION</p> <p><input checked="" type="checkbox"/> I am admitted to the bar in one or more states.</p> <div data-bbox="928 829 1409 871" style="border: 1px solid gray; padding: 5px;"> <p>Enter information for any federal court not listed in table on the left:</p> <table border="1" data-bbox="928 871 1409 976"> <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> <p>+ Add</p> </div> <div data-bbox="1091 1096 1409 1165" style="border: 1px solid gray; padding: 5px; background-color: #f8d7da;"> <p>You must select "I am admitted in one or more states" when State Bar Information is present.</p> </div> <p>Enter information for any state(s) in which you have been admitted to the bar:</p> <table border="1" data-bbox="928 1228 1409 1360"> <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> <p>+ Add</p> <p><small>*To remove a state, right click the entry in the table above and select 'Delete Additional State.'</small></p> </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.			Additional State Bar Information			State	Bar ID	Date Admitted	Colorado	11111111	05/01/1998	Missouri	22222222	10/01/1997
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14	Next section – Sponsoring Attorney – LEAVE BLANK – the District of Colorado does not require a sponsoring attorney.																																	

Step	Action
15	<p>Complete all fields in the Attorney Information 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 Attorney Admission Information page, under the “Completing the Bar Application on PACER” section.</p> <p>As a federal agency attorney, 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 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="332 630 1458 1260" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px;">Attorney Information</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> <hr/> <div style="background-color: #0056b3; color: white; padding: 5px;">Document Upload</div> <p>Bar Application * 📎 Upload</p> <p>Bar Certificate * 📎 Upload</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 10th Circuit Court of Appeals who need access to their clients’ records in the District of Colorado).</p>

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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.*

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.**

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.*

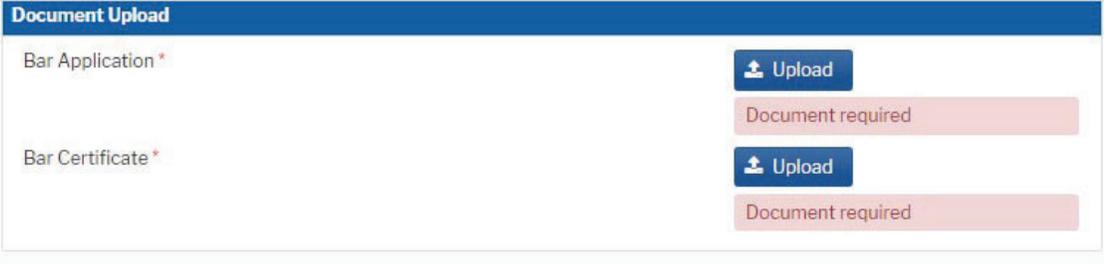
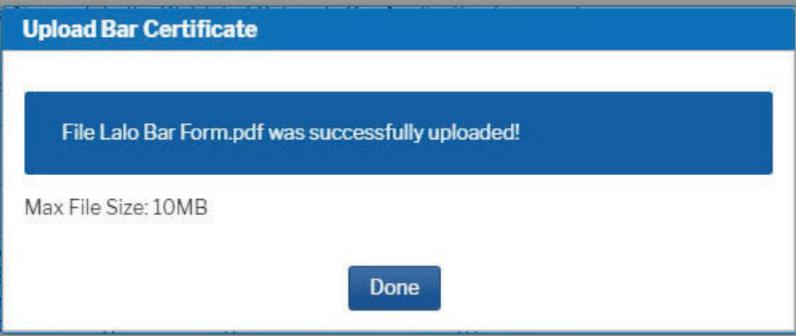
The District of Colorado collects every two years a fee that funds the Federal Pro Se Clinic. The fee is collected between Oct. 1 and Dec. 31 every two years - biennially - and the next fee collection will take place Oct. 1 - Dec. 31, 2022. Attorneys who do not pay the fee are administratively removed 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.**

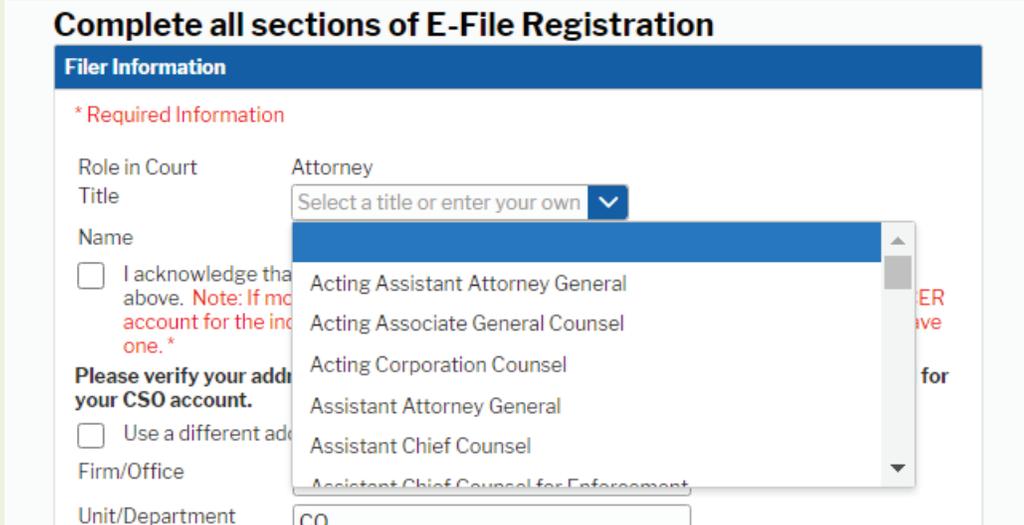
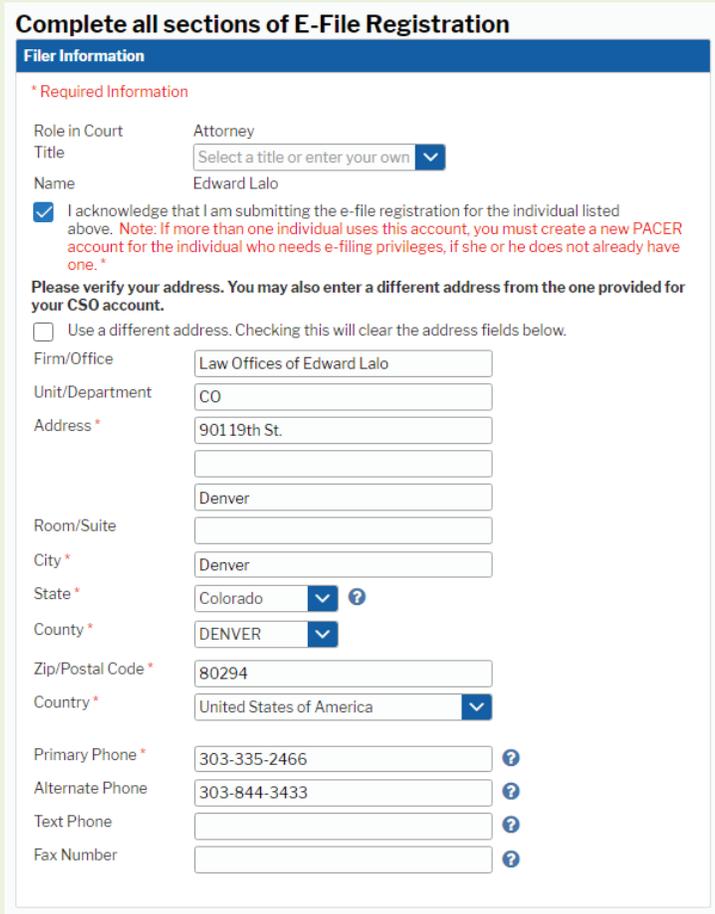
[Next](#) [Back](#) [Reset](#) [Cancel](#)

The questions above are reprinted here:

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Step	Action
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17	<p>Select Next. Be sure to upload your Bar Application:</p>  

Step	Action
18	<p>Complete the E-File Registration information</p> 
19	<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> 

Step	Action
20	<p data-bbox="337 205 1112 241">Enter Additional Filer Information if desired (not required).</p> <div data-bbox="337 289 1339 987" style="border: 1px solid #ccc; padding: 10px;"> <div data-bbox="373 304 1299 346" style="background-color: #0056b3; color: white; padding: 5px;">Additional Filer Information</div> <div data-bbox="389 357 966 577"> <p>Already Admitted at Court <input style="width: 100%;" type="text" value="Select Court"/></p> <p>Court Bar ID <input style="width: 100%;" type="text"/></p> <p>Other Names Used <input style="width: 100%;" type="text"/></p> <p>Most Recent Case (in court where you are registering) <input style="width: 100%;" type="text"/></p> </div> <div data-bbox="373 598 1299 640" style="background-color: #0056b3; color: white; padding: 5px;">Delivery Method and Formatting</div> <div data-bbox="389 651 1006 903"> <p><input checked="" type="checkbox"/> Use a different email. Checking this will clear the primary email fields below.</p> <p>Primary Email * <input style="width: 100%;" type="text" value="edward_lalo@yahoo.net"/> ?</p> <p>Confirm Email * <input style="width: 100%;" type="text" value="edward_lalo@yahoo.net"/> ?</p> <p>Email Frequency * <input style="width: 100%;" type="text" value="At The Time of Filing (One E"/> ▼</p> <p>Email Format * <input style="width: 100%;" type="text" value="HTML"/> ▼</p> </div> <div data-bbox="625 934 1039 976" style="text-align: center;"> <input type="button" value="Next"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </div> </div> <p data-bbox="337 1039 1461 1333">Also complete the Delivery Method and Formatting section of the form. This is used for electronic notification in cases in which you are involved. Complete this section even if you will not be actively practicing in federal court. 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 Email Frequency dropdown, Select Once Per Day for a daily summary notification or At The Time of Filing for individual notice. Select from the Email Format dropdown. Select HTML unless you are having difficulty with your emails. Select Next.</p>

Step	Action										
22	<p>Set default payment information if desired (optional, not required – especially important for federal attorneys). Click Next.</p> <div data-bbox="337 323 1305 1514" style="border: 1px solid #ccc; padding: 10px;"> <table data-bbox="358 342 1287 520"> <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 data-bbox="358 548 1287 594" style="background-color: #0056b3; color: white; padding: 2px;">Payment Information</div> <div data-bbox="402 621 1247 737" style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <p>NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.</p> </div> <p data-bbox="402 758 1227 806">This section is optional. If you do not enter payment information here, you may do so later by selecting the Make One-Time PACER Fee Payment option under the Payments tab.</p> <p data-bbox="402 831 1235 879">Select your method of payment from the Add Credit Card and Add ACH Payment options below. You may store up to three payment methods.</p> <p data-bbox="402 905 1252 953">To designate a card as the default for e-filing or admissions fees, click the Set default link in the box(es) below. To remove the card as a default, click the Turn off link.</p> <div data-bbox="386 1003 1263 1402" style="border: 1px solid #ccc; padding: 10px; min-height: 150px;"> <p data-bbox="402 1024 743 1052">Add Credit Card Add ACH Payment</p> </div> <div data-bbox="662 1434 976 1478" style="text-align: center; margin-top: 10px;"> Next Back Cancel </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										
23	Check the Acknowledgment of Policies and Procedures for Attorney Admissions .										

Step	Action
24	<p data-bbox="337 210 995 241">Check the two boxes in the E-Filing Terms of Use</p> <div data-bbox="341 289 1258 1249" style="border: 1px solid black; padding: 10px;"> <div data-bbox="349 294 1242 331" style="background-color: #0056b3; color: white; padding: 2px;">Acknowledgment of Policies and Procedures for Attorney Admissions</div> <div data-bbox="365 352 1226 409"> <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. Click here to view local Court Policies and Procedures. * </div> <div data-bbox="349 441 1242 478" style="background-color: #0056b3; color: white; padding: 2px;">E-Filing Terms of Use</div> <div data-bbox="381 493 1226 1060" style="border: 1px solid #ccc; padding: 10px;"> <h2 data-bbox="381 504 1063 619">Attorney E-filing Terms and Conditions</h2> <ul data-bbox="414 640 1161 1060" style="list-style-type: none"> I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted. I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law. I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges. I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules. I agree to protect the security of my password. I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision. </div> <div data-bbox="365 1081 1177 1113" style="color: #0056b3;"> Click here to download a printable version of the Attorney E-filing Terms and Conditions </div> <div data-bbox="365 1123 1226 1228"> <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. Click here to view local Court Policies and Procedures. * </div> </div>

Step	Action
25	<p>Select Submit. 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>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: FEE WAIVED 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, COD_attorneyservices@cod.uscourts.gov, 303-335-2466.</p>

Step	Action
27	<p><u>OPTION 3:</u></p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - Go to the Attorney Admissions Information page of the U.S. District Court website. - Follow the New Attorney Admission Request Instructions. - Complete the District of Colorado Attorney Admission Application Form on the page. Do NOT complete and upload the pdf bar certificate form (bar certificate forms are not issued to federal agency attorneys, because of their provisional status), but DO complete and upload the pdf <u>Bar Application</u> form, and upload it twice (as the bar application form upload, and as the bar certificate upload). - Remember - as a federal agency attorney, on the Attorney Information section of the online Admissions application 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 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>If you have questions anytime during the process, please contact the Attorney Services Division, COD attorneyservices@cod.uscourts.gov, 303-335-2466.</p>