



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 10th Circuit CJA Practitioners Needing Access to District of Colorado Cases

Register for Electronic Filing

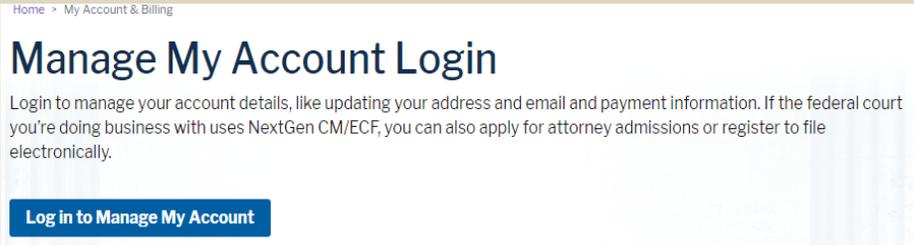
The following attorneys who are NOT District of Colorado bar members¹ must register for electronic filing through their (upgraded) PACER account:

- **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

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

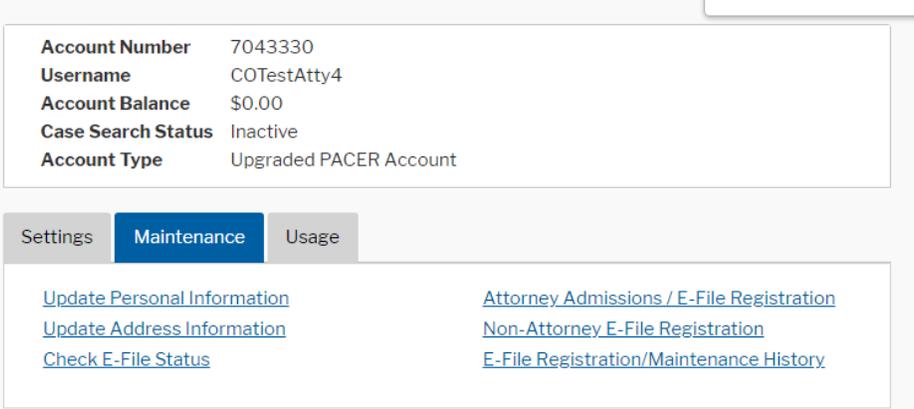
subpoena transferred from the court where compliance is required to the District of Colorado, if it is the issuing court.²

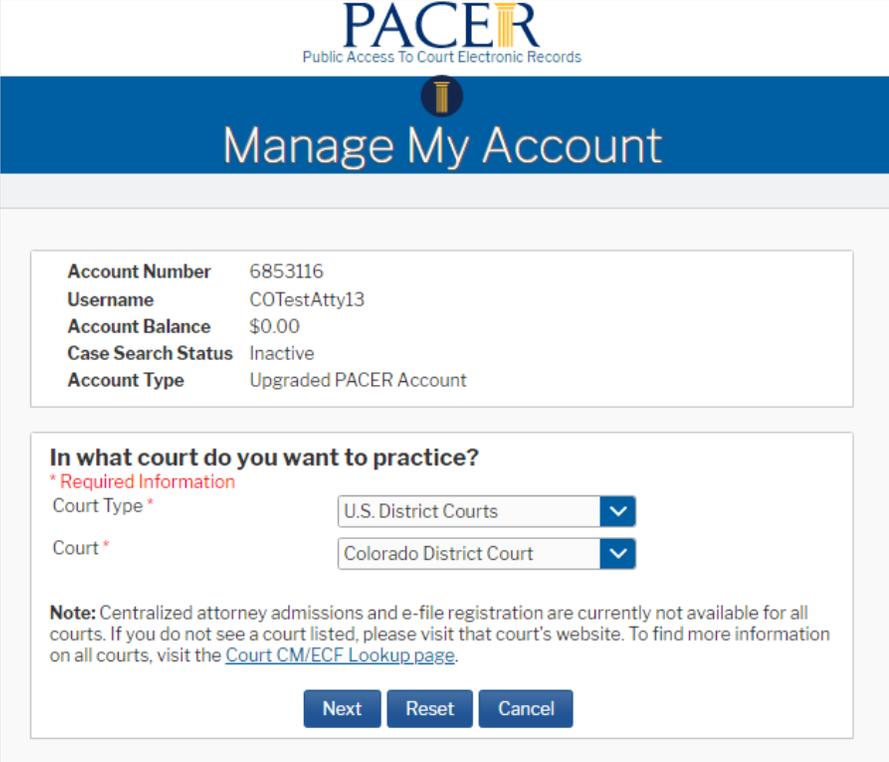
- 10th Circuit CJA Practitioners Needing Access to District of Colorado.** Criminal Justice Act attorneys appointed by the 10th Circuit Court of Appeals in an appeal of a District of Colorado criminal case do not have to become bar members, since the only “appearance” necessary in the district court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

Step	Action
1	Go to PACER: pacer.uscourts.gov . <i>[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.]</i>
2	Select Manage My Account 
3	Log into PACER with an Upgraded PACER account. <i>Not sure if you have an Upgraded PACER account? Click here for instructions</i>

² 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 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 Colorado District Court from drop down list in Court box. Select Next.</p> 
8	<p>Select the appropriate action:</p> <ul style="list-style-type: none"> • MDL attorneys [28 U.S.C.§1407] select the Multi-District Litigation button • 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 E-File Registration Only button. 

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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 data-bbox="532 285 1451 961" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px;">Additional Filer Information</div> <p>Already Admitted at Court <input style="width: 150px;" type="text" value="Select Court"/> ▼</p> <p>Court Bar ID <input style="width: 80px;" type="text"/></p> <p>Other Names Used <input style="width: 150px;" type="text"/></p> <p>Most Recent Case (in court where you are registering) <input style="width: 150px;" type="text"/></p> <hr/> <div style="background-color: #0056b3; color: white; padding: 5px;">Delivery Method and Formatting</div> <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: 150px;" type="text" value="edward_lalo@yahoo.net"/> ?</p> <p>Confirm Email * <input style="width: 150px;" type="text" value="edward_lalo@yahoo.net"/> ?</p> <p>Email Frequency * <input style="width: 150px;" type="text" value="At The Time of Filing (One"/> ▼</p> <p>Email Format * <input style="width: 80px;" type="text" value="HTML"/> ▼</p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Next"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </div> </div>

Step	Action
	<p>You MUST complete the Delivery Method and Formatting 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 E-mail Frequency dropdown, Select Once Per Day for a daily summary notification or At The Time of Filing for individual notice. Select from the E-mail Format dropdown. Select HTML unless you are having difficulty with your e-mails.</p> <div data-bbox="532 678 1458 1081" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="background-color: #0056b3; color: white; padding: 5px;">Delivery Method and Formatting</div> <p><input type="checkbox"/> Use a different email. Checking this will clear the primary email fields below.</p> <p>Primary Email * <input type="text" value="butleredp+cotestatty3@gmail.com"/> ?</p> <p>Confirm Email * <input type="text" value="butleredp+cotestatty3@gmail.com"/> ?</p> <p>Email Frequency * <input type="text" value="At The Time of Filing (One E"/> ▾</p> <p>Email Format * <input type="text" value="HTML"/> ▾</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Next Back Reset Cancel </div> </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 filing fees or admission fees by selecting the appropriate icons as shown in the image below. NOTE THAT THE DISTRICT OF COLORADO DOES NOT ACCEPT ACH PAYMENTS, ONLY CREDIT CARD PAYMENTS.</p> <div data-bbox="553 506 1442 688" style="border: 1px solid #ccc; padding: 10px;"> <p>Account Number 6853116 Username COTestAtty13 Account Balance \$0.00 Case Search Status Inactive Account Type Upgraded PACER Account</p> </div> <div data-bbox="553 716 1442 1633" style="border: 1px solid #ccc; padding: 10px;"> <p>Payment Information</p> <div data-bbox="597 783 1398 894" style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px;"> <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>This section is optional. If you do not enter payment information here, you may do so later by selecting the Make One-Time PACER Fee Payment option under the Payments tab.</p> <p>Select your method of payment from the Add Credit Card and Add ACH Payment options below. You may store up to three payment methods.</p> <p>To designate a card as the default for e-filing or admissions fees, click the Set default link in the box(es) below. To remove the card as a default, click the Turn off link.</p> <div data-bbox="578 1148 1414 1530" style="border: 1px solid #ccc; padding: 10px; min-height: 150px;"> <p>Add Credit Card Add ACH Payment</p> </div> <div data-bbox="846 1560 1141 1602" style="text-align: right; margin-top: 10px;"> Next Back Cancel </div> </div>

Step	Action										
11	<p>Read the E-Filing Terms of Use; check the two boxes following the terms</p> <div data-bbox="532 367 1458 571" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Click here to download a printable version of the Attorney E-filing Terms and Conditions</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. Click here to view local Court Policies and Procedures. *</p> </div>										
12	<p>Select Submit. Court staff will review your electronic filing registration request and you will receive further information via e-mail, as well as any additional information or instructions at the email address provided.</p>										
	<p>If the following information appears, you have successfully registered:</p> <div data-bbox="532 888 1458 1381" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <table data-bbox="576 898 1023 1050"> <tr> <td>Account Number</td> <td>7043330</td> </tr> <tr> <td>Username</td> <td>COTestAtty4</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="544 1092 1445 1381" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="background-color: #0056b3; color: white; padding: 2px 5px;">Confirmation Page</p> <h2 style="text-align: center; margin: 10px 0;">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 Manage My Account and select the E-File Registration/Maintenance History from the Maintenance Tab.</p> <p style="text-align: center; margin-top: 10px;">Done</p> </div> </div>	Account Number	7043330	Username	COTestAtty4	Account Balance	\$0.00	Case Search Status	Inactive	Account Type	Upgraded PACER Account
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