



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

Attorney Registration for Electronic Filing

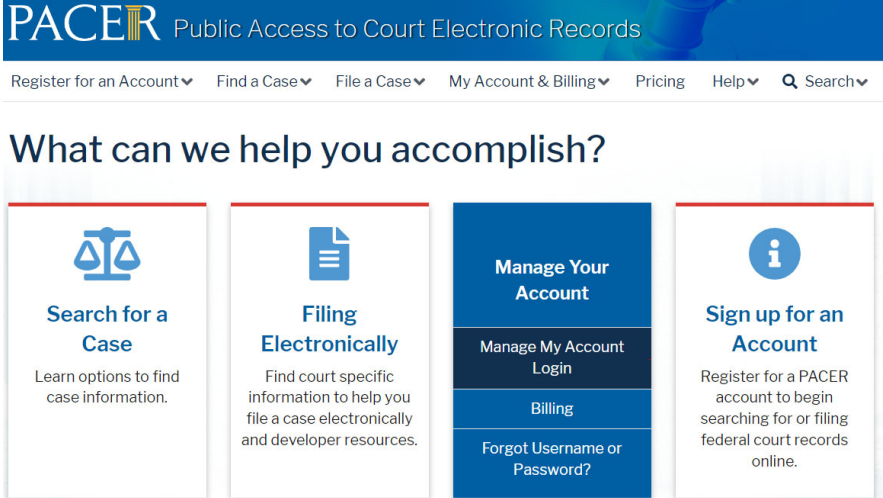

Includes MDL Attorneys; Non-District of Colorado Attorneys with Fed. R. Civ. P. 45(f) Disputes; and 10th Circuit CJA Practitioners Needing Access to District of Colorado Cases

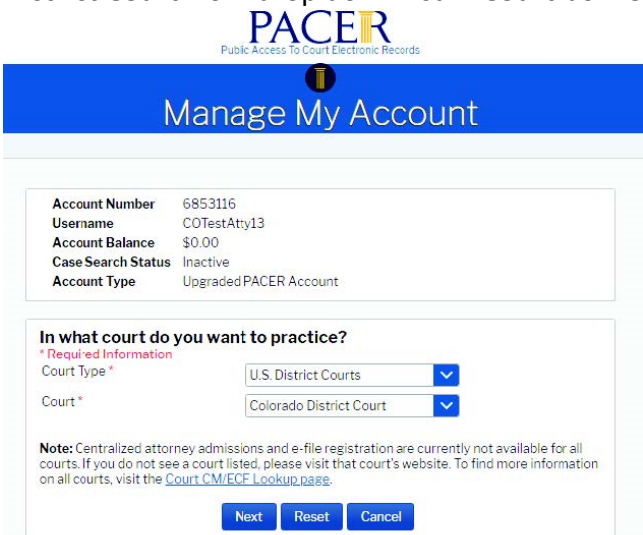

Register for Electronic Filing

The following attorneys who are **NOT** District of Colorado bar members 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 subpoena transferred from the court where compliance is required to the District of Colorado, if it is the issuing court.

- **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	<p>Login to PACER and Select Manage My Account with an Upgraded PACER account.</p> 
2	<p>Select the Maintenance tab and select Attorney Admission/E-File Registration.</p> 

3	<p>Select U.S. District Courts from drop down list in Court Type box and select Colorado District Court from drop down list in Court box. Click Next.</p> 
4	<p>Select the appropriate action:</p> <ul style="list-style-type: none"> MDL attorneys [28 U.S.C.§1407] select the Multi-District Litigation. Attorneys not admitted in the District of Colorado but needing to appear in accordance with Fed. R. Civ. P. 45(f) or Criminal Justice Act attorneys appointed by the 10th Circuit Court of Appeals select the E-File Registration Only. 
5	<p>Complete all sections of the e-file registration. *NOTE: you do not have to select a specific Attorney Title.</p>
6	<p>Complete the Additional Filer Information section if applicable, <u>if you are an MDL Multi-District Litigation attorney (or attorney involved in a dispute arising under Fed. R. Civ. P. 45(f)).</u></p>

	<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 t</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>
7	<p>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.</p> <div> <div> Delivery Method and Formatting </div> <div> <input type="checkbox"/> Use a different email. Checking this will clear the primary email fields below. </div> <div> <div>Primary Email *</div> <div>butleredp+cotestatty3@gmail.com</div> <div>?</div> </div> <div> <div>Confirm Email *</div> <div>butleredp+cotestatty3@gmail.com</div> <div>?</div> </div> <div> <div>Email Frequency *</div> <div>At The Time of Filing (One t</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>
8	<p>Set default payment information if desired (NOT REQUIRED).</p> <p>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>
9	<p>Read the E-Filing Terms of Use; check the two boxes following the terms</p> <div> <div> Click here to download a printable version of the Attorney E-filing Terms and Conditions </div> <div> <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. * </div> <div> <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>

10	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.
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IF YOU HAVE ANY QUESTIONS OR NEED ANY ASSISTANCE, PLEASE CONTACT THE ATTORNEY SERVICES DIVISION AT [cod attorneyservices@cod.uscourts.gov](mailto:cod_attorneyservices@cod.uscourts.gov) OR 303-335-2466.