



## U.S. District Court for the District of Colorado Attorney Registration for Electronic Filing for MDL, Rule 45(f), & 10<sup>th</sup> Circuit CJA attorneys

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These instructions are intended exclusively for use by the following types of attorneys who are not members of the bar of the District of Colorado:

- Attorneys in **Multi-District Litigation (MDL)** cases
- Attorneys with motion transferred from another district per **FRCivP 45(f)**
- **10<sup>th</sup> Circuit CJA** attorneys

1. Log into PACER and select **Manage Your Account**.
2. Select the **Maintenance** tab, then **Attorney Admissions/E-File Registration**.
3. Select Court Type **U.S. District Courts** and **Court Colorado District Court**.
4. Select the appropriate action based on attorney type.
  - If MDL attorney, select **Multi-District Litigation**.
  - If FRCivP 45(f) matter or 10<sup>th</sup> Circuit CJA, select **E-File Registration Only**.
5. Complete all sections of the e-file registration and **Submit**.
  - In the Additional Filer Information section, MDL and FRCivP 45(f) attorneys should reference the underlying case.

A screenshot of the "Additional Filer Information" form section. It contains several fields: "Already Admitted at Court" with a dropdown menu labeled "Select Court"; "Court Bar ID" with a text input field; "Other Names Used" with a text input field; "Most Recent Case (in court where you are registering)" with a text input field, which is highlighted with a red rectangular border; "State Bar ID" with a text input field; and "State" with a dropdown menu labeled "Select State".

- In the Delivery Method and Formatting section, verify the email address for Notices of Electronic Filing (NEFs) or update otherwise.

A screenshot of the "Delivery Method and Formatting" form section. It includes a checkbox labeled "Use a different email. Checking this will clear the primary email fields below." Below this are two text input fields for "Primary Email \*" and "Confirm Email \*", both highlighted with a red rectangular border. At the bottom, there are two dropdown menus: "Email Frequency \*" labeled "Select Email Frequency" and "Email Format \*" labeled "Select Email Format".

- Default payment information is not required.
6. Court staff will review the request and send a notification via email once e-filing privileges have been activated.

**Have questions or need help?**  
**Contact the Attorney Services Division**  
**at (303) 335-2466**  
**or email [cod\\_attorneyservices@cod.uscourts.gov](mailto:cod_attorneyservices@cod.uscourts.gov).**