

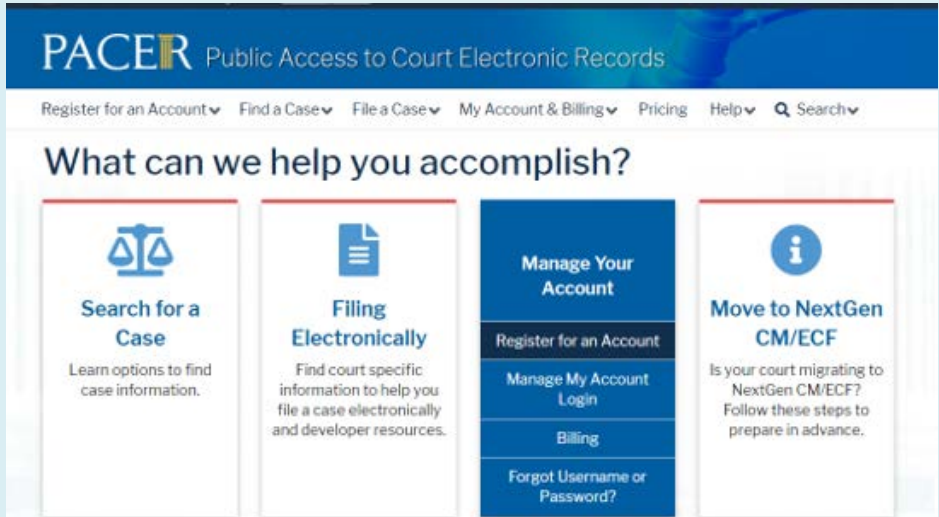




## District of Colorado – NextGeneration CM/ECF –

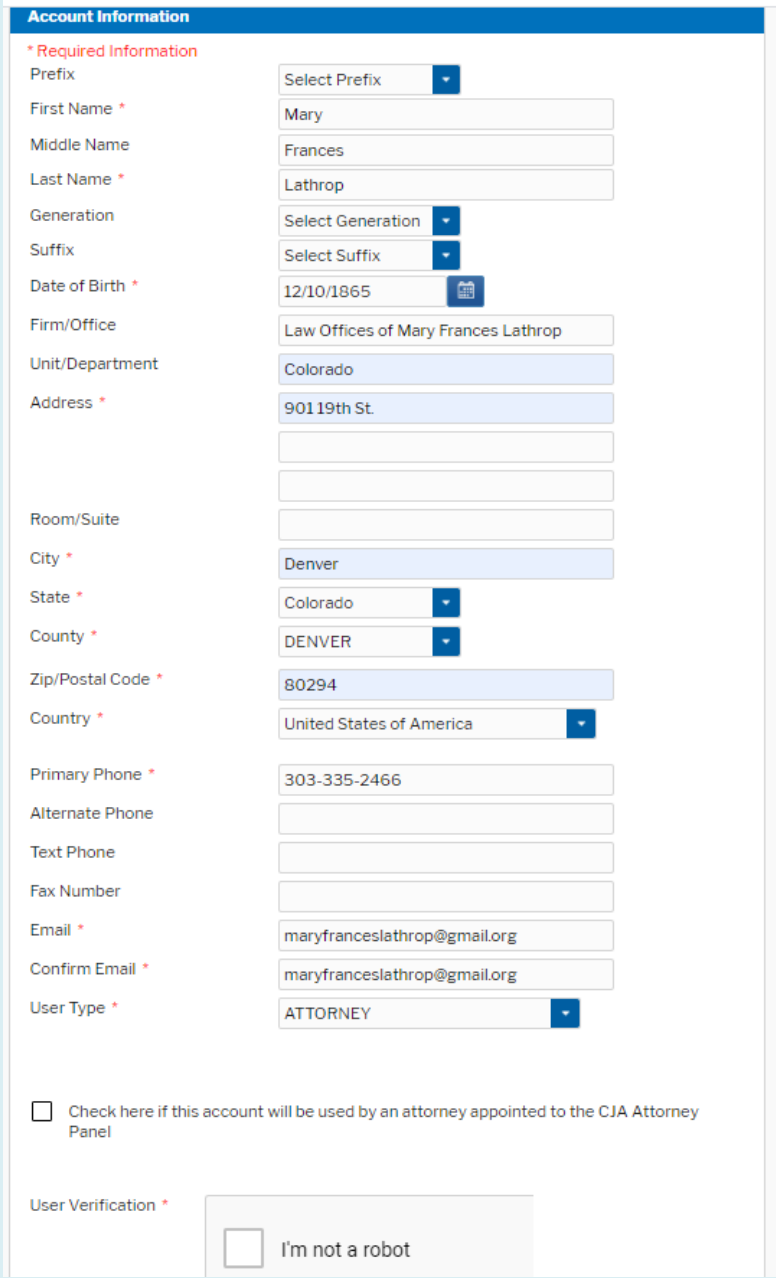
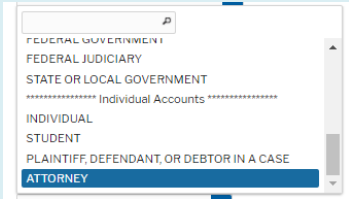
### New Attorney Admission Request

These instructions are for new attorneys who have not been admitted to the District of Colorado (and do not have an existing PACER account).


Refer to these instructions while completing the Attorney Admissions and E-File online application in PACER.

Step	Action
1	Go to PACER: <a href="http://www.pacer.uscourts.gov">www.pacer.uscourts.gov</a>
2	Select <b>Register for an Account</b>  A screenshot of the PACER website. The header shows the PACER logo and the text "Public Access to Court Electronic Records". Below the header is a navigation bar with links: "Register for an Account", "Find a Case", "File a Case", "My Account & Billing", "Pricing", "Help", and "Search". The main content area has the heading "What can we help you accomplish?" and four large buttons: "Search for a Case", "Filing Electronically", "Manage Your Account", and "Move to NextGen CM/ECF". The "Manage Your Account" button is highlighted in blue and contains the following links: "Register for an Account", "Manage My Account", "Login", "Billing", and "Forgot Username or Password?".

Step	Action
3	<p><b>Select Attorney Filers</b></p> 
4	<p><b>Select Register for a PACER account</b></p> 

Step	Action
5	<p data-bbox="516 254 1024 285">Complete the PACER registration form.</p> <div data-bbox="516 296 1286 1566">  <p>The screenshot shows the 'Account Information' section of the PACER registration form. It includes fields for Prefix, First Name, Middle Name, Last Name, Generation, Suffix, Date of Birth, Firm/Office, Unit/Department, Address, Room/Suite, City, State, County, Zip/Postal Code, Country, Primary Phone, Alternate Phone, Text Phone, Fax Number, Email, Confirm Email, and User Type. The User Type is currently set to 'ATTORNEY'. There is also a checkbox for 'Check here if this account will be used by an attorney appointed to the CJA Attorney Panel' and a 'User Verification' section with a checkbox for 'I'm not a robot'.</p> </div> <p data-bbox="516 1614 1360 1682">Select <b>Attorney</b> as the <b>User Type</b>. If you work for a government agency, select that instead. Select <b>Next</b></p> <div data-bbox="516 1688 862 1885">  <p>This screenshot shows the 'User Type' dropdown menu. The options listed are: FEDERAL GOVERNMENT, FEDERAL JUDICIARY, STATE OR LOCAL GOVERNMENT, ***** Individual Accounts ***** (separated by a dashed line), INDIVIDUAL, STUDENT, PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE, and ATTORNEY. The 'ATTORNEY' option is highlighted in blue.</p> </div>

Step	Action
6	<p>Create a <b>Username</b> and <b>Password</b>, and select <b>Security Questions</b> and then <b>Next</b></p> <div data-bbox="527 325 1443 1045"> <h3>Attorney Admissions and/or E-File Registration</h3> <div> <div>User Information</div> <div> <p>* Required Information</p> <div> <div>Generate Username</div> <div>Check Username Available</div> </div> <div> <div>Username *</div> <div>marfrancesatty4</div> <div>Username available. This username has been reserved.</div> <div>Medium</div> </div> <div> <div>Password *</div> <div>*****</div> </div> <div> <div>Confirm Password *</div> <div>*****</div> </div> <div> <div>Security Question 1 *</div> <div>What is your oldest sibling's birthday?</div> </div> <div> <div>Security Answer 1 *</div> <div>11/10/1899</div> </div> <div> <div>Security Question 2 *</div> <div>In what city or town was your first job?</div> </div> <div> <div>Security Answer 2 *</div> <div>Denver</div> </div> <div> <div>Next</div> <div>Back</div> <div>Reset</div> <div>Cancel</div> </div> </div> </div> </div>

Step	Action
7	<p>Enter <b>Payment Information</b>.</p> <div> <h3>Attorney Admissions and/or E-File Registration</h3> <h4>Payment Information</h4> <p>There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:</p> <ul style="list-style-type: none"> <li>• Use of PACER systems will generate a \$.10 per-page charge and is capped at \$3.00 for single documents and case-specific reports that are more than 30 pages (e.g., docket reports, creditor listings, and claims register). NOTE: The \$3.00 cap does not apply to search returns, reports that are not case specific, lists of cases, or transcripts.</li> <li>• Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.</li> <li>• Judicial opinions accessed via PACER will not generate a charge.</li> <li>• If your usage does not exceed \$30 in a quarter, fees are waived.</li> </ul> <p><b>Providing a credit card is optional.</b> If you would like to register without providing a credit card, click <b>Next</b> below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.</p> <p><b>** Credit card data is optional here. However, if you do provide a credit card, the marked fields below are required.</b></p>  <p>Account Holder Name * <input type="text" value="Mary Frances Lathrop"/></p> <p>Card Type * <input type="text" value="Visa"/></p> <p>Account Number * <input type="text" value="XXXXXXXXXXXXXXXXXX"/></p> <p>Card Expiration Date * <input type="text" value="01"/> / <input type="text" value="2040"/></p> <p><input checked="" type="checkbox"/> Use billing address</p> <p>Address * <input type="text" value="901 19th St."/></p> <p>City * <input type="text" value="Denver"/></p> <p>State * <input type="text" value="Colorado"/></p> <p>Zip/Postal Code * <input type="text" value="80294"/></p> <p>Country * <input type="text" value="United States of America"/></p> <p><input checked="" type="checkbox"/> I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due. *</p> <p><b>Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.</b></p> <p> <input type="button" value="Next"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </p> </div>

Step	Action
8	<p>Read and <b>acknowledge</b> the policies and procedures and click <b>Submit</b></p> <div data-bbox="532 338 1422 1171"> <h3>Attorney Admissions and/or E-File Registration</h3> <h4>Acknowledgment of Policies and Procedures</h4> <p>There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:</p> <ul style="list-style-type: none"> <li>• Use of the PACER system will generate a \$.10 per-page charge.</li> <li>• Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.</li> </ul> <p><b>Acknowledgment of Policies and Procedures</b> I understand that:</p> <ul style="list-style-type: none"> <li>• There is a charge for accessing information in PACER. See the Fee Information section above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.</li> <li>• Certain accounts may be designated, under Judicial Conference policy, as exempt</li> </ul> <p><a href="#">Click here to download a printable version of the Policies and Procedures</a></p> <p><b>* Required Information</b></p> <p><input checked="" type="checkbox"/> Click here to acknowledge you have read and understand the policies and procedures listed above. *</p> <p>If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.</p> <p> <input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </p> </div>
9	<p>Click <b>Continue</b> to complete the <b>Attorney Admissions and E-File Registration</b></p> <div data-bbox="532 1350 1422 1686"> <h3>Attorney Admissions and/or E-File Registration</h3> <p><b>Click Continue to complete the attorney admissions and/or e-file registration.</b></p> <p>Your PACER account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the <b>Continue</b> button below. You may also apply for attorney admissions and/or register to e-file at any time through the <b>Manage My Account</b> link located in the upper right corner of the PACER Service Center website.</p> <p> <input type="button" value="Continue"/> </p> </div>

Step	Action
10	<p>Select <b>U.S. District Courts</b> from drop down list in <b>Court Type</b> box and select <b>Colorado District Court</b> from drop down list in <b>Court</b> box. Click <b>Next</b></p> <p><a href="#">In what court do you want to practice?</a></p> <p><b>* Required Information</b></p> <p><b>Court Type*</b></p> <div> <div>U.S. District</div> <div>U.S. District Courts ▼</div> </div> <p><b>Select Court Type</b></p> <p><b>Court*</b></p> <div> <div>Colorado</div> <div>Select Court ▼</div> </div> <p><b>Select Court</b></p> <p><b>Note:</b> 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.</p>
11	<p>Select the tab <b>Attorney Admissions and E-File</b></p> <p><b>What would you like to apply/register for?</b></p> <div> <div>Attorney Admissions and E-File</div> <div>E-File Registration Only</div> <div>Multi-District Litigation</div> <div>Federal Attorney</div> </div>


Step	Action
12	<p data-bbox="516 254 1429 317"><b>Read the Notice under “Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court”</b></p> <p data-bbox="526 369 1435 506"><b>*** NOTICE ***</b> Admission to the U.S. District Court bar carries with it great privileges but also serious responsibilities and duties. You must follow ALL the directions provided below or YOU WILL NOT BE ADMITTED</p> <p data-bbox="516 606 1386 701"><b>... and also read the Notice under “Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court”</b></p> <p data-bbox="519 753 1443 1037"><b>*** NOTICE ***</b> Pursuant to the District of Colorado’s local rule <b><u>D.C.Colo.LAttyR 3</u></b>, “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 a state, federal territory, or the District of Columbia, 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 data-bbox="521 1092 1442 1302">For District of Colorado bar admission therefore, you <b>MUST</b> be a member of a bar of a state licensing jurisdiction, or federal territory, or District of Columbia; <b>ACTIVE</b> in at least one (state) jurisdiction; and in good standing in <b>ALL</b> jurisdictions where you are admitted. You <b>DO NOT</b> have to be admitted as a member of the Colorado state bar, but you must be admitted in another state.</p> <p data-bbox="521 1356 1440 1461"><b>*** NOTICE ***</b> <b>ALL APPLICANTS AND FILERS</b> of documents in the U.S. District Court <b>MUST</b> read <b>ALL</b> instructions and <b>ALL</b> requirements before applying for admission, including the following:</p> <ul data-bbox="565 1476 1443 1818" style="list-style-type: none"> <li>• The <u>Federal Rules of Civil, Criminal, Bankruptcy, Appellate Procedure, and the Federal Rules of Evidence</u>, based on the field of law in which you practice;</li> <li>• The District of Colorado’s <u>Local Rules of Practice</u> and the court’s <u>Electronic Case Filing Procedures</u>, which are incorporated in the rules;</li> <li>• Any applicable <u>General Orders and Court Plans</u>;</li> <li>• The individual <u>Practice Standards</u> of the judicial officers who preside over the cases in which you appear.</li> </ul>



Step	Action																																				
13	<p>*** NOTICE *** <u>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 admissions process.</u></p> <p>*** NOTICE *** 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. <b>Therefore, ignore the first section that asks for Federal Bar Information – it is not applicable to our bar admission process.</b></p> <p>You DO NOT have to complete the Federal Bar Information.</p> <div><p><b>Complete all sections of Attorney Admissions</b></p><div><p><b>Attorney Bar Information</b></p><p>* Required Information</p><p><b>FEDERAL BAR INFORMATION</b></p><p><input type="checkbox"/> I am admitted to the bar in one or more federal courts.</p><p>Our data indicates that you have been admitted to the bar of the following federal court(s):</p><table><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><tr><td colspan="4">No verified federal bar data available.</td></tr></table><p>Enter information for any federal court not listed in table on the left:</p><table><tr><th colspan="3">Additional Federal Bar Information</th></tr><tr><th>Federal Court</th><th>Bar ID</th><th>Date Admitted</th></tr><tr><td colspan="3">Click the "Add" button below to enter federal bar data.</td></tr><tr><td colspan="3">+ Add</td></tr></table></div><p><b>STATE BAR INFORMATION</b></p><p><input checked="" type="checkbox"/> I am admitted to the bar in one or more states.</p><p>Enter information for any state(s) in which you have been admitted to the bar:</p><table><tr><th colspan="3">Additional State Bar Information</th></tr><tr><th>State</th><th>Bar ID</th><th>Date Admitted</th></tr><tr><td>Colorado</td><td>C0123456</td><td>04/05/2021</td></tr><tr><td colspan="3">+ Add</td></tr></table><p>*To remove a state, right click the entry in the table above and select 'Delete Additional State.'</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	Colorado	C0123456	04/05/2021	+ Add		
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14	<p>The same section then asks for you <b>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.</b></p> <p>Select the <b>State Bar Information</b> check box and the <b>+Add</b> Button to enter admission information. Enter bar information from the <b>State in which you are admitted</b>: Select the state from the <b>Court</b> drop down. Enter your bar number issued by the State of Colorado. Enter your admission date, if known. Select the <b>+Add</b> button to save. Continue adding other state courts or select <b>Close</b> when finished.</p> <div><p><b>Complete all sections of Attorney Admissions</b></p><div><p><b>Attorney Bar Information</b></p><p><i>* Required Information</i></p><p><b>FEDERAL BAR INFORMATION</b></p><p><input type="checkbox"/> I am admitted to the bar in one or more federal courts.</p><p>Our data indicates that you have been admitted to the bar of the following federal court(s):</p><table><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><tr><td colspan="4">No verified federal bar data available.</td></tr></table><p>Enter information for any federal court not listed in table on the left:</p><table><tr><th colspan="3">Additional Federal Bar Information</th></tr><tr><th>Federal Court</th><th>Bar ID</th><th>Date Admitted</th></tr><tr><td colspan="3">Click the "Add" button below to enter federal bar data.</td></tr><tr><td colspan="3"><b>+ Add</b></td></tr></table></div><p><b>STATE BAR INFORMATION</b></p><p><input checked="" type="checkbox"/> I am admitted to the bar in one or more states.</p><p>Enter information for any state(s) in which you have been admitted to the bar:</p><table><tr><th colspan="3">Additional State Bar Information</th></tr><tr><th>State</th><th>Bar ID</th><th>Date Admitted</th></tr><tr><td>Colorado</td><td>CO123456</td><td>04/05/2021</td></tr><tr><td colspan="3"><b>+ Add</b></td></tr></table><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.			<b>+ Add</b>			Additional State Bar Information			State	Bar ID	Date Admitted	Colorado	CO123456	04/05/2021	<b>+ Add</b>		
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15	<p>Next section – <b>Sponsoring Attorney – LEAVE BLANK</b> – the District of Colorado does not require a sponsoring attorney.</p>																																				

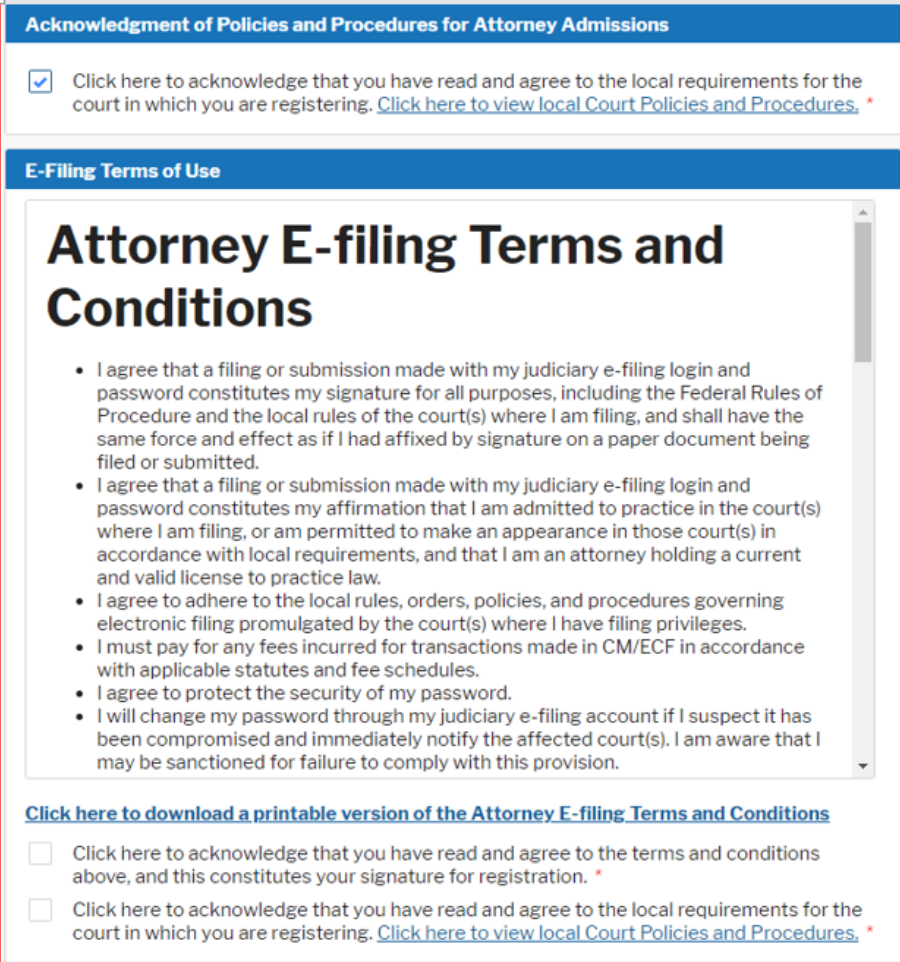
Step	Action
16	<p>Complete all fields in the <b>Attorney Information</b> section</p> <p><b>NOTE:</b> If you are not sure what type of cases your practice will involve or you won't handle cases at all in your attorney career, select <b>Civil</b>.</p> <div data-bbox="516 382 1443 930" style="border: 1px solid red; padding: 10px;"> <div data-bbox="526 390 1433 520" style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 10px;">Sponsoring Attorney</div> <div data-bbox="542 432 1391 501"> <div>Bar ID <input type="text"/></div> <div>Jurisdiction <span>Select Court</span> <span>▼</span></div> <div>First Name <input type="text"/></div> <div>Middle Name <input type="text"/></div> <div>Last Name <input type="text"/></div> </div> <div data-bbox="526 554 1433 921" style="background-color: #0056b3; color: white; padding: 5px; margin-top: 10px;">Attorney Information</div> <div data-bbox="542 596 1114 905"> <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 type="radio"/> I acknowledge that I will be charged an admission fee if I am admitted.</p> <p><input checked="" type="radio"/> I request that the admission fee be waived for the following reason:</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%; margin-top: 5px;"></div> </div> </div>

 All new admissions require a \$223 fee. 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 10<sup>th</sup> Circuit Court of Appeals who need access to their clients' records in the District of Colorado).

Step	Action
17	<p data-bbox="516 254 1442 352"><b>Complete all fields in the <b>Additional Attorney Information Required by Court</b> section [Ed's note - -this is a section that needs to be changed – see Ed's 6/25/21 e-mail to Diann and Nichole.]</b></p> <div data-bbox="516 359 1455 772" style="border: 1px solid red; padding: 5px;"> <p data-bbox="537 369 915 390"><b>Additional Attorney Information Required by Court</b></p> <p data-bbox="537 405 1117 464">Attorneys must be admitted to the Colorado bar in order to be eligible for admission to the U.S. District Court for the District of Colorado. Are you admitted and in good standing with the Colorado bar? *</p> <div data-bbox="540 468 1015 512" style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <p data-bbox="537 522 862 541">What is your Colorado bar license number? *</p> <div data-bbox="540 546 1015 590" style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <p data-bbox="537 600 915 619">What is the date of admission to the Colorado bar? *</p> <div data-bbox="540 623 1015 667" style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <p data-bbox="537 678 1003 701">List all other courts where you are admitted. If none, enter N/A. *</p> <div data-bbox="540 705 1015 749" style="border: 1px solid #ccc; height: 20px;"></div> </div> <p data-bbox="516 783 773 814"><b>NEW QUESTIONS:</b></p> <p data-bbox="516 825 1442 1003">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. In what jurisdiction are you currently in active status? If the answer is none, stop here. You will not be admitted in the District of Colorado if you are inactive in ALL jurisdictions.</p> <p data-bbox="516 1056 1442 1234">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.*</p> <p data-bbox="516 1287 1442 1560">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.</p> <p data-bbox="516 1612 1442 1854">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 the potential for administrative removal, by stating "Yes, I understand" in the space below.*</p>

Step	Action
18	Select <b>Next</b>
19	<p>Complete the <b>E-File Registration</b> information</p> <p><b><u>Complete all sections of E-File Registration</u></b></p> <p><b>Filer Information</b></p> <p><b>* Required Information</b></p> <p>Role in Court      Attorney</p> <p>Title      <input type="text"/></p> <p>                 <input type="text"/></p> <p>                 <input type="text"/></p> <p><input type="checkbox"/> I acknowledge that I am submitting the e-file registration for the individual listed above. <b>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.*</b></p> <p><b>Please verify your address. You may also enter a different address from the one provided for your CSO account.</b></p>

Step	Action
20	<p>Complete the <b>Filer Information</b>. 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 data-bbox="516 401 1425 1062"> <div> <b>Additional Filer Information</b> </div> <div> <p>Already Admitted at Court <span>Select Court ▼</span></p> <p>Court Bar ID <input type="text"/></p> <p>Other Names Used <input type="text"/></p> <p>Most Recent Case (in court where you are registering) <input type="text"/></p> </div> <div> <b>Delivery Method and Formatting</b> </div> <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="d_duino+cotestatty1@yahoo.com"/></p> <p>Confirm Email * <input type="text" value="d_duino+cotestatty1@yahoo.com"/></p> <p>Email Frequency * <span>Select Email Frequency ▼</span></p> <p>Email Format * <span>Select Email Format ▼</span></p> </div> <div> <span>Next</span> <span>Back</span> <span>Reset</span> <span>Cancel</span> </div> </div>
21	Enter <b>Additional Filer Information</b> if desired (not required)
22	<p>Also complete the <b>Delivery Method and Formatting</b> section of the form. This is used for electronic notification in cases in which you are involved. <b>Complete this section even if you will not be actively practicing in federal court.</b> 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 <b>Email Frequency</b> dropdown, Select <b>Once Per Day</b> for a daily summary notification or <b>At The Time of Filing</b> for individual notice. Select from the <b>Email Format</b> dropdown. Select HTML unless you are having difficulty with your emails. Select <b>Next</b></p>
23	<p>Set default payment information if desired (not required). You can add a new credit card or designate your existing card as the default method for <b>filing fees</b> or <b>admission fees</b> by selecting the appropriate icons as shown in the image below.</p> <p><b>***NOTICE***The District of Colorado only accepts credit card payments. It DOES NOT accept ACH (bank account) payments.</b></p>

Step	Action
24	Check the <b>Acknowledgment of Policies and Procedures for Attorney Admissions</b>
25	<p>Check the two boxes in the <b>E-Filing Terms of Use</b></p>  <p><b>Acknowledgment of Policies and Procedures for Attorney Admissions</b></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. <a href="#">Click here to view local Court Policies and Procedures.</a> *</p> <p><b>E-Filing Terms of Use</b></p> <h3>Attorney E-filing Terms and Conditions</h3> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.</li> <li>• I agree to protect the security of my password.</li> <li>• 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.</li> </ul> <p><a href="#">Click here to download a printable version of the Attorney E-filing Terms and Conditions</a></p> <p><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. *</p> <p><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. <a href="#">Click here to view local Court Policies and Procedures.</a> *</p>
26	Select <b>Submit</b> . The court will review your admission request and you will receive further instructions via email.