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

New Attorney Admission Request

[**Note: "New Attorney" for the purposes of these instructions means an attorney who is NOT a federal agency attorney, or an attorney requiring an entry of appearance in a transferred MDL case or transferred Fed. R. Civ. P. 45(f) litigation.**]

Contents

For **attorneys who are new to the District of Colorado**, there are three Actions to take, depending on your bar status:

- **First, verify that you are not already a USDC – District of Colorado bar membe**r – for example, you may have forgotten that you were admitted some time ago and your staff have kept your bar renewal fees up to date. We ask that you first check the Attorney Status function on the court's website and if already admitted and in good standing, that you submit a Change of Contact Information request through PACER, if necessary. **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 4), then follow the remaining Attorney Admission Instructions 20 through 35 in this guide (starting on p. 14)**.**

- 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,

begin following these new bar admission instructions at Step 10 t (starting on page 7) and continue until the end of these 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.
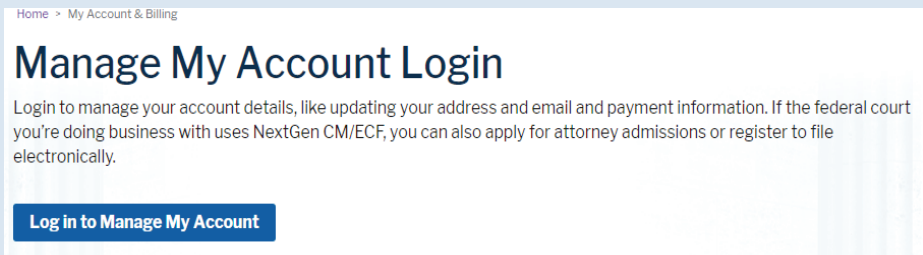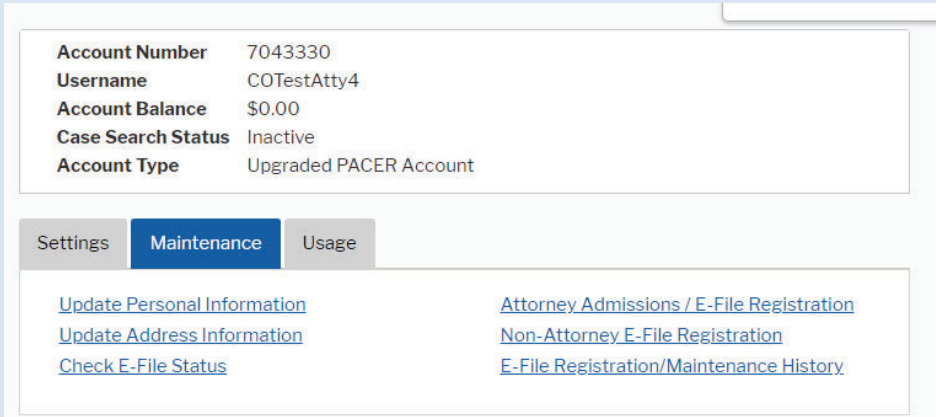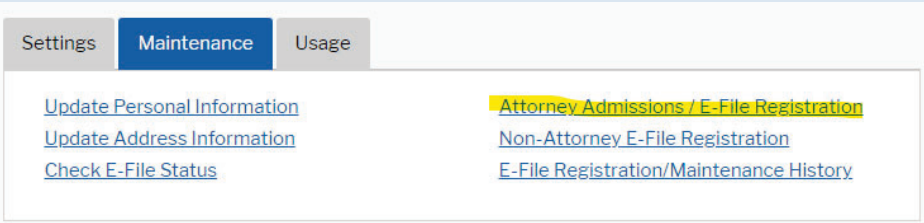

ACTION 1:

- **ALL BAR APPLICANTS – FIRST CHECK YOUR STATUS WITH THE DISTRICT OF COLORADO TO VERIFY THAT YOU ARE NOT CURRENTLY A BAR MEMBER:**
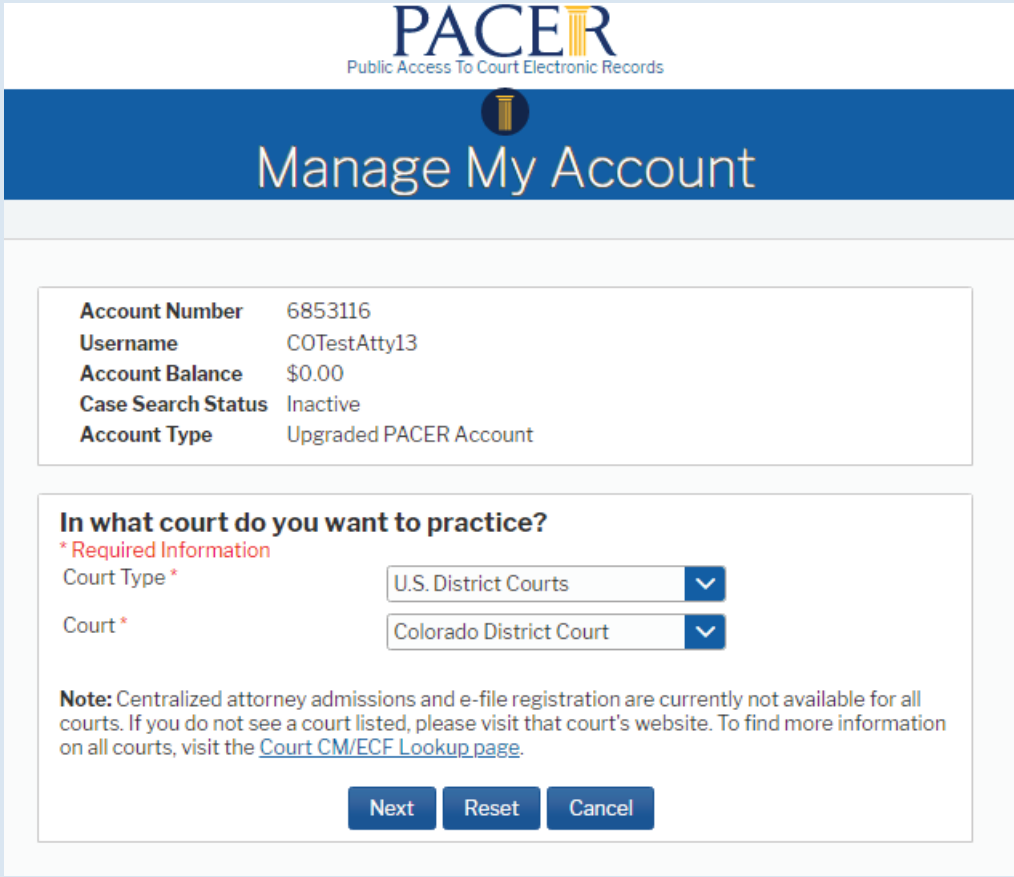
Step	Action
A	Check your USDC District of Colorado bar membership by visiting the District of Colorado's Attorney Status page first: https://www.cod.uscourts.gov/CMECF/AttorneyStatus.aspx
B	If your name appears and it indicates a Bar Membership status as "In Good Standing," you are a current bar member: **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
	Or, if your name appears and your status reads as follows: **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 … this 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, but only after logging on to your existing PACER account. Follow the directions starting with Step 1A below (page 3).

Step	Action
C	If you checked to see if you are a bar member as described in Step A and you verified that you are a bar member already and are in good standing, **you merely need to link your legacy District of Colorado ECF account to the PACER NextGen ECF account if you have not done so already**, following the directions provided on the U.S. District Court's NextGen ECF page: (http://www.cod.uscourts.gov/CourtOperations/CMECFNextGen.aspx) and following steps 1 through 4: E-filers must do the following in order to continue to electronically file in NextGen: 1. Obtain your own individual PACER account (click here to learn more) **OR** Upgrade your existing PACER account (click here to learn more). 2. Know your current ECF Login and Password. Click here to reset your current ECF Password. 3. On or after **August 2, 2021**, link your PACER account with ECF. Click here for instructions. 4. To go to the PACER website directly in order to link your account, click here. If your address or other information has changed – such as a move to a different law firm or organization, you will need to submit a Change of Contact Information Request through PACER: 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).] 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. See also the **Attorney Updating Personal Information, Address or E-mail** handout available on the Attorney Admissions Information page of the website. Once you have submitted a Change of Contact Info. Request through PACER, District of Colorado court staff will process the request. Note: if you apply for admission and you are already admitted, your application will be rejected and you'll receive an e-mail similar to the following: This email is notification that your NextGen CM/ECF electronic filing registration has been processed. Account Number: 6853116 Court: COLORADO DISTRICT COURT Request: Registration Transaction Status: Rejected Comment: Counselor: Your bar admission submission is unnecessary, as you are an admitted attorney in the U.S. District Court, in good standing, and have an existing e-filing account.
	If you have an Attorney Status record in the District of Colorado and the 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.

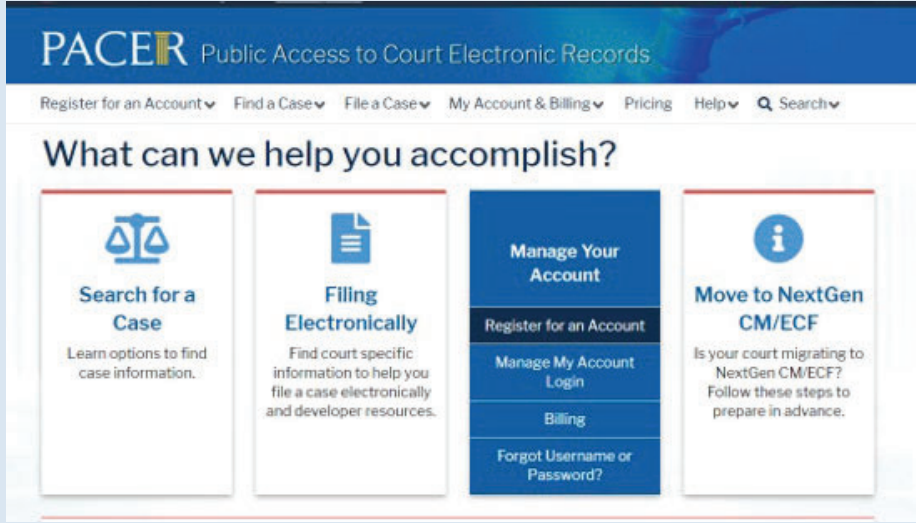| Step	Action
OPTION 2:	
	• **IF YOU ARE <u>NOT</u> A CURRENT DISTRICT OF COLORADO BAR MEMBER, BUT <u>DO</u> HAVE A PACER ACCOUNT AND ARE A MEMBER IN ANOTHER FEDERAL COURT [or have been Administratively Removed[1]]**
1A	Go to the <u>Attorney Admissions Information</u> page on the U.S. District Court website, and read the "***If You Are NEW to the District of Colorado and DO Have a PACER Account***" instructions, under "**Before Logging Onto PACER**." Complete the <u>Bar Application</u> pdf form and save it, as well as the <u>Bar Certificate</u> pdf form (only enter your name on the first blank space).
1B	Go to PACER: <u>pacer.uscourts.gov</u>
2	Select **Manage My Account** Home > My Account & Billing **Manage My Account Login** Login to manage your account details, like updating your address and email and payment information. If the federal court you're doing business with uses NextGen CM/ECF, you can also apply for attorney admissions or register to file electronically. **Log in to Manage My Account**
3	Log into PACER with an **Upgraded PACER** account. *Not sure if you have an Upgraded PACER account? Click here for instructions*
4	Select the **Maintenance** tab Account Number 7043330 Username COTestAtty4 Account Balance $0.00 Case Search Status Inactive Account Type Upgraded PACER Account Settings Maintenance Usage Update Personal Information Attorney Admissions / E-File Registration Update Address Information Non-Attorney E-File Registration Check E-File Status E-File Registration/Maintenance History

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[1] If Administratively Removed, you will not be allowed to practice in the District of Colorado until you re-apply for admission and pay the bar membership fee in effect at that time (currently $234.00).

Step	Action
5	Select **Attorney Admission/E-File Registration** Settings Maintenance Usage Update Personal Information Attorney Admissions / E-File Registration Update Address Information Non-Attorney E-File Registration Check E-File Status E-File Registration/Maintenance History
6	Select **U.S. District Courts** from drop down list in **Court Type** box **In what court do you want to practice?** * Required Information Court Type * Select Court Type ⌄ Select Court Type Court * U.S. Appellate Courts U.S. District Courts **Note:** Centralized attorney admissio U.S. Bankruptcy Courts ly not available for all courts. If you do not see a court liste National Courts o find more information on all courts, visit the Court CM/ECF Next Reset Cancel

Step	Action
7	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.**

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| 8 | Select the appropriate action:

- New attorneys will select the **Attorney Admissions and E-File** button.
- Attorneys new to the District of Colorado, but have PACER accounts with other federal courts, will also select the **Attorney Admissions and E-File** button.
- **Continue with Steps 11 through 25.**
- **Ignore the E-File Registration Only, Multi-District Litigation, and the Federal Attorney buttons.**

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Step	Action
9	Click **Continue** to complete the **Attorney Admissions and E-File Registration** **Attorney Admissions and/or E-File Registration** **Click Continue to complete the attorney admissions and/or e-file registration.** 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. Continue As part of the admission process, you will **complete and upload the pdf Bar Application form** on the Attorney Admissions Information page of the U.S. District Court website, and which accompanies these instructions. **ALSO 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.** **Jump to Step 20 and continue with the remaining Admissions Instructions.**
10	**OPTION 3:** • **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:** - Follow the New Attorney Admission Request **Register for an Account instructions** below. - Complete the District of Colorado Attorney Admission Application Form on the page. **Complete and upload the pdf Bar Application** form and the **pdf Bar Certificate** form. If you have questions anytime during the process, please contact the Attorney Services Division, COD_attorneyservices@cod.uscourts.gov, 303-335-2466.
11	Go to PACER: www.pacer.uscourts.gov .

Step	Action
12	Select **Register for an Account**
13	Select **Attorney Filers**
14	Select **Register for a PACER account**

Step	Action
15	Complete the PACER registration form.

Account Information

* Required Information

Prefix	Select Prefix
First Name *	Mary
Middle Name	Frances
Last Name *	Lathrop
Generation	Select Generation
Suffix	Select Suffix
Date of Birth *	12/10/1865
Firm/Office	Law Offices of Mary Frances Lathrop
Unit/Department	Colorado
Address *	901 19th St.
Room/Suite	
City *	Denver
State *	Colorado
County *	DENVER
Zip/Postal Code *	80294
Country *	United States of America
Primary Phone *	303-335-2466
Alternate Phone	
Text Phone	
Fax Number	
Email *	maryfranceslathrop@gmail.org
Confirm Email *	maryfranceslathrop@gmail.org
User Type *	ATTORNEY

☐ Check here if this account will be used by an attorney appointed to the CJA Attorney Panel

User Verification *

☐ I'm not a robot

Select **Attorney** as the **User Type.** If you work for a government agency, select that instead. Select **Next.**

FEDERAL GOVERNMENT
FEDERAL JUDICIARY
STATE OR LOCAL GOVERNMENT
**************** Individual Accounts ****************
INDIVIDUAL
STUDENT
PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE
ATTORNEY

Step	Action
16	Create a **Username** and **Password**, and select **Security Questions** and then **Next.**

Attorney Admissions and/or E-File Registration

User Information

* Required Information

[Generate Username] [Check Username Available]

Username *   marfrancesatty4

Username available. This username has been reserved.

Medium

Password *   ············

Confirm Password *   ············

Security Question 1 *   What is your oldest sibling's birthday?

Security Answer 1 *   11/10/1899

Security Question 2 *   In what city or town was your first job?

Security Answer 2 *   Denver

[Next] [Back] [Reset] [Cancel]

Step	Action
17	Enter **Payment Information**.

Attorney Admissions and/or E-File Registration

Payment Information

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:

- 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.
- Audio files of court hearings retrieved via PACER will generate a $2.40 per-file charge.
- Judicial opinions accessed via PACER will not generate a charge.
- If your usage does not exceed $30 in a quarter, fees are waived.

Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** 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.

** Credit card data is optional here. However, if you do provide a credit card, the marked fields below are required.

VISA MasterCard [ ] DISCOVER

Account Holder Name *	Mary Frances Lathrop
Card Type *	Visa
Account Number *	XXXXXXXXXXXXXXXX
Card Expiration Date *	01 / 2040

☑ Use billing address

Address *	901 19th St.
City *	Denver
State *	Colorado
Zip/Postal Code *	80294
Country *	United States of America

☑ I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

[Next] [Back] [Reset] [Cancel]

Step	Action
18	Read and **acknowledge** the policies and procedures and click **Submit.**

Attorney Admissions and/or E-File Registration

Acknowledgment of Policies and Procedures

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:

- Use of the PACER system will generate a $.10 per-page charge.
- Audio files of court hearings retrieved via PACER will generate a $2.40 per-file charge.

Acknowledgment of Policies and Procedures
I understand that:

- 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.
- Certain accounts may be designated, under Judicial Conference policy, as exempt

Click here to download a printable version of the Policies and Procedures

* Required Information

☑ Click here to acknowledge you have read and understand the policies and procedures listed above. *

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.

[Submit] [Back] [Reset] [Cancel]

Step	Action
19	Click **Continue** to complete the **Attorney Admissions and E-File Registration.**

Attorney Admissions and/or E-File Registration

Click Continue to complete the attorney admissions and/or e-file registration.

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.

[Continue]

Step	Action
20	**Read the Notice under "Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court"** 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. **… and also read the Notice under "Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court"** *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. *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.
21	**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.** **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.**

Step	Action
22	**You DO NOT have to complete the Federal Bar Information:**

Complete all sections of Attorney Admissions

Attorney Bar Information

* Required Information

FEDERAL BAR INFORMATION

☐ 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):

Verified Federal Bar Information			
Federal Court	Bar ID	Bar Status	Date Admitted
No verified federal bar data available.			

Enter information for any federal court not listed in table on the left:

Additional Federal Bar Information		
Federal Court	Bar ID	Date Admitted
Click the "Add" button below to enter federal bar data.		

+ Add

STATE BAR INFORMATION

☑ I am admitted to the bar in one or more states.

Enter information for any state(s) in which you have been admitted to the bar:

Additional State Bar Information		
State	Bar ID	Date Admitted
Missouri	2222222222	10/01/1997
Colorado	11111111	05/01/1998

+ Add

*To remove a state, right click the entry in the table above and select 'Delete Additional State.'

Sponsoring Attorney

Bar ID	[　　　]	Jurisdiction	Select Court ▼		
First Name	[　　　]	Middle Name	[　　　]	Last Name	[　　　]

Step	Action
23	**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.** Select the **State Bar Information** check box and the **+Add** Button to enter admission information. Enter bar information from the **State(s) 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.
24	Next section – **Sponsoring Attorney** – **LEAVE BLANK** – **the District of Colorado does NOT require a sponsoring attorney**.

Step	Action
25	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. **Unless** you are a federal agency attorney – employed as an attorney for the U.S. Government – **check the radio button "I acknowledge that I will be charged an admission fee if I am admitted."*** The current fee is listed on the U.S. District Court's **Fee Schedule** page on the website. **Attorney Information** Attorney Type (check all that apply) * ☑ Civil ☑ Criminal ☐ Bankruptcy Have you ever been disbarred/censured/denied admission? * ○ Yes ● No Do you have any disciplinary actions pending? * ○ Yes ● No Have you ever been convicted of a felony? * ○ Yes ● No Fee Acknowledgment * ● I acknowledge that I will be charged an admission fee if I am admitted. ○ I request that the admission fee be waived for the following reason: **Document Upload** Bar Application * 🡅 Upload Bar Certificate * 🡅 Upload *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).

26	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. * ❓

Active in New Mexico.

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.* * ❓

Yes, I understand.

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. * ❓

None.

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.* * ❓

Yes, I understand.

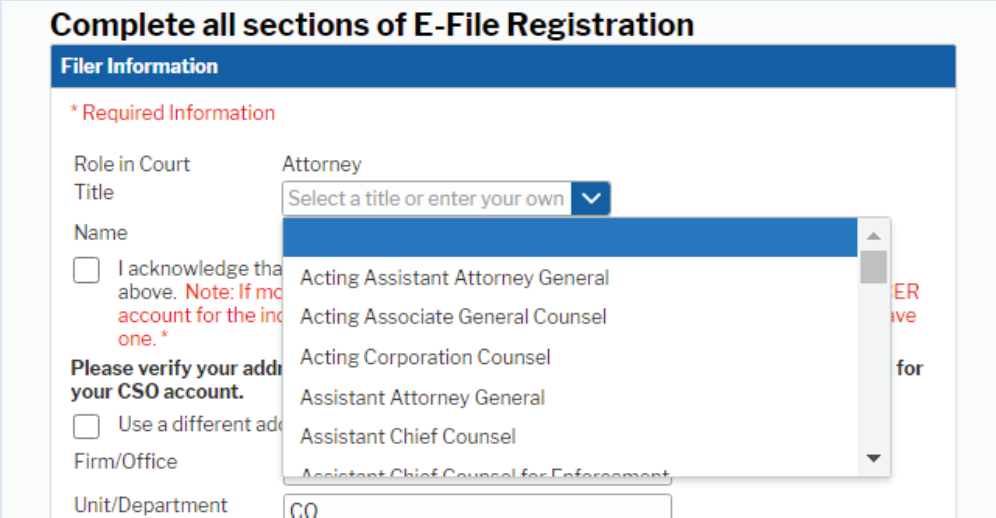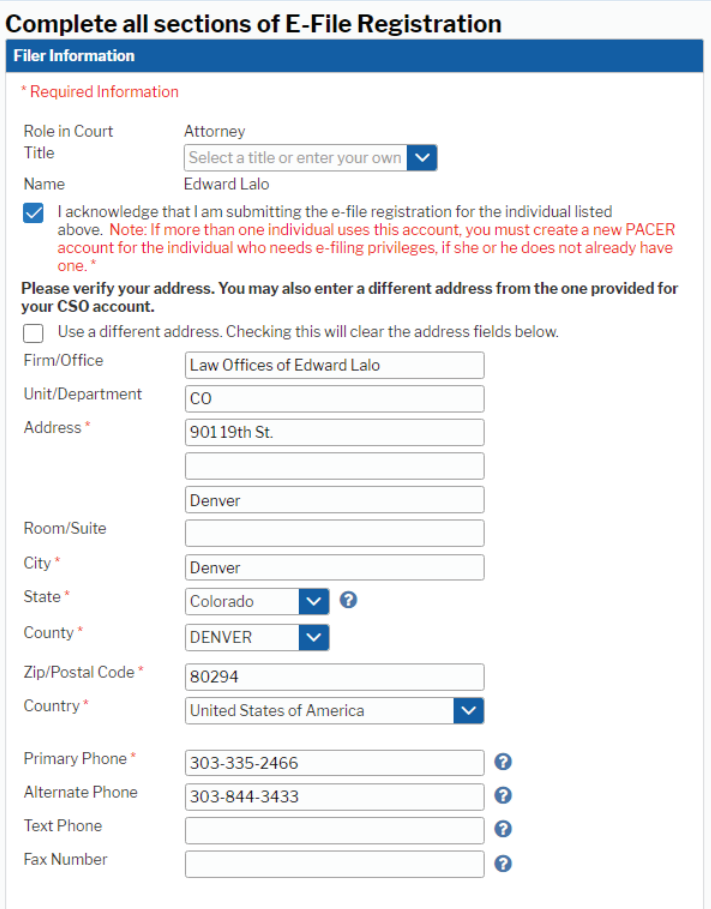[Next] [Back] [Reset] [Cancel]

The questions above are reprinted here:

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. 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.

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.* |

Step	Action
	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. 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.*

27	Select **Next.** Be sure to upload your **Bar Application** and **Bar Certificate**:
	
	Document Upload
	
	Bar Application * ⬆ Upload
	                          Document required
	
	Bar Certificate * ⬆ Upload
	                          Document required
	
	Upload Bar Certificate
	
	File Lalo Bar Form.pdf was successfully uploaded!
	
	Max File Size: 10MB
	
	Done

Step	Action
28	Complete the **E-File Registration** information
29	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.

Step	Action
30	Enter **Additional Filer Information** if desired (not required).

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.**

Step	Action
31	Set default payment information if desired (optional, not required). Click **Next**.

Account Number   6853116
Username   COTestAtty13
Account Balance $0.00
Case Search Status   Inactive
Account Type   Upgraded PACER Account

Payment Information

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.

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.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filling 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.

Add Credit Card   Add ACH Payment

Next   Back   Cancel

32	Check the **Acknowledgment of Policies and Procedures for Attorney Admissions.**

Step	Action
33	Check the two boxes in the **E-Filing Terms of Use**

Acknowledgment of Policies and Procedures for Attorney Admissions

☑ 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. *

E-Filing Terms of Use

Attorney E-filing Terms and Conditions

- 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.

Click here to download a printable version of the Attorney E-filing Terms and Conditions

☐ Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

☐ 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. *

Step	Action
34	Select **Submit.** The court will review your admission request and you will receive further instructions via email. **PACER** Public Access To Court Electronic Records **Manage My Account** Account Number 6853116 Username COTestAtty13 Account Balance $0.00 Case Search Status Active Account Type Upgraded PACER Account **Confirmation Page** **Thank You for registering!** 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**. Done
35	After processing by U.S. District Court staff, you will receive an e-mail with a message similar to this: _____ **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.** **Account Number: 1xxxxxx** **Court: COLORADO DISTRICT COURT** **Amount: $234.00** **Tracking Id: ACODC-xxxxxxx** **Approval Code: 02120G** **Card Number: ************XXXX** **Date/Time: 09/02/2021 10:37:37 ET** **NOTE: This is an automated message. Please do not reply** If you have questions anytime during the process, please contact the Attorney Services Division, COD_attorneyservices@cod.uscourts.gov, 303-335-2466.

Step	Action
36	If you have questions anytime during the process, please contact the Attorney Services Division, COD_attorneyservices@cod.uscourts.gov, 303-335-2466.