

## Membership in the Court's Bar

Local Rule 2.01 governs membership in the court's bar. Membership or special admission in the Middle District bar is necessary to practice in the Middle District. Neither membership nor special admission is required for a lawyer employed by the United States or a public entity established by federal law to practice within the course and the scope of the lawyer's employment.

**To petition for membership in the court's bar, complete the steps below:**

### **Step One: Submit the Attorney Admissions and E-File Registration**

The **Attorney Admissions and E-File Registration** is submitted through PACER. Login to your individual PACER Account or register for an Attorney Filer PACER Account to submit your application.

To complete the application, you will need your Florida Bar Number, state of residence, business address, undergraduate and legal education graduation dates, and a list of jurisdictions in which the applicant is admitted including admissions dates.

Go to the [PACER website](#) to submit your **Attorney Admissions and E-File Registration**. Click [here](#) for detailed instructions.

### **Step Two: Pay \$214 Attorney Admissions Fee**

After the court reviews your **Attorney Admissions and E-File Registration**, you will receive an email welcoming you to the Middle District of Florida pending payment of the \$214 fee. You will not be able to pay in advance of receiving this e-mail.

To pay the fee, click [here](#) to login to the **Middle District of Florida - Document Filing System**. Once logged in, select the **Bar Admission** hyperlink from the **Utilities** menu. After the court reviews and verifies payment, your e-filing account will be activated. It may take up to three business days for your e-filing privileges to be activated. Click [here](#) for detailed instructions.

**Please note:** If you need to file electronically in the [U.S. Bankruptcy Court for the Middle District of Florida](#), you must submit an e-file request separately. Visit the U.S. Bankruptcy Court's website for more information.

---

## Attorney Admissions and E-File Registration

**Instruction to submit the Attorney Admissions and E-File Registration:**

1. Go to the PACER website at [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov), login, and select **Manage My Account Login**. If you do not have a PACER account, [Register](#) for an attorney filer account.

- Under the **Maintenance** tab on the **Manage My Account** screen, select “**Attorney Admissions / E-File Registration.**”

PACER  
Public Access To Court Electronic Records

## Manage My Account

N ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ..

Account Number	*****
Username	AttorneyPHV
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings **Maintenance** Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) [Non-Attorney E-File Registration](#)

- Select **Court Type** of “**U.S. District Courts**” and **Court** “**Florida Middle District Court**” from the drop-down menus and select **Next**. If Florida Middle District is not listed, then you are already an e-filer or you currently have a request pending.

**In what court do you want to practice?**

\* Required Information

Court Type \*

Court \*

**Note:** 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. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

**Next** Reset Cancel

- Select “**Attorney Admission and E-File**”

**What would you like to apply/register for?**

**Attorney Admissions and E-File**

E-File Registration Only

Pro Hac Vice

Federal Attorney

5. **Attorney Bar Information:** Enter the applicant's Federal and State Bar Information. Click **Add** to open the bar window.

**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):

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:

Federal Court	Bar ID	Date Admitted
Click the "Add" button below to enter federal bar data.		
<b>+ Add</b>		

☒ **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:

State	Bar ID	Date Admitted
Click the "Add" button below to enter state bar data.		
<b>+ Add</b>		

6. Select the **Court/State** from the drop-down menu and enter the **Bar Id** and **Date Admitted**. Multiple courts may be entered by clicking **Add** again. When complete, click **Close**.

**Enter Additional Federal Bar Information**

Court:  ▼

Bar ID:

Date Admitted:

**+ Add** **Close**

**Enter Additional State Bar Information**

State:  ▼

Bar ID:

Date Admitted:

**+ Add** **Close**

7. **Sponsoring Attorney is not required.** This may remain blank.

**Sponsoring Attorney**

Bar ID:  Jurisdiction:  ▼

First Name:  Middle Name:  Last Name:

8. **Attorney Information:** Enter the requested information as it pertains to the applicant.

**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:

9. **Additional Information Required by the Court.** Enter all requested information as it pertains to the applicant and click **Next** when complete.

**Additional Attorney Information Required by Court**

List your state of residence: \*

College or University and date of graduation: \*

Law School and date of graduation: \*

Do you confirm that the applicant has read and will comply with the Federal Rules of Evidence, the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Local Rules of the Middle District of Florida, and 28 U.S.C. § 1927? \*

**Oath of Admission:**

*The undersigned hereby affirms, that he/she will support the constitution of the United States, that he/she will bear true faith and allegiance to the government of the United States, that he/she will maintain the respect due to the Courts of Justice and all Judicial Officers, that he/she will well and faithfully discharge his/her duties as an attorney and officer of this court, and that he/she will conduct himself/herself uprightly and according to the law of the recognized standards of ethics of the legal profession, so help you God.*

Does the applicant confirm affirmation of the oath of admission? \*

Next Back Reset Cancel

10. **Filer Information:** Check mark and review the acknowledgement in the top portion. In the bottom portion, verify or update your contact information.

11. **Additional Filer Information** is not required as the applicant should have entered their admissions information on step 5 and 6.

12. **Delivery Method and Formatting:** Confirm your email address and select your frequency and format preferences for Notices of Electronic Filing. When complete, select **Next**.

13. **Payment Information:** Add, edit, review PACER billing information.

14. **Acknowledgement of Policies and Procedures for Attorney Admissions and E-Filing Terms of Use:** Review and mark acknowledgements. When complete, click **Submit**.

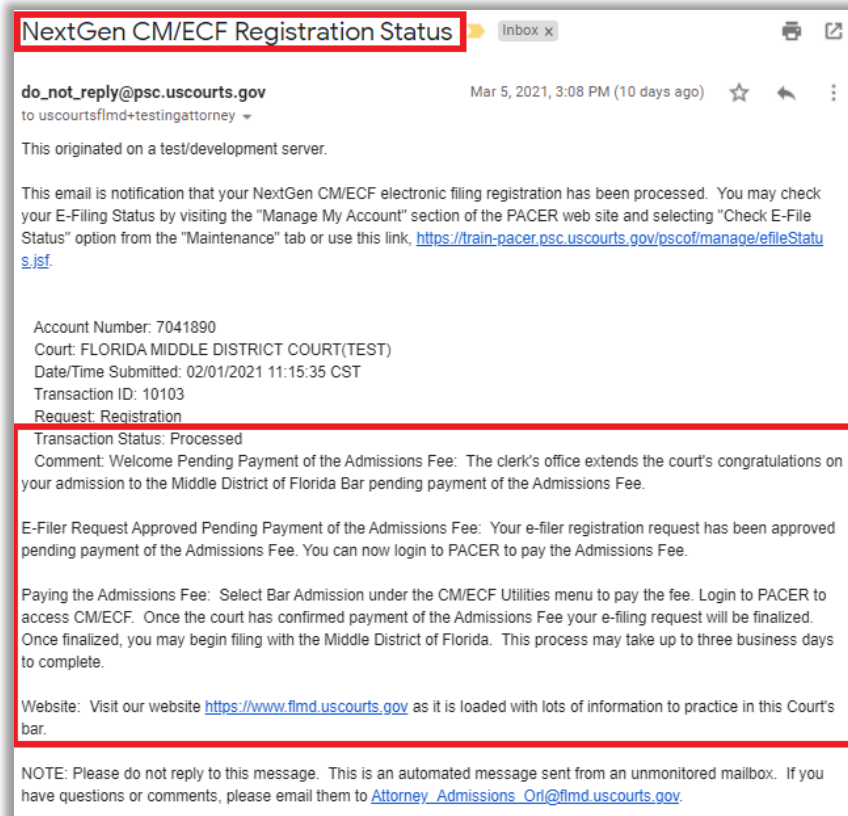
15. **Confirmation Page:** A confirmation will display.

## Pay Attorney Admissions Fee

Follow the instructions below to pay the \$214 Attorney Admissions fee:

1. Once your **Attorney Admissions and E-File Registration** is reviewed and approved you will receive an e-mail confirmation welcoming you to the Middle District of Florida **pending payment of the \$214 fee**. The fee cannot be paid in advance of this e-mail. The e-mail Subject line is **NextGen CM/ECF Registration Status** and the **Transaction Status** is **“Processed.”**

A sample of the e-mail is below. Please review the information inside of the red box.



2. **Pay the Attorney Admissions Fee**, by logging into PACER to access the **Middle District of Florida – Document Filing System**. The document filing system link can be accessed on court's website under the CM/ECF page, the Court Look-Up page on the PACER website, or by logging into PACER and accessing **Display Registered Courts** under the **Manage My Account Maintenance** tab.

**Florida Middle District Court(test) Login**

\* Required Information

Username \*

Password \*

Client Code

Login Clear

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

**Enter your PACER username and password to login.**

3. Review the **Redaction Agreement** and select **Continue**.

**Redaction Agreement**  
**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:**  
All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.  
☒ I understand that, if I file, I must comply with the redaction rules. I have read this notice.  

**Continue** **Cancel**

4. Select the **Utilities** menu and then the **Bar Admission** hyperlink under **Your Account**.

**CM/ECF** **Civil** **Criminal** **Query** **Reports** **Utilities** **Search** **Help** **Log Out**  
**Utilities**  

**Your Account**  
[Bar Admission](#)  
[Link a CM/ECF account to my PACER account](#)

**Miscellaneous**  
[Legal Research ...](#)  
[Release 6.3 Menu Items...](#)  
[NextGen Release 1.1 Menu Items](#)

**Your Account**  
[Change Client Code](#)  
[Review Billing History](#)

**Bar Admission**  
Jurisdiction  
Florida Middle  
  
Bar Status  
Pending  
  
Fee Amount  
\$203.00  

**Pay Fee**

5. Select **Pay Fee** (the image example may not reflect the current rate).

6. Enter payment information or select an existing payment method. When complete, click **Next**.

**Pay Attorney Admission/Renewal Fee for Florida Middle District Court(test)**

\* Required Information

**Payment Amount**

Amount Due \* \$203.00

**Select a Payment Method**

☒ **VISA**  
New Attorney  
XXXXXXXXXXXX1111  
12/2040

☐ Enter a credit card

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

Next Cancel

7. **Court Specific Information:** Enter the applicant's name, applicant's firm name, name of person completing transaction (if different), and a contact phone number. Verify e-mail and add additional e-mail addresses. A copy of the receipt will go to the additional e-mail address listed. Review and mark the authorization and select **Submit**.

**Court Specific**

Attorney Name \*  
Firm Name  
Name of Person Completing Transaction \*  
Contact Phone Number \*

**Email Receipt**

Email usc XXXXXX :@gmail.com  
Confirm Email us XXXXX c@gmail.com  
Additional Email Addresses

**Authorization**

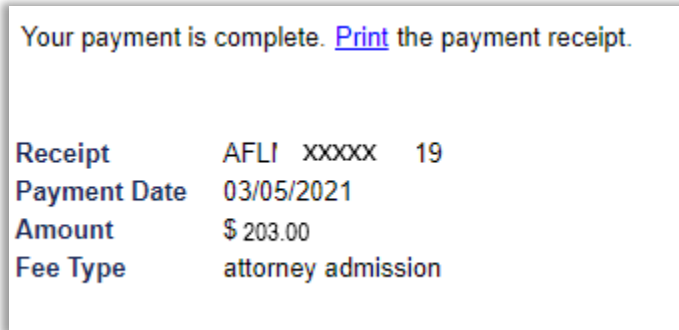
☐ I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. \*

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

Submit Back Cancel



8. Do not click the Back button while the payment is processing. A confirmation page will briefly display. You will be able to **Print** the receipt by clicking the hyperlink.



9. Once the court reviews and verifies payment, your e-filing account will be activated. It may take up to three business days for your e-filing privileges to be activated.

---

## Revision Log

Date	Comments	By
12/1/23	Reference to fee rate change to \$214 added. Example images may not display current fee rate.	NAS