

Government Lawyers

Pursuant to Local Rule 2.01, 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 scope of the lawyer's employment.

Federal government lawyers seeking CM/ECF electronic filing privileges, must submit the **Federal Attorney E-File Registration** through PACER. Login to your individual PACER Account or register for an Attorney Filer PACER Account to submit your E-File Registration. You will receive an e-mail notification from the PACER Service Center when your request has been processed and the court has activated your e-filing access.

Submit the Federal Attorney E-File Registration

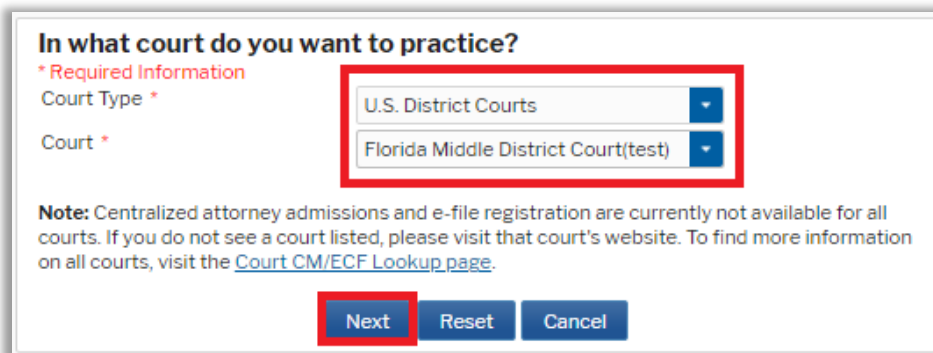
Instructions to submit the Federal Attorney E-File Registration:

1. Go to the PACER website at 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.
2. Under the **Maintenance** tab on the **Manage My Account** screen, select “**Attorney Admissions / E-File Registration.**”



The screenshot shows the PACER Manage My Account interface. At the top, there are four tabs: Settings, Maintenance, Payments, and Usage. The 'Maintenance' tab is highlighted with a red box. Below the tabs, there are several links: Update Personal Information, Update Address Information, Update E-Filer Email Noticing and Frequency, Display Registered Courts, Attorney Admissions / E-File Registration, Non-Attorney E-File Registration, Check E-File Status, and E-File Registration/Maintenance History. The 'Attorney Admissions / E-File Registration' link is highlighted with a red box.

3. 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.



The screenshot shows a form titled "In what court do you want to practice?". It has a red asterisk and the text "* Required Information". There are two dropdown menus: "Court Type *" and "Court *". The "Court Type" dropdown is set to "U.S. District Courts" and the "Court" dropdown is set to "Florida Middle District Court(test)". Below the dropdowns, there is a note: "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](#)." At the bottom, there are three buttons: "Next", "Reset", and "Cancel". The "Next" button is highlighted with a red box.

4. Select “Federal Attorney”

What would you like to apply/register for?

Attorney Admissions and E-File

E-File Registration Only

Pro Hac Vice

Federal Attorney

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

Filer Information

* Required Information

Role in Court Attorney

Title Select a title or enter your own

Name ProHac Attorney

I acknowledge that I am submitting the e-file registration for the individual listed above. 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. *

6. **Additional Filer Information:** Enter the requested federal and state bar information. **Most Recent Case:** Enter the case number in which you are registering when known.

Additional Filer Information

Already Admitted at Court ALASKA DISTRICT COURT

Court Bar ID

Other Names Used

Most Recent Case (in court where you are registering) 3:21cv1234

State Bar ID 345676

State Alaska

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

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email * brandnewattorney@gmail.com

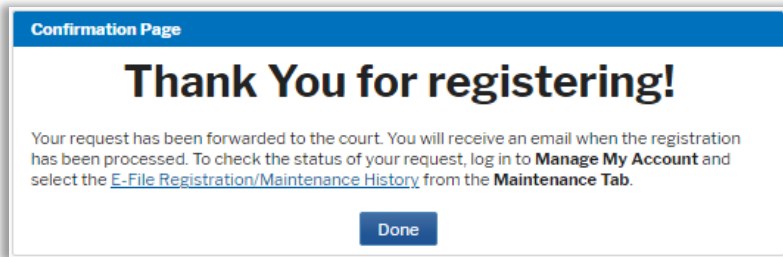
Confirm Email * brandnewattorney@gmail.com

Email Frequency * Once Per Day (Daily Summary)

Email Format * HTML

Next Back Reset Cancel

8. **Payment Information:** Add, edit, review PACER billing information.
9. **Acknowledgement of Policies and Procedures for Attorney Admissions and E-Filing Terms of Use:** Review and mark acknowledgements. When complete, click **Submit**.
10. **Confirmation Page:** A confirmation will display.



11. It may take up to three business days for your request to be processed. Once processed, you will receive an e-mail confirmation, with **“NextGen CM/ECF Registration Status”** as the subject line. The e-mail will be sent from the PACER Service Center and the **Transaction Status** will be **“Processed.”** See sample below. Once you receive this e-mail, you can begin e-filing.

