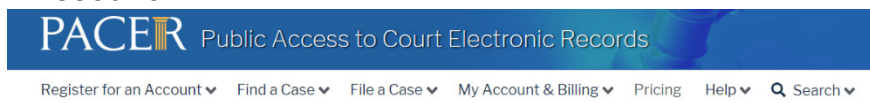


Petition for Admission to Practice

The U.S. District Court for the Eastern District of New York is a NextGen CM/ECF court.

In order to request admission to practice, you must have an upgraded individual PACER account. If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures. Once you have a PACER Account, follow the steps below to request filing access.

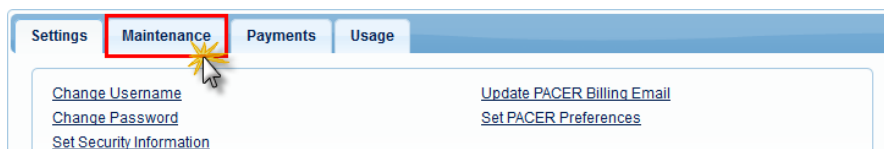
1. Navigate to pacer.uscourts.gov
2. Click **My Account & Billing - Manage My Account Login - Log in to Manage My Account**



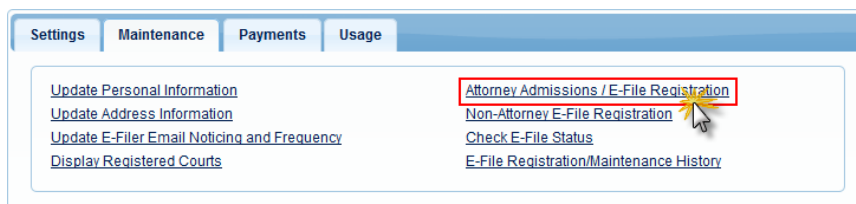
3. **Login** with your upgraded individual PACER account username and password

The image shows the PACER login form. It has a title "Login" with a blue arrow icon. Below the title is a red asterisk and the text "* Required Information". There are two input fields: "Username *" and "Password *". Below the input fields are three buttons: "Login", "Clear", and "Cancel".

4. Click on the **Maintenance** tab



5. Select **Attorney Admission/E-File Registration**



6. Select **U.S. District Courts** as the Court Type and **New York Eastern District Court** as the Court. Click **Next**.

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. For a listing of all court websites visit the [Court Links Page](#).

7. Select **Attorney Admissions and E-File**

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

8. Complete all five sections of the required registration information:

Attorney Bar Information:

Attorney Bar 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.		
<input type="button" value="+ Add"/>		

STATE BAR INFORMATION

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

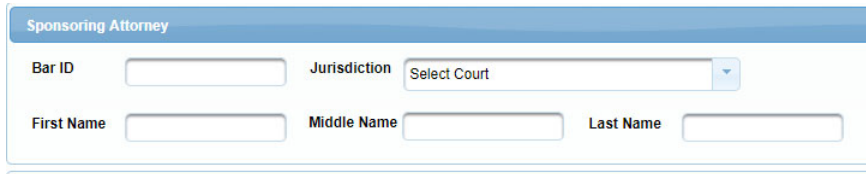
Enter information for any state(s) in which you have been admitted to the bar:

Additional State Bar Information		
State	Bar ID	Date Admitted
Click the "Add" button below to enter state bar data.		
<input type="button" value="+ Add"/>		

- Check one or both boxes to indicate the federal or state courts to which you are admitted.
- Click on the **+Add** button to select and add the state and/or federal court(s) to which you are admitted.

Sponsoring Attorney:

- a. Enter the required information for one of the attorneys sponsoring you.

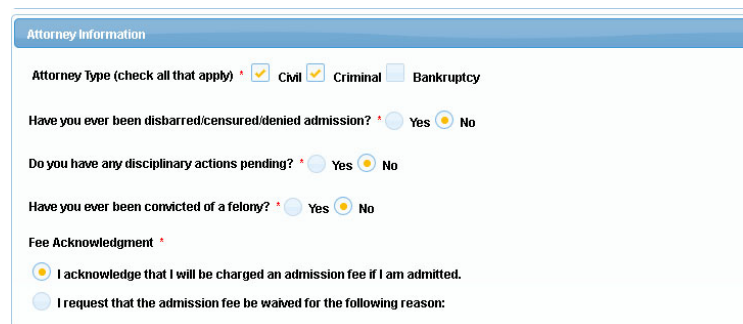


The Sponsoring Attorney form contains the following fields:

- Bar ID:
- Jurisdiction:
- First Name:
- Middle Name:
- Last Name:

Attorney Information:

- a. Enter your **personal information** and acknowledge the admission fee, or request a waiver of fees.

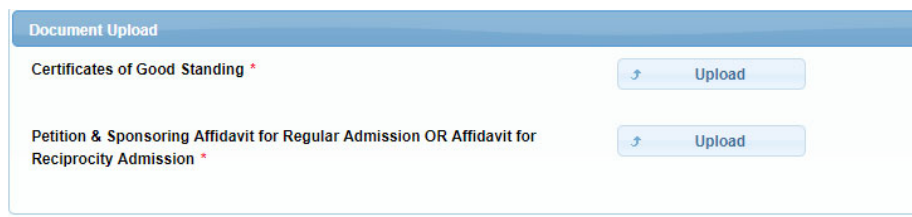


The Attorney Information form contains the following sections:

- 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:

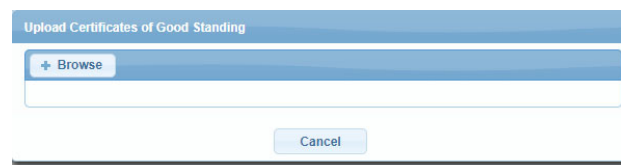
Document Upload:

- a. Click the **Upload** button, then **+Browse** to attach both the **Certificates of Good Standing** and the **Petition & Sponsoring Affidavit for Regular Admission OR Affidavit for Reciprocity Admission**. ****Note that the two documents should be saved and uploaded as one PDF document****



The Document Upload form contains the following sections:

- Certificates of Good Standing:**
- Petition & Sponsoring Affidavit for Regular Admission OR Affidavit for Reciprocity Admission:**



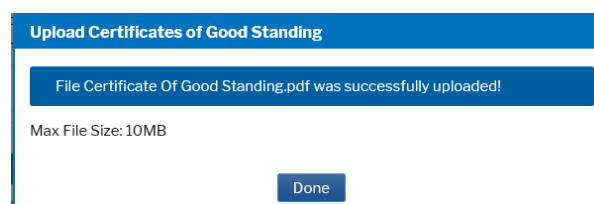
The Upload Certificates of Good Standing dialog contains the following elements:

- + Browse** button
- Cancel** button



The File selection dialog contains the following elements:

- File name:** Certificate Of Good Standing
- All Files (*.*)** dropdown
- Open** button
- Cancel** button



The Upload Certificates of Good Standing success message contains the following elements:

- File Certificate Of Good Standing.pdf was successfully uploaded!**
- Max File Size: 10MB**
- Done** button

Document Upload

Certificates of Good Standing *

 Remove

Certificate Of Good Standing.pdf

Petition & Sponsoring Affidavit for Regular Admission OR Affidavit for Reciprocity Admission *

 Upload**Upload Petition & Sponsoring Affidavit for Regular Admission OR Affidavit for Reciprocity Admission** Browse

Max File Size: 10MB

Cancel

File name: AdmissionAffidavit

All Files (*.*)

Open

Cancel

Upload Petition & Sponsoring Affidavit for Regular Admission OR Affidavit for Reciprocity Admission

File AdmissionAffidavit.pdf was successfully uploaded!

Max File Size: 10MB

Done

Document Upload

Certificates of Good Standing *

 Remove

Certificate Of Good Standing.pdf

Petition & Sponsoring Affidavit for Regular Admission OR Affidavit for Reciprocity Admission *

 Remove

AdmissionAffidavit.pdf

Additional Attorney Information Required by Court:

a. Answer all questions and click **Next**.

Have your Certificates of Good Standing been issued within the last thirty (30) days? Indicate Yes or No.

What is your preferred date for your ceremony? Choose a date at least ten days from today. Brooklyn ceremonies are held every Friday morning and Central Islip ceremonies are held on the third Wednesday of every month at 2:00pm. Indicate date in mm/dd/yyyy format. (For reciprocity applications, indicate on what date you will bring your paperwork since no ceremony is necessary.)

I understand that my preferred ceremony date must be at least ten days after the date that I file this petition. If I extend my ceremony date beyond the 30 day date on my certificate of good standing, my application will result in an automatic rejection and I will need to reapply with a new certificate of good standing. (Please indicate Yes.)

In which courthouse, Brooklyn or Central Islip, do you wish to appear? (For reciprocity applications, indicate to which courthouse, Brooklyn or Central Islip, you will bring your paperwork since no ceremony is necessary.)

Were you previously admitted Pro Hac Vice in NYED? (Please indicate Yes or No, if Yes, please provide the NYED case number.)

I understand that I will receive an email from the Court with instructions regarding admissions fee payment. After payment is made, I will receive my admission date confirmation. (Please indicate Yes.)

I understand that payment links in the Payments tab in PACER are for PACER charges, NOT court or admission fees. It can take up to six weeks to get a refund from PACER. The account balance in Manage My Account refers to the PACER fees, not court fees or admission fees. I must use the link sent to me by the court to pay my admission fee. (Please indicate Yes).

9. Complete the personal information on the **E-File Registration** screen and click **Next**. Note that HTML is the preferred Email Format.

The screenshot shows a web form titled "Delivery Method and Formatting". At the top, there is a checkbox labeled "Use a different email. Checking this will clear the primary email fields below." Below this, there are four fields: "Primary Email" with the value "attymnd+32@gmail.com", "Confirm Primary Email" with the same value, "Email Frequency" with a dropdown menu set to "At The Time of Filing (One Email pe", and "Email Format" with a dropdown menu set to "HTML". The "Email Format" field is highlighted with a red rectangular box. At the bottom of the form, there are four buttons: "Next", "Back", "Reset", and "Cancel". The "Next" button is highlighted with a yellow star and a mouse cursor icon.

10. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen. You can add a credit card or ACH payment method for each of the following fee types:

- Autobill PACER fees
- Filing fees default
- Admissions fees default


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-filing 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.


 <input checked="" type="checkbox"/> Autobill PACER fees <input checked="" type="checkbox"/> E-filing fees default <input checked="" type="checkbox"/> Admissions fees default XXXXXXXXXXXX4747 02/2020 John T Public 1100 Main Street Brooklyn, NY 10022 <input type="button" value="Update"/>	Add Credit Card Add ACH Payment
--	--

Things to Be Aware Of:


- The payment links in the Payments tab in PACER are for PACER charges, NOT court or admission fees.
- Account balance in Manage My Account refers to PACER fees, not court fees or admission fees.
- It can take up to six weeks to get a refund.


11. Check the **Acknowledgment of Policies and Procedures for Attorney Admissions** box and the two **Attorney E-Filing Terms of Use** acknowledgment boxes.

Acknowledgment of Policies and Procedures for Attorney Admissions

 Check 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.](#) *

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

 By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *

 Check 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.](#) *

12. Click **Submit**. The court will review your admission request and you provide you with further instructions (including a link to pay the admission fees online) via email. Please note that you must pay your admission fee online.