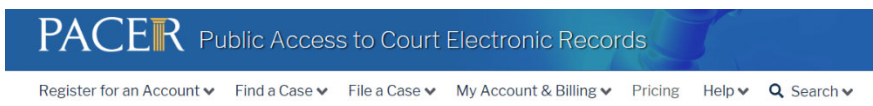


## Attorney Admission Procedures for: Pro Hac Vice Attorneys, MDL Attorneys and Federal Government Attorneys or Special Permission

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.

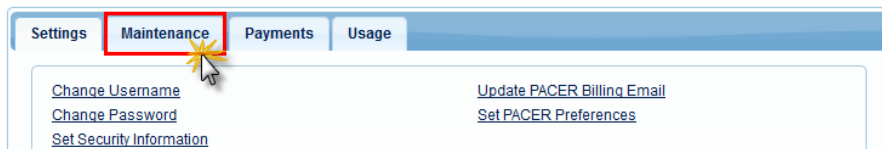
1. Navigate to [pacer.uscourts.gov](https://pacer.uscourts.gov)
2. **My Account & Billing - Manage My Account Login - Log in to Manage My Account**



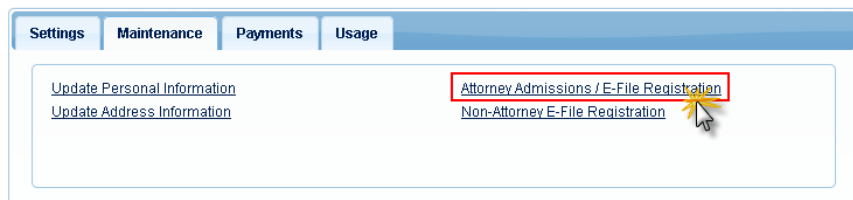
3. **Login** with your PACER username and password

The image shows the login form on the PACER website. It has a title "Login" with a key icon. Below the title, it says "\* Required Information". There are two input fields: "Username \*" and "Password \*". At the bottom of the form, there 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. Click on the two links at the bottom of the page to review the Electronic Filing **Policies and Procedures**.

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

Instructions for e-filing can be found at  
[https://img.nyed.uscourts.gov/files/local\\_rules/UpdatedNextGenECFUserManual.pdf](https://img.nyed.uscourts.gov/files/local_rules/UpdatedNextGenECFUserManual.pdf)

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

Instructions for attorney admissions can be found at  
<https://www.nyed.uscourts.gov/nextgen-attorney-admissions>. Please note that only three separate PDFs may be uploaded. If you have multiple certificates of good standing or affidavits, please combine them into one PDF before uploading. Please be sure to follow the proper instructions for regular admission, admission by reciprocity, or by pro hac vice motion.

8. Select the **type of admission** you are seeking: **Pro Hac Vice**, **Multi-District Litigation** or **Federal Attorney**.

If registering with special permission or as a federal attorney seeking pro hac vice, select Federal Attorney.

**WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?**

Complete all sections of the **E-File Registration** section, INCLUDING the **Additional Filer Information** and click **Next**. *\* Failure to provide information may result in a delay or rejection of e-filing privileges.*

Already Admitted at Court

Select Court

Court Bar ID

Other Names Used

Pro Hac Vice Case Number *OR* Multi-District Litigation *OR* Most Recent Case (in court where you are registering)

State Bar ID

State

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.

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

11. Check the two **Attorney E-Filing Terms and Conditions** acknowledgment boxes.

[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 via email.