

Attorney Admissions and E-File Registration for Members of the Arizona State Bar

Pursuant to LRCiv 83.1(a), Rules of Practice of the US District Court, District of Arizona, attorneys residing in Arizona or whose principal office or practice is in Arizona must be admitted to practice in Arizona to be admitted to the bar of this Court. These attorneys may be admitted to practice in this District upon application and sponsorship made on their behalf by a member of the State Bar of Arizona and the Bar of this Court.

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

Step One: Admission Ceremony

- Contact the Attorney Admissions clerk at attyadmin@azd.uscourts.gov to request a ceremony date.
- Complete the Application and Instructions for [Arizona Attorneys to Gain Admission to Practice](#) found on the Court's website. Be sure to include your Arizona Bar Number with date of admission.
- Do not send in your application; bring it with you when you are sworn in during your ceremony.
- You must bring an Arizona Bar member sponsor with you. Your sponsor must be in good standing with the State Bar.
- You will pay the fee the day of your ceremony using credit card, debit card, money order, or check. ID required for credit cards.
- Court attire for you and your sponsor is required for your ceremony.

Step Two: Electronic Filing Privileges (PACER & CM/ECF Account)

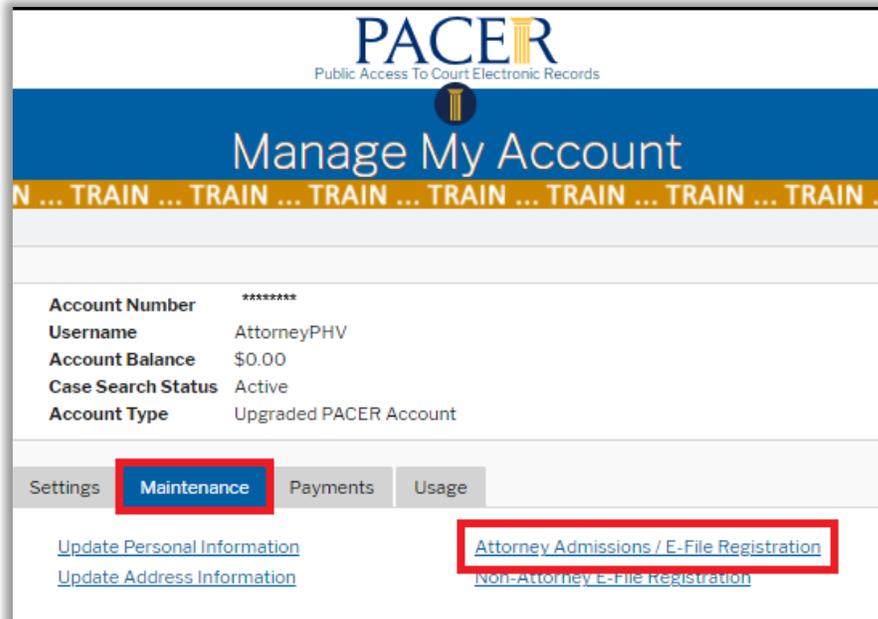
- After you have attended your ceremony, you will receive your Certificate of Admission confirming that you have been admitted to the District Court.
- Submit your E-File Registration via Manage Your Account via [PACER](#). Select E-File Registration Only after selecting US District Court – Arizona.
- Do not submit your registration online before you are admitted, your request will be rejected.
- Please allow one business day to process your requests although the Clerk's Office strives to process Registrations the same day they are received. Delays may occur.

For additional screenshots of step by step instructions on how to register, see below.

E-File Registration

Instruction to submit the 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 website's 'Manage My Account' page. At the top, the PACER logo is displayed with the tagline 'Public Access To Court Electronic Records'. Below the logo is a blue banner with the text 'Manage My Account'. Underneath the banner is a yellow banner with the text 'N ... TRAIN ...'. The main content area displays account information: Account Number (*****), Username (AttorneyPHV), Account Balance (\$0.00), Case Search Status (Active), and Account Type (Upgraded PACER Account). Below this information are four tabs: Settings, Maintenance (highlighted with a red box), Payments, and Usage. Under the Maintenance tab, there are three links: 'Update Personal Information', 'Update Address Information', and 'Attorney Admissions / E-File Registration' (highlighted with a red box). A fourth link, 'Non-Attorney E-File Registration', is also visible.

3. Select **Court Type** of “**U.S. District Courts**” and **Court** “**Arizona District Court**” from the drop-down menus and select **Next**. If Arizona 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?'. Below the title is a red asterisk and the text '* Required Information'. There are two dropdown menus: 'Court Type *' with 'U.S. District Courts' selected, and 'Court *' with 'Arizona District Court (test)' selected. Below the dropdowns 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 of the form are three buttons: 'Next' (highlighted), 'Reset', and 'Cancel'.

4. Select “E-File Registration Only”

What would you like to apply/register for?

E-File Registration Only

Pro Hac Vice

Multi-District Litigation

Federal Attorney

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

Filer Information

* Required Information

Role in Court Attorney

Title ▼

Name Sam Smith

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** is not required.

Additional Filer Information

Already Admitted at Court ▼

Court Bar ID

Other Names Used

Most Recent Case (in court where you are registering)

State Bar ID

State ▼

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 *

Confirm Email *

Email Frequency *

Email Format *

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**.

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

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

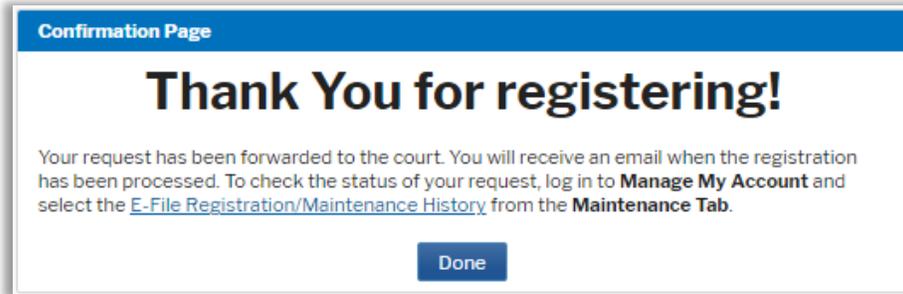
Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

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.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

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

