

## **Attorney Admissions and E-File Registration**

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 motion made in 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: Complete the Application of Attorney for Admission to Practice**

- Complete the [application](#) located on the Court's website.
- You will need your Arizona Bar Number and date of admission.
- Information regarding attorney admission ceremonies can be found on the [Court's website](#).

### **Step Two: Submit your E-File Registration**

- Once admitted, the **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.
- Go to the [PACER website](#) to submit your **E-File Registration**.

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## E-File Registration

### Instruction to submit the 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.
2. 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

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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](#)

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.

**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](#).

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](#)

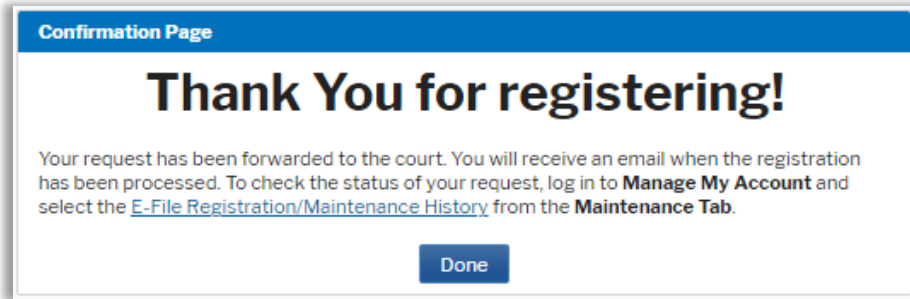
Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. \*

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.

