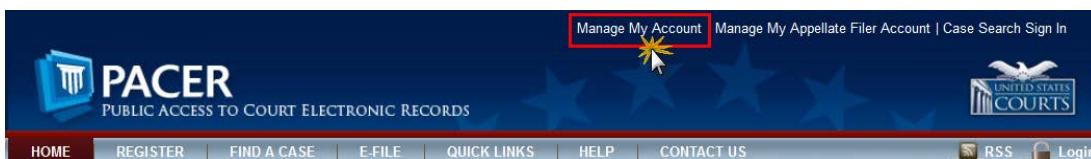


Attorney Admission Procedures in PACER for:

- Pro Hac Vice Attorneys
- MDL Attorneys
- Federal Government Attorneys or Special Permission

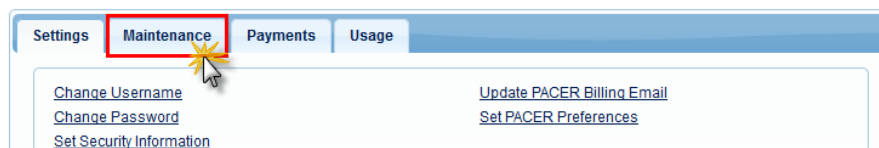
The U.S. District Court for the District of Minnesota is a NextGen CM/ECF court. **In order to request any of the above types of admission, you must have an upgraded individual PACER account.** If you do not have an upgraded individual PACER Account, click [HERE](#) for the step by step procedures. Once you have a PACER account, then follow the below steps to request filing access.

1. Navigate to www.pacer.gov.
2. Click **Manage My Account** at the very top of the page.

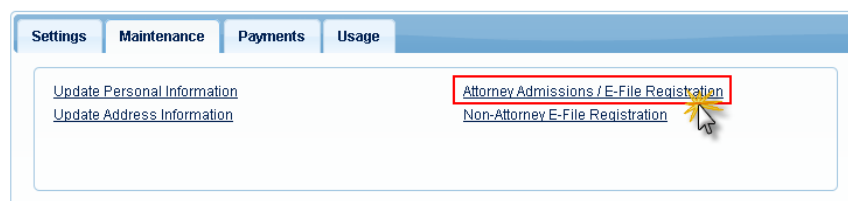


3. **Login** with your PACER username and password.

4. Click on the **Maintenance** tab.



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



6. Select **U.S. District Courts** as the Court Type and **Minnesota 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 for the selected court \(Electronic File URL\)](#)

All filers must have read and be familiar with the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, Federal Rules of Evidence and the Local Rules of the Court, including the Electronic Case Filing Procedures. Attorneys who are seeking full admission to the court must complete and have ready to upload their Petition for Admission to Practice along with their certificates from two active members of the bar.

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

USDC DISTRICT OF MINNESOTA ATTORNEY ADMISSIONS - SEE LOCAL RULE 83.5. Attorneys seeking full admission to the court should select "Attorney Admissions and E-File." Pro Hac Vice Attorneys should select "Pro Hac Vice." MDL Attorneys should select "Multi-District Litigation." Federal Government Attorneys seeking Pro Hac Vice Admission or Special Permission to Practice should select "Federal Attorney."

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?

9. Complete all sections of the **E-File Registration** section, INCLUDING the **Additional Filer Information** and click **Next**.

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:

- **P**: PACER search fees
- **F**: Filing fees
- **A**: Admissions/renewal fees

To use the same account for multiple fee types, once account information is entered, click on the letter(s) on the left to designate the entered payment method to that account. The letter icon will turn from grey to blue once it has been designated an account.

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

12. Click **Submit**. The court will review your admission request and you provide you with further instructions via email.