

Petition for Admission to Practice

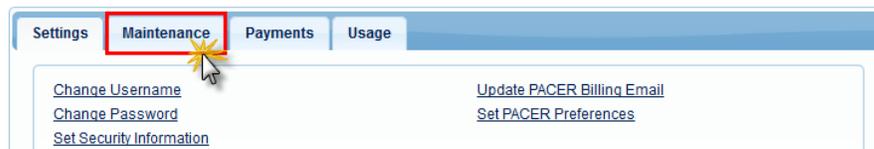
The U.S. District Court for the District of Minnesota is a NextGen CM/ECF court. **In order to request admission to practice, you must have an upgraded individual PACER account.** If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures. Once you have a PACER Account, follow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

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

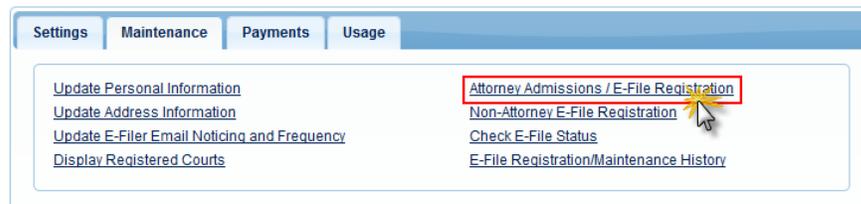


3. **Login** with your upgraded individual PACER account username and password

4. Click on the **Maintenance** tab



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



- 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](#).

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

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

- 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:

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

Sponsoring Attorney

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.

Attorney Information

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 **Petition for Admission** and the **Certificates from Two Active Members of this Court's Bar**. ****Note that the two certificates should be saved and uploaded as one PDF document****

Document Upload

Petition for Admission to Practice *

Certificates from Two Active Members of this Court's Bar *

Upload Petition for Admission to Practice

Additional Attorney Information Required by Court:

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

Additional Attorney Information Required by Court

Attorneys must be admitted to the Minnesota Supreme Court in order to be eligible for admission to the U.S. District Court for the District of Minnesota. Are you admitted and in good standing with the Minnesota Supreme Court? *

Yes

What is your Minnesota Attorney License Number? *

123456

What date were you admitted to the Minnesota Supreme Court? *

9/2/1998

List all other courts where you are admitted. If none, enter N/A. *

NA

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

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email * attymnd+32@gmail.com

Confirm Primary Email * attymnd+32@gmail.com

Email Frequency * At The Time of Filing (One Email pe

Email Format * HTML

Next Back Reset Cancel

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
- **E**: 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.

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 **Manage Recurring Payments** 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 and set any of them as the default for your search fees, admissions/renewal fees, and/or e-file fees.

To set a payment method as a default, click the gray icon, which will turn blue when selected.

- P** Click this icon to set the default payment method for your PACER search fees. The selected card will be automatically charged for your quarterly usage.
- E** Click this icon to set the default payment method for your filing fees.
- A** Click this icon to set the default payment method for your admissions/renewal fees.

VISA

P XXXXXXXXXXXXXXX1111
04/2021

E Test Attorney
1234 Anywhere Street
Minneapolis, MN
55415

A

Update

Add Credit Card
Add ACH Payment

Next Back Cancel

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.