

Attorney Admission Procedures in PACER for:

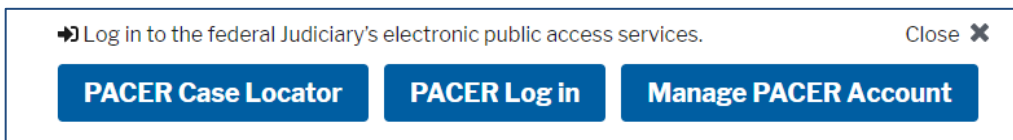
- **Pro Hac Vice Attorneys**
- **MDL Attorneys**
- **Federal Government Attorneys or Special Permission**

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 procedure. Once you have a PACER account, follow the below steps to request filing access.

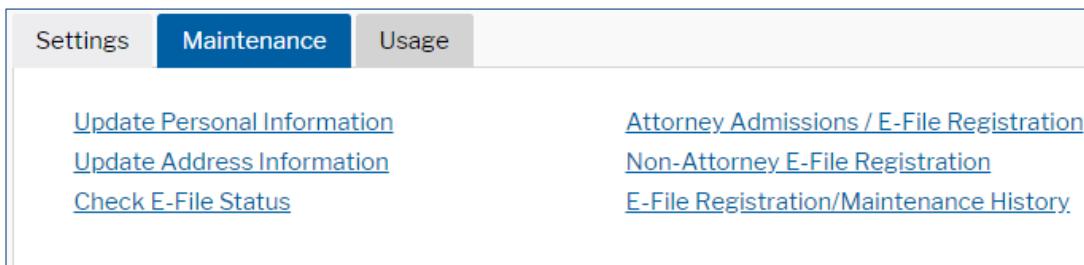
1. Navigate to www.pacer.uscourts.gov
2. Click **Log in to** at the top of the page.



3. Then select **Manage PACER Account**



4. Enter your Username and Password to log in
5. Once logged in, select the **Maintenance** tab



6. Next select **Attorney Admissions/E-File Registration** under the Maintenance tab.

7. The following screen will ask you the Court Type and Court you are looking to make the request to—please select **U.S. District Courts** and **Minnesota District Court**. If you do not see Minnesota District Court as an option, please call (612) 664-5155 and select the login and password line (option 1).

In what court do you want to practice?
* Required Information

Court Type * U.S. District Courts

Court * MINNESOTA DISTRICT 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](#).

Next Reset Cancel

8. On the next page please select your admission type.

What would you like to apply/register for?

Attorney Admissions and E-File

Pro Hac Vice

Multi-District Litigation

Federal Attorney

9. The next screen will ask you to “Complete all sections of E-File Registration.” Please complete the required information marked with a red asterisk and select **Next**.
10. Next you will be at the Payment Information screen. You will not be charged for submitting this admission request. Please select **Next** to bypass this screen.
11. Please read the E-Filing Terms of Use and 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](#)

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.](#) *

12. Click **Submit**. The court will process your request when we have all required admission paperwork. Click [here](#) to view the admission forms on our site.