



Attorney Admissions

Attorneys must be admitted to practice before the United States District Court for the District of Minnesota in order to appear before the court in any case or to gain access to the ECF filing system. [Local Rule 83.5](#) governs the court's bar admission procedures. Below is a summary of the various types of attorney admissions to the District of Minnesota. These summaries are intended to be a helpful guide in understanding our admission process and should not serve as a substitute for the local rules.

Petition - L.R. 83.5 (b) and (c)

Attorneys may be admitted by petition if they are admitted to and in good standing with the Minnesota Supreme Court. Once admitted by petition, the attorney may appear in any case in the district by filing a notice of appearance in ECF. Attorneys admitted by petition have full admission status.

Procedure – The applicant must complete and submit through an individual PACER account the Petition for Admission form. In addition, two members of the bar of the District of Minnesota must submit certificates in support of the applicant's petition. The applicant and one current member of the bar must appear in person for an admission ceremony where the bar member must move for the applicant's admission. The applicant must also take an oath in open court. A \$205 admission fee must be paid before the ceremony using the link sent to the applicant by the attorney admissions clerk. Once admitted, attorneys will have access to the ECF filing system through their individual PACER account.

Pro Hac Vice – L.R. 83.5 (d)

Attorneys who reside outside of Minnesota and who are members in good standing of a bar of a federal district court may be admitted pro hac vice in any existing case in the District of Minnesota. Attorneys admitted pro hac vice have admission status on a per case basis.

Procedure – A member of the bar of the District of Minnesota (local counsel) must file a motion in ECF using the Motion for Admission Pro Hac Vice form for the non-resident attorney. (A separate motion must be filed for a bar member who does not reside in Minnesota to obtain permission to serve as local counsel.) A \$100 pro hac vice motion fee must be paid, per case, using Pay.gov at the same time the motion is filed in ECF. If the prospective pro hac vice attorney has never been admitted to USDC District of Minnesota, the attorney will need to request pro hac vice admission through his or her individual PACER account. Once admitted, the pro hac vice attorney will be given access to the ECF system through his or her PACER account.

Pro Hac Vice – U.S. Government Attorney - L.R. 83.5 (e)

Attorneys who are employed by the United States of America and are representing the United States of America in any case filed in the District of Minnesota may be admitted pro hac vice as a government attorney. Attorneys admitted pro hac vice have admission status on a per case basis.

Procedure – The government attorney must file a motion in ECF using the Motion for Admission Pro Hac Vice of U.S. Government Attorney form in the case. If the attorney does not have an ECF account or a local attorney to file the form in the case, the form may be emailed to the ECF Helpdesk in PDF format for filing in the case. The government attorney must either: (1) be a member in good standing of the bar of a federal court of appeals or a federal district other than this court; or (2) associate with an attorney from the United States Attorney's Office for the District of Minnesota. The filing fee is waived. If the attorney has never been admitted previously in the District of Minnesota, the attorney will also need to apply for admission as a government attorney through their individual PACER account. Once admitted, the attorney will be given access to the ECF system through his or her PACER account

Special Permission – U.S. Government Attorney - L.R. 83.5 (a)(2)(C)

This admission status is intended for U.S. government attorneys who will be representing the United States of America in a series of cases or several cases over a significant time span in the District of Minnesota. Specially admitted attorneys may appear in any case in the District of Minnesota in which they represent the United States of America. Once admitted specially, these attorneys may simply file a notice of appearance in any case they wish to appear. Specially admitted attorneys are not considered members of the court's bar.

Procedure – The requesting attorney must complete and email the Request to Practice by Special Permission for U.S. Government Attorneys form to the ECF Helpdesk. The proposed admittee must also apply for “Federal Attorney Admission” through his or her individual PACER account. There is no fee assessed for this request. Once specially admitted, the attorney will be given access to the ECF system through his or her PACER account

MDL Registration for ECF Filing Privileges (not an admission status)

Non-resident attorneys who are involved in a Multi District Litigation (MDL) cases may request ECF access to file in MDL cases only. These MDL attorneys are not admitted to the District of Minnesota and only have filing access for MDL cases. Please note that MDL Registration is for MDL cases only. If a case is not part of an MDL, the attorney must use the pro hac vice admission procedures to appear as counsel in a case.

Procedure – The requesting attorney must complete and email the Electronic Filing Registration Form for MDL Attorneys to the ECF Helpdesk. In addition, the MDL attorney must apply for MDL admission through his or her individual PACER account. There is no fee assessed for this request. Once the form is processed by court staff, the MDL attorney will be given access to the ECF system through his or her PACER account

Approved Forms and Instructions for Filing

All of the above methods of admission have associated forms and instructions for filing available at the Court Forms section of the website under the [Attorney Forms](#) section. Please [click here](#) to access the Court Forms webpage.

Questions

For any questions about the admissions process or types of admission, please contact the ECF Helpdesk at ecfhelpdesk@mnd.uscourts.gov or an attorney admission clerk at 651-848-1100.