

**United States District Court
for the Southern District of Alabama
General Admission Instructions**

1. Go to www.pacer.gov and click Manage My Account. Log in.

2. Click the Maintenance tab then click the Attorney Admissions/E-File Registration link

3. Select U.S. District Courts as the Court Type and Alabama Southern District Court as the Court. Click Next.

<p>4. Select Attorney Admissions and E-File</p>	<div data-bbox="617 191 1421 407"> <p>What would you like to apply/register for?</p> <p>Attorney Admissions and E-File</p> <p>E-File Registration Only</p> <p>Federal Attorney</p> </div>
<p>5. Complete all the sections with the red *asterisk</p>	<div data-bbox="617 436 1421 562"> <p>Account Number 6249518 Username jeffatty Account Balance \$0.00 Case Search Status Active Account Type Upgraded PACER Account</p> </div> <div data-bbox="617 577 1421 674"> <p>Complete all sections of Attorney Admissions</p> <p>Attorney Bar Information</p> <p>* Required Information</p> </div>
<p>6. Delivery Method and Formatting. Enter your email address Select "At The Time of Filing" and "HTML".</p>	<div data-bbox="617 674 1421 1031"> <p>Delivery Method and Formatting</p> <p><input type="checkbox"/> Use a different email. Checking this will clear the primary email fields below.</p> <p>Primary Email * jeff@gmail.com ?</p> <p>Confirm Email * jeff@gmail.com ?</p> <p>Email Frequency * At The Time of Filing (One E) v</p> <p>Email Format * HTML v</p> </div>
<p>7. Set default payment information if desired (not required).</p>	<div data-bbox="617 1031 1421 1497"> <p>Payment Information</p> <p>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.</p> <p>This section is optional. If you do not enter payment information here, you may do so later by selecting the Make One-Time PACER Fee Payment option under the Payments tab.</p> <p>Select your method of payment from the Add Credit Card and Add ACH Payment options below. You may store up to three payment methods.</p> <p>To designate a card as the default for e-filing or admissions fees, click the Set default link in the box(es) below. To remove the card as a default, click the Turn off link.</p> </div>

<p>8. Check Acknowledgements.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="background-color: #0056b3; color: white; padding: 2px;">Acknowledgment of Policies and Procedures for Attorney Admissions</p> <p><input type="checkbox"/> 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. *</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="background-color: #0056b3; color: white; padding: 2px;">E-Filing Terms of Use</p> <p>the same force and effect as if I had affixed by signature on a paper document being filed or submitted.</p> <ul style="list-style-type: none"> 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 aware that I may be sanctioned for failure to comply with this provision. I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account. I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to <p style="color: #0056b3; font-weight: bold; font-size: small;">Click here to download a printable version of the Attorney E-filing Terms and Conditions</p> <p><input type="checkbox"/> Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *</p> <p><input type="checkbox"/> 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. *</p> </div>
<p>9. The Court will review your admission request and provide you with further instructions via email.</p>	<p>“In order to proceed with your general admission request with the Southern District of Alabama, you will need to pay your admission fee at the following link: https://ecf.alsd.uscourts.gov/n/baradmission/pages/barAdmission.jsf.”</p> <p>“If you have not already done so, please forward a Certificate of Good Standing issued, within the last 30 days, from the U. S. District Court for the District in which you reside or regularly practice to the following e-mail address: efile_information@alsd.uscourts.gov.”</p> <p>“If you are not admitted to another federal court, please contact me at the number below to schedule your oath ceremony so that we can complete your admission.”</p>