

# How to Submit an Electronic Application for Admission to the Bar of the U.S. Court of Appeals for the 11<sup>th</sup> Circuit

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Applications for admission to this Court's bar must be made electronically using PACER. As part of the application process, you will be required to upload a completed Application for Admission to the Bar (if any questions are answered yes you must also upload a statement giving details and relevant documentation), a certificate of good standing issued within the previous six months, and a list of all state and federal bars of which you are a member, including state bar numbers, and your status with each bar. Please follow these instructions to submit an electronic application.

Fully complete the Special Application for Admission to the Bar for the Eleventh Circuit which can be accessed from the link in the Eleventh Circuit Bar Admission Application Instructions. Save the fully completed Application for Admission to the Bar and the fully completed List of Bar Memberships as separate pdfs for uploading during the electronic submission of your Application for Admission.

**Turn off pop-up blocker in your browser.**

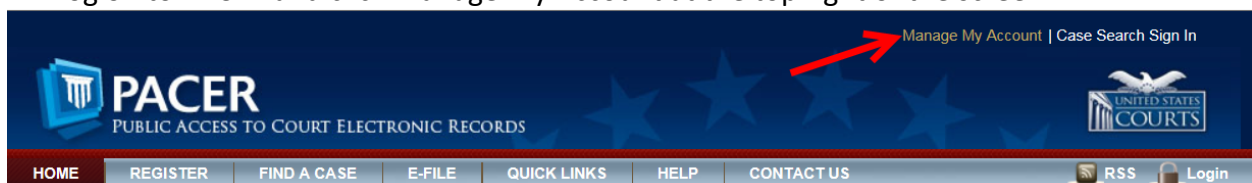
## **STEP ONE: Create or upgrade your PACER account, if necessary.**

Before you can submit an electronic application for admission, you must have an upgraded PACER account.

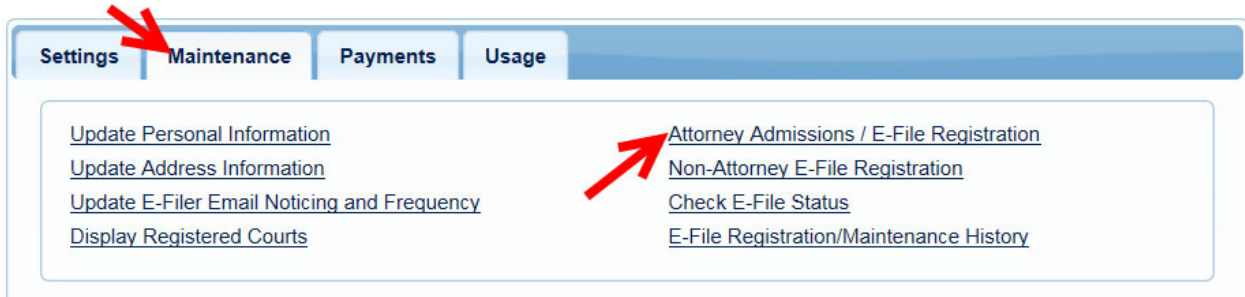
1. If you have an existing upgraded PACER account (compatible with NextGen CM/ECF), you may proceed to STEP TWO.
2. If you have not upgraded your existing PACER account to be compatible with NextGen CM/ECF systems, go to PACER's [website](#).
3. If you do not have a registered PACER account, you may create one by following the instructions found [here](#).

## **STEP TWO: Use your PACER account to submit an electronic application.**

1. Log on to PACER and click Manage My Account at the top right of the screen.



2. Then select **Attorney Admissions/E-File Registration** under the **Maintenance** tab.



3. Select **U.S. Appellate Courts** for Court Type and **U.S. Court of Appeals, Eleventh Circuit – NextGen**. Click **Next**.

A screenshot of a web form titled 'IN WHAT COURT DO YOU WANT TO PRACTICE?'. The form has two dropdown menus: 'Court Type' and 'Court'. The 'Court Type' dropdown is set to 'U.S. Appellate Courts' and the 'Court' dropdown is set to 'U.S. Court Of Appeals, Eleventh Circuit - NextG'. Below the dropdowns, there is a note: '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](#).' At the bottom of the form, there are three buttons: 'Next', 'Reset', and 'Cancel'. The 'Next' button is highlighted with a yellow starburst.

4. **Select Attorney Admissions and E-File:**

A screenshot of a web form titled 'WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?'. The form has three buttons: 'Attorney Admissions and E-File', 'E-File Registration Only', and 'Federal Attorney'. The 'Attorney Admissions and E-File' button is highlighted with a red box and a yellow starburst.

5. Complete all five sections of the next page as fully as possible, all sections with a red asterisk \* must be answered before your application can be submitted.

6. Complete the **Attorney Bar Information** section. This section asks for information about other state and federal jurisdictions in which you are admitted to practice law. Please list all such jurisdictions. For each jurisdiction, you will be asked to provide your bar ID and the date of our admission. These are not required fields but they should be completed as accurately as possible. Please note, you will also be required to upload a list of all state and federal bars of which you are a member in support of your Application for Admission in the Document Upload section.

Attorney Bar Information

\* Required 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.		
<div style="border: 1px solid red; padding: 2px; display: inline-block;"> <span style="color: white; font-weight: bold;">+</span> Add           </div>		

**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.		
<div style="border: 1px solid red; padding: 2px; display: inline-block;"> <span style="color: white; font-weight: bold;">+</span> Add           </div>		

7. Add your **Sponsoring Attorney** that is listed on your Application for Admission. Your admission may be sponsored by any member of this Court's bar who is currently in good standing. You may leave the bar ID number field blank. If you do not have an attorney to sponsor you and have checked the box requesting that an attorney in the Clerk's Office act as the movant on your Application for Admission, leave the Sponsoring Attorney section blank.

Sponsoring Attorney

Bar ID  Jurisdiction U.S. COURT OF APPEALS, ELEVENTH CIRCUIT

First Name  Middle Name  Last Name

8. Answer the **Attorney Information** questions. If you answer Yes to any of these questions, additional information will be required. Additional questions must be answered on the Application for Admission itself, and you must also upload a statement giving details and relevant documentation regarding these questions with your uploaded Application for Admission.

**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:

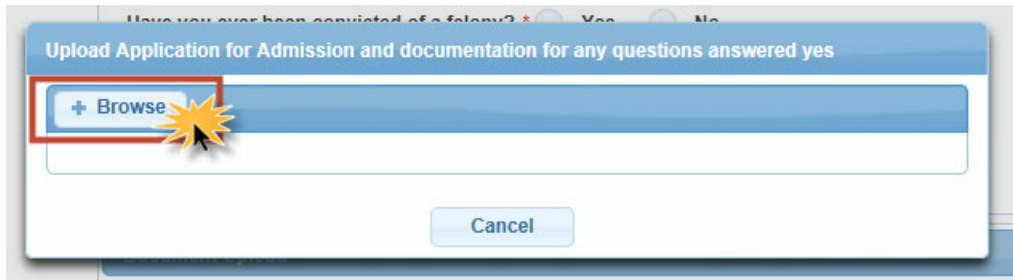
9. The **Document Upload** section requires you to provide three documents in support of your application: (1) a fully completed, signed 11<sup>th</sup> Circuit Application for Admission to the Bar, and if any answer on the application for admission is yes, attach a statement giving details and relevant documentation, (2) a Certificate of Good Standing issued within the previous six months establishing that you are admitted to practice before a court described in FRAP 46(a)(1), and (3) a list of all state and federal bars of which you are a member, including state bar numbers, and your status with each bar. You may upload these documents in PDF format by clicking **Upload** and then **Browse** for each document.

**Document Upload**

Application for Admission and documentation for any questions answered yes \*

List of All Bar Memberships \*

Certificate of Good Standing issued within previous six months \*



10. Read and answer the Additional Attorney Information Required by Court. You must type "Yes" in the box to acknowledge.

**Additional Attorney Information Required by Court**

Type "Yes" to acknowledge that you have: (1) provided all information and answered all questions on the Application for Admission to the Bar; (2) uploaded a Certificate of Good Standing issued within the previous six months establishing you are admitted to practice before a court described in FRAP 46(a) (1); (3) uploaded a List of All Bar Memberships; and (4) if you answered any of the questions in the affirmative, uploaded a statement giving details and relevant documentation. Failure to submit a complete application and all necessary documentation may result in your application being rejected. \*

Next Back Reset Cancel

11. Once the full screen has been completed, select **Next** to proceed to the e-filing portion of your application.

12. Provide your **Filer Information**. This information will automatically populate from your PACER Central Sign On (CSO) account. If this information is inaccurate, you should update your PACER account instead of making changes on this screen (as changes made here would not be applied to your PACER account information or to your information on file with other courts).

**Filer Information**

**\* Required Information**

**Role in Court** Attorney

**Title**

**Name**

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. \***

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

**Firm/Office**

**Unit/Department**

**Address \***

**Room/Suite**

**City \***

**State \***

**County \***

**Zip/Postal Code \***

**Country \***

**Primary Phone \***

13. You may complete the **Additional Filer Information** section, but it is not required.

**Additional Filer Information**

Already Admitted at Court

Court Bar ID

Other Names Used

Most Recent Case  
(in court where you are registering)

14. Use the **Delivery Method and Formatting** section to indicate how you want to receive Notices of Docket Activity (NDAs) from the Court. NDAs will be sent to your primary email, so ensure it is correct. If it is inaccurate, you should update your PACER account instead of making changes on this screen (as changes made here would not be applied to your PACER account information or to your information on file with other courts). If you would like NDAs also sent to one or more additional email addresses, add those email addresses in the **Additional Email Addresses** field. You must then select your preferred email format and how often you wish to receive emails.

**Delivery Method and Formatting**

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

Primary Email \*

Confirm Primary Email \*

Email Frequency \*

Email Format \*

Additional Email Addresses

Confirm Additional Email Addresses

15. When this section has been completed, click **Next**.

16. The next screen is the **Payment Information** screen. This screen displays, side by side, each payment method (i.e. credit cards and ACH information) that you have stored in your PACER account. Here, you can update an existing payment method or add a new one if necessary. The check boxes show the types of fees for which each payment method will be used. If your Application for Admission is approved by the Court, you will be able to use one of these stored payment methods to pay your attorney admission fee. Check the **Admissions fees default** box next to the payment method you will want to use. **The fee will not be charged, however, until the Court approves your application and requests that you authorize payment.** (You will be able to change payment methods or add a new one at that time).


**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 **Make One-Time PACER Fee Payment** 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.

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></p> <p><input checked="" type="checkbox"/> Autobill PACER fees <input checked="" type="checkbox"/> E-filing fees default <input checked="" type="checkbox"/> Admissions fees default</p> <p>XXXXXXXXXXXX4747</p> <p>127 Church St Marietta, GA 30127</p> <p><a href="#">Update</a></p>	<p><a href="#">Add Credit Card</a> <a href="#">Add ACH Payment</a></p>
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[Next](#) [Back](#) [Cancel](#)

17. Once you have reviewed your payment information, click **Next**.



18. After reading the terms, conditions, policies, and procedures, click the **Acknowledgement of Policies and Procedures for Attorney Admissions** box and the two **E-Filing Terms of Use** boxes.

**Acknowledgment of Policies and Procedures for Attorney Admissions**

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.](#) \*

**E-Filing Terms of Use**

[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.](#) \*

19. Click **Submit** to transmit your application to the Court for its review. If your application is approved you will receive electronic notification to complete payment of the admission fee.

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

**Note:** We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

**Please allow 2 to 3 business days for processing by the Clerk’s Office. If your application materials are incomplete, your application may be rejected and you will need to submit a new application for admission.**

**STEP THREE: Pay your attorney admission fee.**

1. After your application has been reviewed and approved, the Clerk’s office will email you with additional information including a link for payment. **Failure to pay the attorney admission fee within 14 days of approval of your application will require that you submit a new application.**

2. Use the link in the email to sign in to your PACER account. You will be directed to the Court’s CM/ECF system, where you will see the fee amount and a list of the documents you previously submitted. Because your application has already been reviewed by the Court, ***no additional documents should be submitted*** at this stage. Select **Pay Fee and Submit Application** to proceed.

The screenshot shows the 'Bar Admission' page in the PACER system. At the top, there is a navigation bar with 'ECF' logo and links for 'Utilities', 'Help', 'Getting Started', and 'Log Out'. The page title is 'Bar Admission'. A yellow note reads: 'NOTE: DO NOT SUBMIT PAYMENT UNTIL YOU RECEIVE AN EMAIL FROM THE COURT ADVISING YOUR APPLICATION FOR ADMISSION HAS BEEN APPROVED AND REQUESTING FEE PAYMENT. If you have questions you may call Attorney Admissions at 404-335-6122.' Below this, the page displays the following information:

- Jurisdiction: 11th Circuit Court of Appeals
- Bar Status: Bar Appl. Submitted-Fee Due
- Fee Amount: \$221.00

There are two main sections for document management:

- Submit Documents:** This section contains a 'Description' input field and a 'Browse' button. A large red 'X' is drawn over this section, and a red-bordered box with the text 'Do not submit additional documents' is overlaid on it.
- View Submitted Documents:** This section contains a table with the following data:

Document	Description	Size
<a href="#">Application for Admission to the Bar Final AUG18.pdf</a>	Application for Admission	75 KB
<a href="#">DC CLERKS June 2019.pdf</a>	Certificate of Good Standing	56 KB

At the bottom of the page, there is a button labeled 'Pay Fee and Submit Application' with a starburst icon next to it.

3. You will be redirected to PACER's **Manage My Account** screen (you may have to sign in again). Confirm that the name listed on the top of the screen is correct. You may pay using one of the payment methods stored in your PACER account, or you may enter a different payment method. Fully complete the required information and then click **Next**.

Pay Attorney Admission/Renewal Fee for U.S. Court Of Appeals, Eleventh Circuit (train) - NextGen

\* Required Information

Payment Amount

Amount Due \* \$221.00

Select a Payment Method

VISA

XXXXXXXXXXXX4747

Enter a credit card

Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next Cancel

4. The top of the next screen confirms the payment method and amount. Complete the **Court Specific** and **Email Receipt** sections. If you would like your receipt emailed to one or more additional email addresses, you may add up to three additional email addresses. When you have reviewed all the information on this screen, check the box to authorize the payment and click **Submit**.

Authorization

I authorize an electronic debit from my account for the amount above. \*

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit Back Cancel

5. After submitting your payment, you will be returned to the Court's CM/ECF system and a receipt will be generated. Be sure to print the receipt for your records.

6. The Clerk's Office will notify you electronically once your electronic filing access and bar admission have been completed, and your Certificate of Admission will be attached to the electronic notice. Please allow up to 3 business days for processing and check your SPAM folder if no notice is received. Members of the Eleventh Circuit Bar may submit requests for Certificates of Good Standing and Duplicate Certificates of Admission as well as make payments for these requests via the Utility tab in CM/ECF.