United States Court of Federal Claims

CM/ECF NextGen

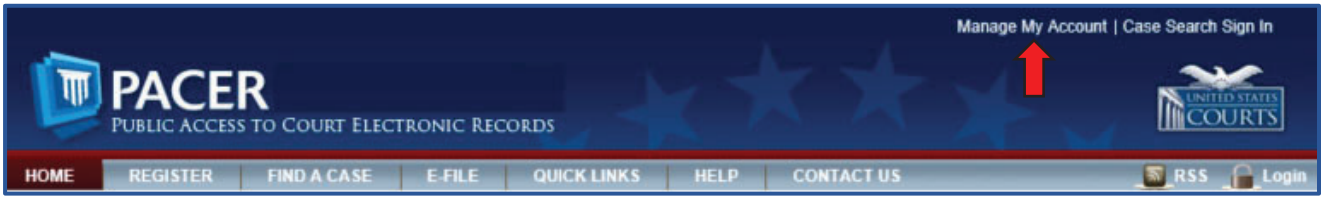
REQUESTING ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION

1. Prepare Your Bar Application Materials
   a. To apply for admission in open court during a monthly attorney admissions proceeding pursuant to RCFC 83.1(a)(1)(B)(i), complete Form for Admission via Motion in Open Court.
   b. To apply for admission by verified application pursuant to RCFC 83.1(a)(1)(B)(ii), complete Form for Admission by Verified Application.
   c. A completed admission form and any required statement regarding your disciplinary or criminal history must be combined in a single PDF file before filing the application online.
   d. Any supporting materials (e.g., a certificate of good standing, letters or signed statements from sponsoring attorneys) must be combined in a second single PDF file before filing the application online.

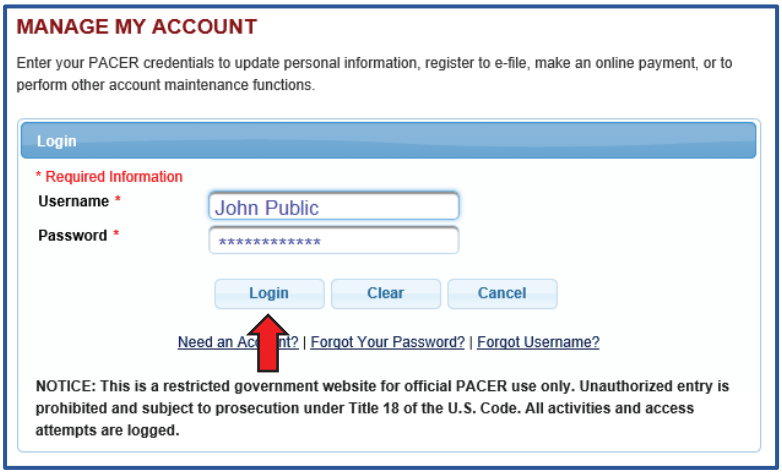
2. Apply for Bar Admission and/or Register for E-Filing

Step 1. Go to www.pacer.gov.

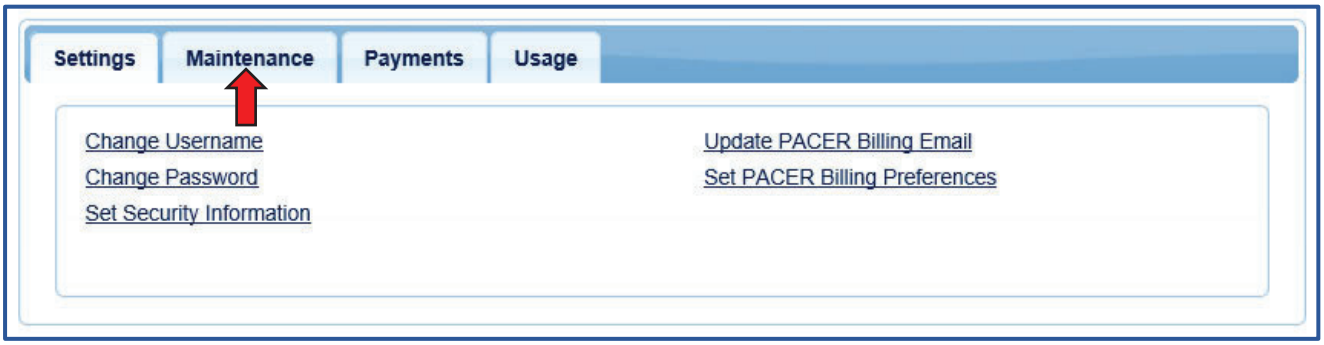
Step 2. Select Manage My Account at the top of the page.



Step 3. Enter your Username and Password and select Login.



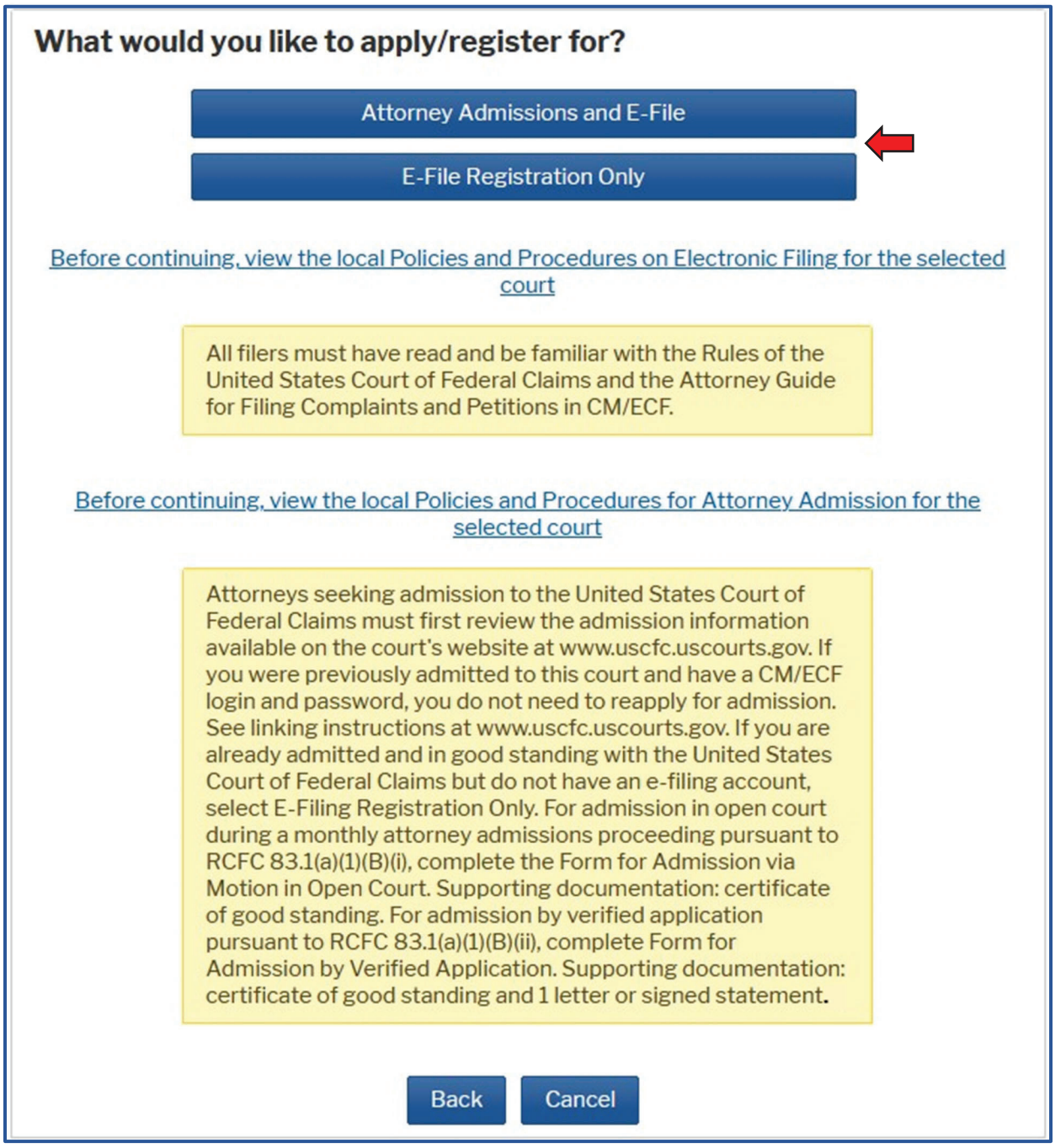
Step 4. Select the Maintenance tab.



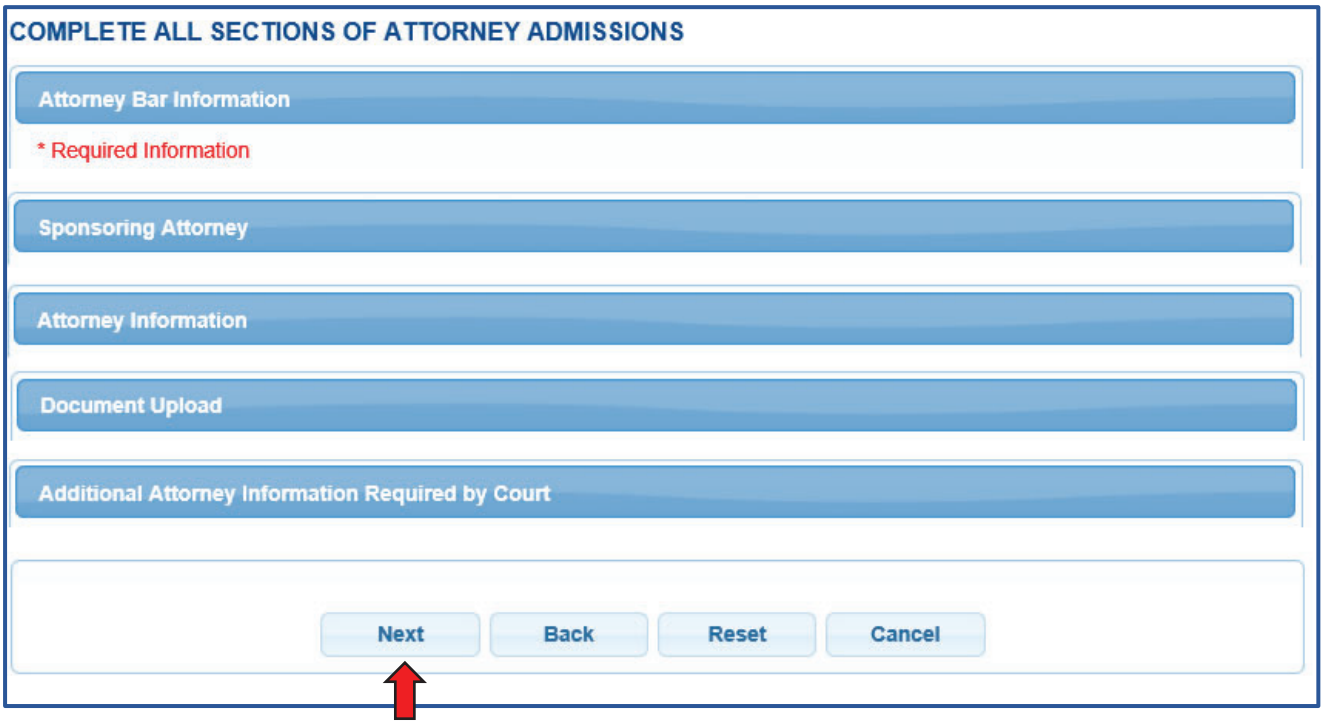
Step 5. Select the Attorney Admissions/E-File Registration link.

Step 6. From the Court Type list, select National Courts. From the Court list, select U.S. Court of Federal Claims. Select Next.

Step 7. Select Attorney Admissions and E-File or E-File Registration Only (if e-filing registration only, skip to Step 9).

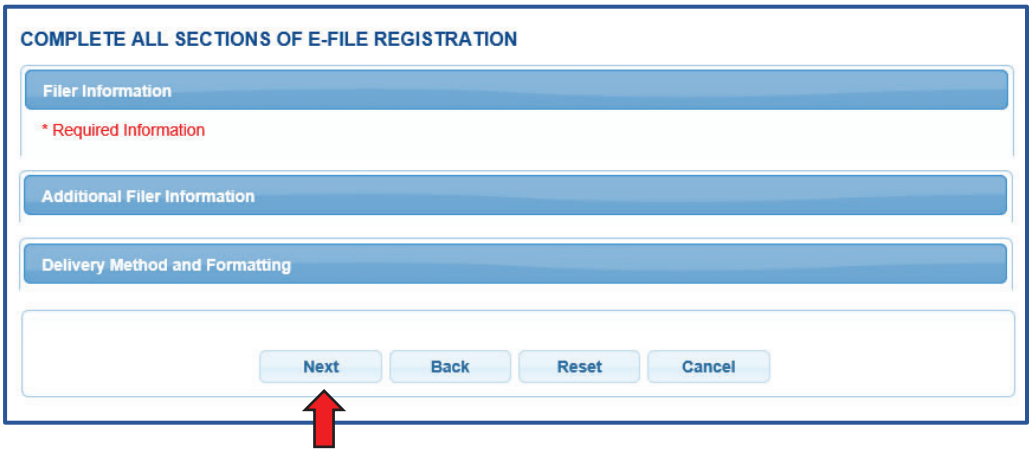


Step 8. Complete all sections of attorney admissions and select Next.

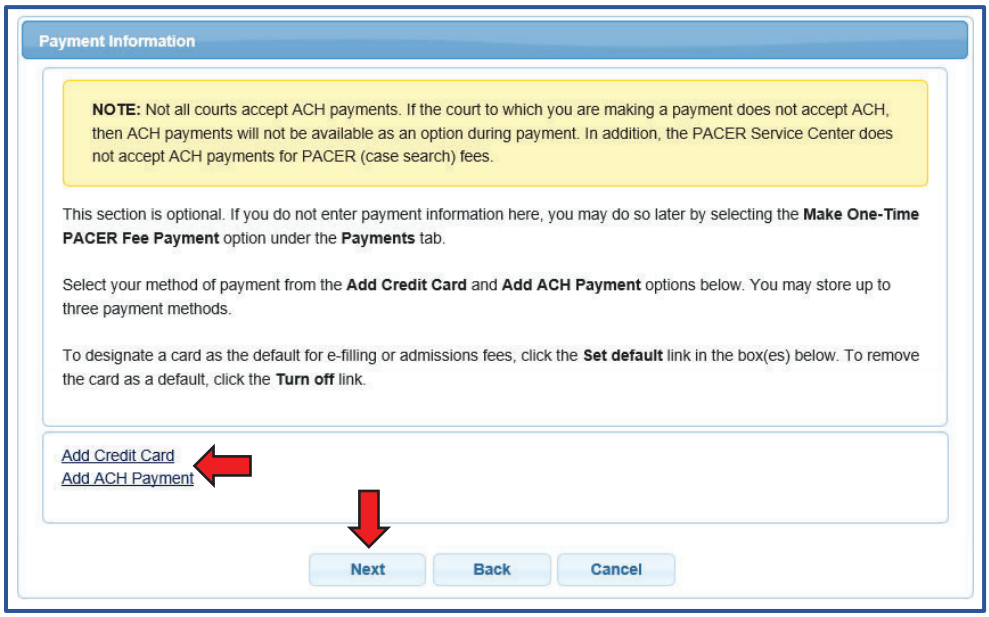


Note: Upload the completed attorney admission form and any supporting materials under **Document Upload**. You must combine the admission form and any required statement regarding your disciplinary or criminal history in a single PDF file, and you must combine any required supporting materials into a second single PDF file.

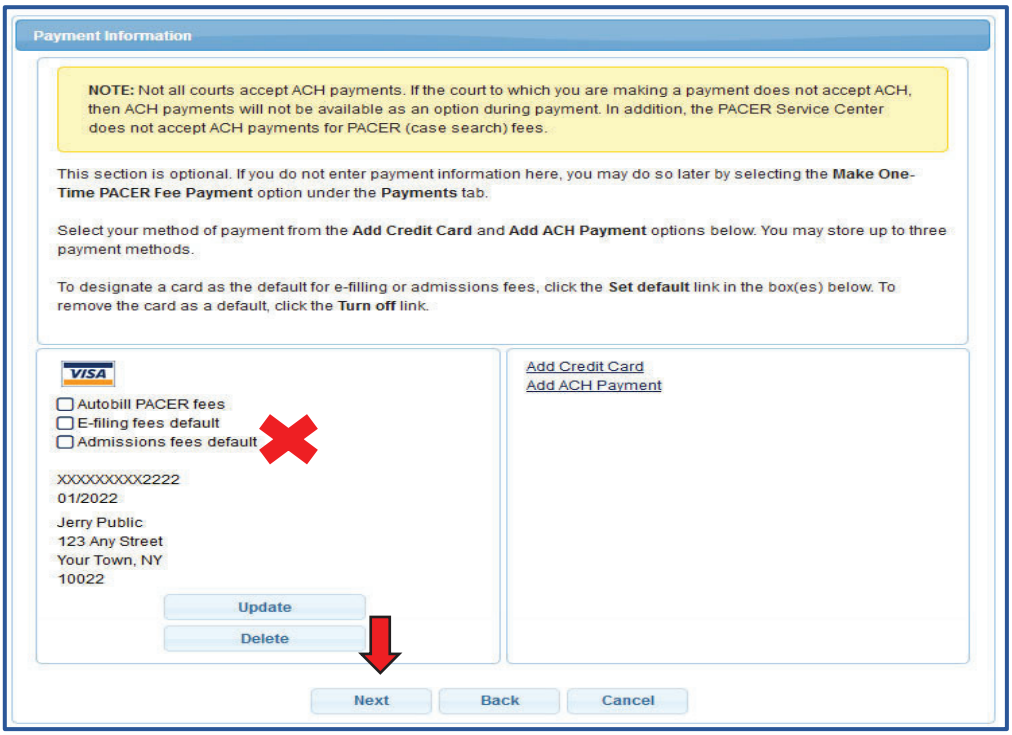
Step 9. Complete all sections of e-file registration and select Next.



Step 10. This section is optional. If you chose to Add Credit Card and enter payment information. Select Next.



Do not select admissions fees default; the court will review your admission request and provide you with further instructions, including a link to pay the admission fee online, via e-mail.



Select Next.

Step 11. Acknowledge the policies and procedures for attorney admissions and attorney e-filers by selecting all applicable check boxes. Select Submit.

> You will receive electronic notification to complete payment of the admission fee, which will complete the admission process. If registering for e-filing only, you will be notified by e-mail of your filing status within one business day.

Step 12. If you are registering for e-filing only, you have completed the registration process; if you are applying for attorney admissions, you have completed the first step of the application and registration process. Select Done.

3. Submit the Application Fee

If your application materials are in order, the Clerk's Office will notify you by e-mail to pay the application fee online.

a. There will be a payment link provided in the e-mail message. When you click the link, you will be prompted to log in to PACER. Once you log in, your submitted information and application should appear on the screen. If you need to provide additional materials, such as a Certificate of Good Standing, select Browse to upload an additional document. If needed, multiple documents can be uploaded. When finished, select Pay Fee and Submit Application.

b. Re-enter your PACER credentials to proceed to the payment screen. Select your form of payment and complete any remaining prompts to complete the transaction.

> The Clerk's Office will notify you electronically once your bar admission and e-filing access have been completed. Please allow up to two business days for processing.
>
> The Clerk's Office will mail you a Certificate of Admission within a week of completion.

4. Check the Status of Your Bar Application

After submitting your request for admission to the bar and for e-filing access, you can check the status of your request via PACER.

Step 1. Go to www.pacer.gov.

Step 2. Select Manage My Account at the top of the screen.

Step 3. Log in using your PACER credentials (if not already logged in).

Step 4. Under the Maintenance tab, select Check E-File Status to review the status of your registration.

Step 5. Select Check next to U.S. Court of Federal Claims.