



## ATTORNEY ADMISSIONS AND E-FILE

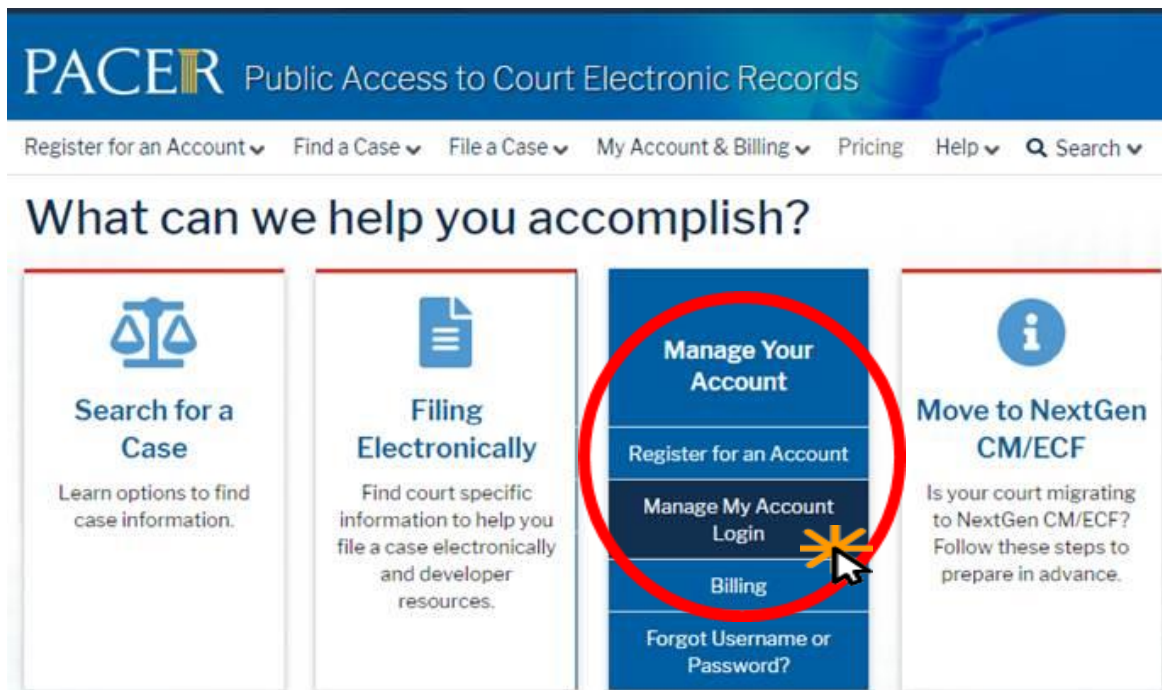
On February 1, 2020, the United States District Court for the District of Utah upgraded to the next generation of CM/ECF (NextGen CM/ECF). This upgrade allows attorneys to request admission to this court's bar and authorization to efile online using PACER.

To apply for admission to this court's bar, an attorney must be an active member in good standing of the Utah State Bar. Please complete the online application using PACER and following the instructions below. Before applying, attorneys must have an *individual*, upgraded PACER account (shared PACER accounts cannot be used for this process). If an individual PACER account was created prior to August 2014, the account must be upgraded (see [Upgrading Your PACER Account](#) for instructions).

After the court reviews the application and verifies Utah State Bar membership, an email will be sent to you that will include a link to pay the admission fee. The admission fee must be paid within 30 days from the date of the email. If the fee is not timely paid, the application will be denied and a new application will need to be submitted if you want to be a member of this court's bar.

### Attorney Admission and E-File Registration Instructions

**STEP 1** Go to PACER at <https://www.pacer.uscourts.gov>. Click on the **Manage My Account** link.





**STEP 2** Enter your PACER Username and Password. Click [Login](#).

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

**Login**

*\* Required Information*

Username *\**

Password *\**

[Login](#) [Clear](#) [Cancel](#)

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**STEP 3** Click the **Maintenance** tab.

[Settings](#) **Maintenance** [Payments](#) [Usage](#)

[Update Personal Information](#)

[Update Address Information](#)

[E-File Registration/Maintenance History](#)

[Attorney Admissions / E-File Registration](#)

[Non-Attorney E-File Registration](#)

**STEP 4** Click the [Attorney Admissions / E-File Registration](#) link.

[Settings](#) **Maintenance** [Payments](#) [Usage](#)

[Update Personal Information](#)

[Update Address Information](#)

[E-File Registration/Maintenance History](#)

[Attorney Admissions / E-File Registration](#)

[Non-Attorney E-File Registration](#)



**STEP 5** From the **Court Type** list, select **U.S. District Courts**. From the **Court** list, select **Utah District Court – NextGen**. Click **Next**.

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

**\* Required Information**

Court Type \*

U.S. District Courts

Court \*

UTAH 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



**STEP 6** On the "WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR" screen, [click the Attorney Admissions and E-File link.](#)

**What would you like to apply/register for?**

 **Attorney Admissions and E-File**

**E-File Registration Only**

**Pro Hac Vice**

**Federal Attorney**

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

ELECTRONIC FILING. Attorneys with active cases in this court must register to efile and receive electronic notifications of case activity. These attorneys must be familiar with the District of Utah CMECF and Efiling Administrative Procedures Manual. Please click the link above to access the manual.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

ADMISSIONS. To apply for admission, an attorney must be an active member in good standing of the Utah State Bar. Please complete the online application by clicking the Attorney Admissions and E-File option above. Attorneys who are members of this court's bar and have active cases, but do not have efile privileges, must select the E-File Registration Only option above. Pro hac vice attorneys who have been admitted to practice in this court must select the Pro Hac Vice option above to sign-up to efile and receive electronic notifications of case activity. Attorneys employed by or on special assignment for the United States Government and its agencies or employed by a Federal Public Defender's Office should apply for permission to practice using the Federal Attorney option above. All attorneys who practice in the District of Utah must read and comply with the Utah Rules of Professional Conduct and the Utah Standards of Professionalism and Civility.

**Back** **Cancel**



United States District Court  
District of Utah

Attorney Admission  
and E-File Registration

Complete all required fields of the Attorney Admissions section. Please review the following pages for specific instructions pertaining to each section.

Account Number	6245926
Username	UTDAAttorneythree
Account Balance	\$0.00
Case Search	Active
Status	Active
Account Type	Upgraded PACER Account

**Complete all sections of Attorney Admissions**

**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):

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:

Federal Court	Bar ID	Date Admitted
Click the "Add" button below to enter federal bar data.		
<b>+ Add</b>		

**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:

State	Bar ID	Date Admitted
Click the "Add" button below to enter state bar data.		
<b>+ Add</b>		

**Sponsoring Attorney**

Bar ID	Jurisdiction (Select Court)	First Name	Middle Name	Last Name

**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:

**Additional Attorney Information Required by Court**

Are you an active member in good standing of the Utah State Bar? If yes, please enter your bar number. If no, please explain.

Do you certify that you have read the local rules of practice for this court and that you will comply with these rules? \*

By applying to become a member of the court's bar, except when employed by a government agency that precludes accepting pro bono assignments, attorneys must agree to accept a reasonable number of pro bono assignments as requested by the court. Will you accept a reasonable number of pro bono assignments in civil cases in this district? If no, please explain.

Do you solemnly swear that you will support, obey and defend the Constitution of the United States; that you will discharge the duties of attorney and counselor at law as an officer of the United States District Court for the District of Utah with honesty and fidelity; and that you will strictly observe the Rules of Professional Conduct adopted by the United States District Court for the District of Utah? \*

Once you are admitted to this court's bar, you will receive an email that contains a Certificate of Admission in PDF format. Please enter your name as you would like it to appear on your certificate. \*

**Next Back Reset Cancel**



## Attorney Bar Information

### STEP 7 On the "Attorney Bar Information" section:

Select the appropriate check boxes to indicate federal bar or state bar admissions, if applicable.

To add additional bar memberships, please click **Add**. If you are currently admitted to another NextGen CM/ECF court, it is automatically listed by the system. However, if you are also admitted to any courts that have not upgraded to NextGen CM/ECF, you will need to manually enter this information.

#### Complete all sections of Attorney Admissions

##### 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.		
+ Add		

##### 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.		
+ Add		



### Sponsoring Attorney

**STEP 8** The District of Utah does not require a Sponsoring Attorney for bar membership.  
**Leave this section blank.**

The form is titled "Sponsoring Attorney" and contains the following fields: Bar ID, Jurisdiction (a dropdown menu currently showing "Select Court"), First Name, Middle Name, and Last Name. A large red circle with a diagonal slash is superimposed over the entire form, indicating that this section should be left blank.

### Attorney Information

**STEP 9** Respond to each question and check the box acknowledging that you will be charged an admission fee. Federal Attorneys who are active members of the Utah State Bar are exempt from paying the admission fee and should check the box requesting that the fee be waived.

**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:



### Additional Attorney Information Required by Court

#### Step 10

All questions must be answered truthfully to the best of your knowledge. Answers may be Yes or No, or you may provide an explanation when necessary.

#### Additional Attorney Information Required by Court

Are you an active member in good standing of the Utah State Bar? If yes, please enter your bar number. If no, please explain. \*

Do you certify that you have read the local rules of practice for this court and that you will comply with these rules? \*

By applying to become a member of the court's bar, except when employed by a government agency that precludes accepting pro bono assignments, attorneys must agree to accept a reasonable number of pro bono assignments as requested by the court. Will you accept a reasonable number of pro bono assignments in civil cases in this district? If no, please explain. \*

Do you solemnly swear that you will support, obey and defend the Constitution of the United States; that you will discharge the duties of attorney and counselor at law as an officer of the United States District Court for the District of Utah with honesty and fidelity; and that you will strictly observe the Rules of Professional Conduct adopted by the United States District Court for the District of Utah? \*

Once you are admitted to this court's bar, you will receive an email that contains a Certificate of Admission in PDF format. Please enter your name as you would like it to appear on your certificate. \*





### Complete All Sections of E-File Registration

- STEP 11** Under the **“Filer Information”** section, review the information and make changes, if necessary, and check the acknowledgment that you are submitting the e-filing registration for an individual.

**Complete all sections of E-File Registration**

**Filer Information**

**\* Required Information**

Role in Court Attorney  
Title Select a title or enter your own  
Name Three Utdattorney

☒ 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 Utah Test Office  
Unit/Department  
Address \* 1234 Street  
Room/Suite  
City \* Salt Lake City  
State \* Utah  
County \* SALT LAKE  
Zip/Postal Code \* 84112  
Country \* United States of America  
Primary Phone \* 801-524-6100  
Alternate Phone  
Text Phone  
Fax Number



**STEP 12** Optional: Enter the applicable information. Do not enter any information for the “Most Recent Case.”

Additional Filer Information	
Already Admitted at Court	<input type="text" value="Select Court"/>
Court Bar ID	<input type="text"/>
Other Names Used	<input type="text"/>
Most Recent Case (in court where you are registering)	<input type="text"/>

**STEP 13** **Delivery Method and Formatting** refers to your method, frequency, and email format preferences for Notices of Electronic Filings (NEF) received from NextGen CM/ECF. If you want your NextGen CM/ECF emails delivered to a different email address other than the one you have registered with PACER, enter that email address here.

You may receive your NEFs either “Once per Day (Daily Summary)” or “At The Time of Filing (One Email per Filing).” The most requested email format is HTML, but you can select Text, if you prefer. Click [Next](#).

Additional Filer Information	
Already Admitted at Court	<input type="text" value="Select Court"/>
Court Bar ID	<input type="text"/>
Other Names Used	<input type="text"/>
Most Recent Case (in court where you are registering)	<input type="text"/>



### PACER Payment Account Information

**STEP 14** This screen is used to set up a payment account for PACER fees that you may incur. If you want to set up your PACER payment account at this time, please click [Add Credit Card](#) or [Add ACH Payment](#). Please note, this screen is not used to pay any fees owing to the District of Utah.

**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.

[Add Credit Card](#) [Add ACH Payment](#)

Next

Back

Cancel



**IMPORTANT:** After you submit your application, you will be required to pay your admission fee online to the District of Utah using the link provided in an email.



**STEP 15** Optional: Enter the payment information if you are setting up your PACER payment account. Click **Submit**.

**Add/Update Credit Card Payment**

**\* Required Information**



Account Holder Name *	<input type="text"/>	Enter your name as it appears on your account.
Card Type *	Select Card Type <input type="button" value="v"/>	
Account Number *	<input type="text"/>	
Card Expiration Date *	01 <input type="button" value="v"/> / 2020 <input type="button" value="v"/>	
<input type="checkbox"/> Use billing address		
Address *	<input type="text"/>	
	<input type="text"/>	
City *	<input type="text"/>	
State *	Select State <input type="button" value="v"/>	
Zip/Postal Code *	<input type="text"/>	
Country *	United States of America <input type="button" value="v"/>	
Account Nickname	<input type="text"/>	

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

**Submit**

**Close**



## Acknowledgment of E-Filing Terms and Conditions

**STEP 16** After reading the “Attorney E-Filing Terms and Conditions” and the local court policies and procedures, check the acknowledgment boxes. Click **Submit**.

**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**

### Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- 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.

[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.](#) \*

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.**



**STEP 17** Click **Done**.

**Confirmation Page**

## Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Done

*Upon receipt of your application, the District of Utah will review your admission request and provide you with further instructions via email, including a link to pay your admission fee online*