United States District Court

District of Utah

FEDERAL ATTORNEY

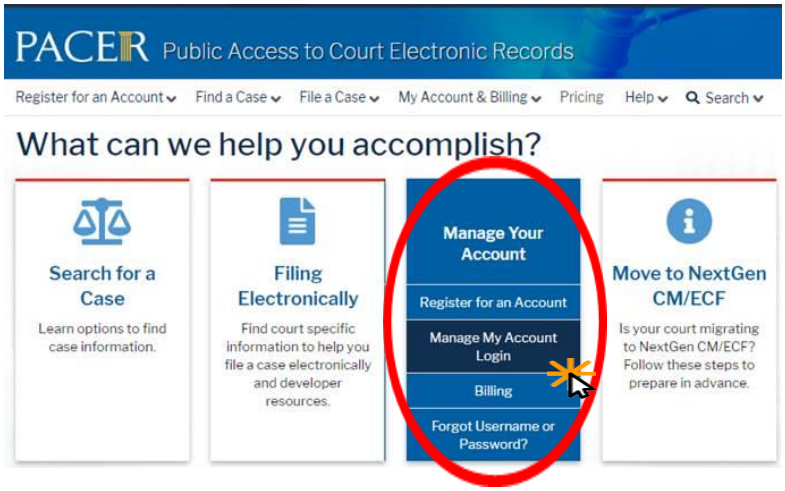
On February 1, 2020, the United States District Court for the District of Utah upgraded to the next generation of CM/ECF (NextGen CM/ECF). With this system upgrade, Attorneys employed by or on special assignment for the United States Government and its agencies or employed by a Federal Public Defender's Office (Federal Attorneys) may practice before this court in their official capacity as long as they are active member in good standing of any state bar (including the Utah State Bar). Federal Attorneys are exempt from paying the admission fee and annual attorney registration fee.

Federal attorneys must have an *individual,* upgraded PACER account (a shared PACER account cannot be used for this process) to apply for authorization to practice in this court. If an individual PACER account was created prior to August 2014, the account must be upgraded (see *Upgrading Your PACER Account* for instructions).

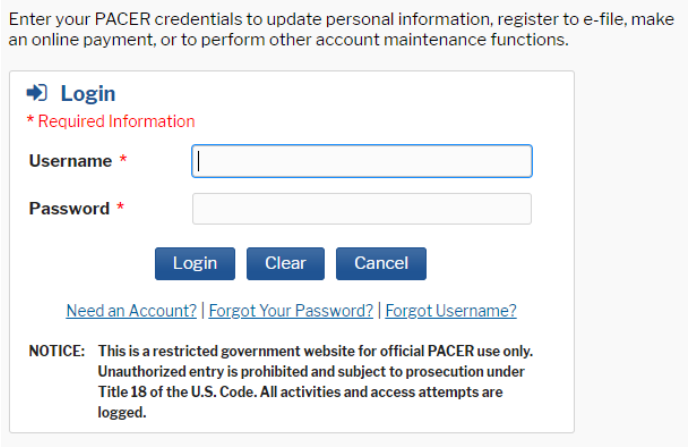
Please note, when creating a new PACER account, Federal Attorneys employed by or on special assignment for the United States Government and its agencies must select "Federal Government" as the "User Type." Attorneys employed by the Federal Defender's Office must select "Federal Judiciary" as the "User Type."

Federal Attorney Registration Instructions

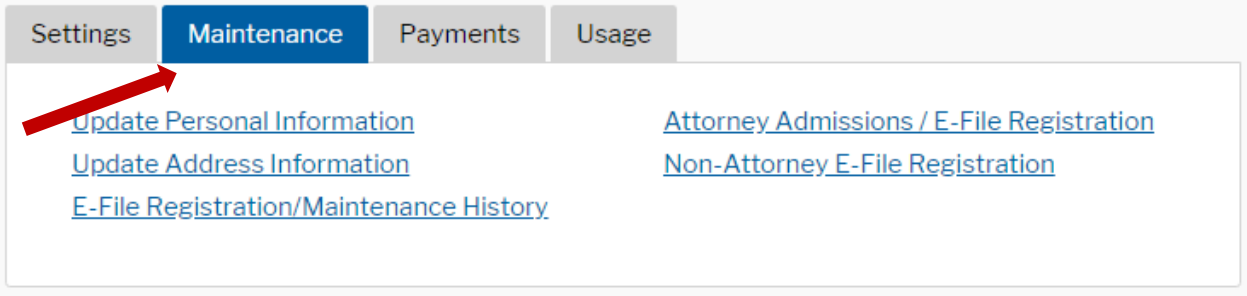
STEP 1 Go to PACER at **https://www.pacer.uscourts.gov**. Click on the Manage My Account link.



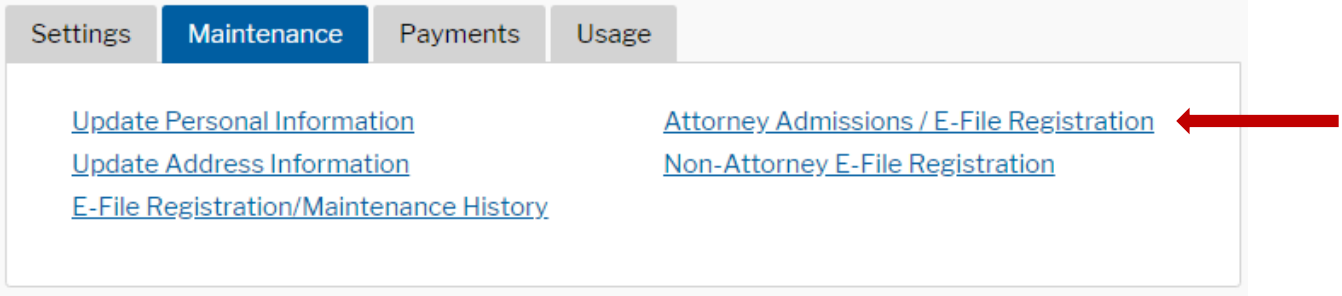
STEP 2 Enter your PACER **Username** and **Password.** Click **Login**.



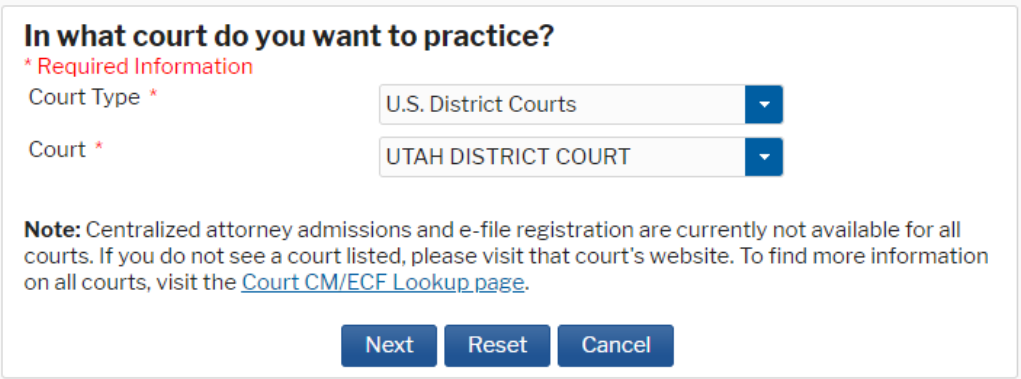
STEP 3 Click the **Maintenance** tab.



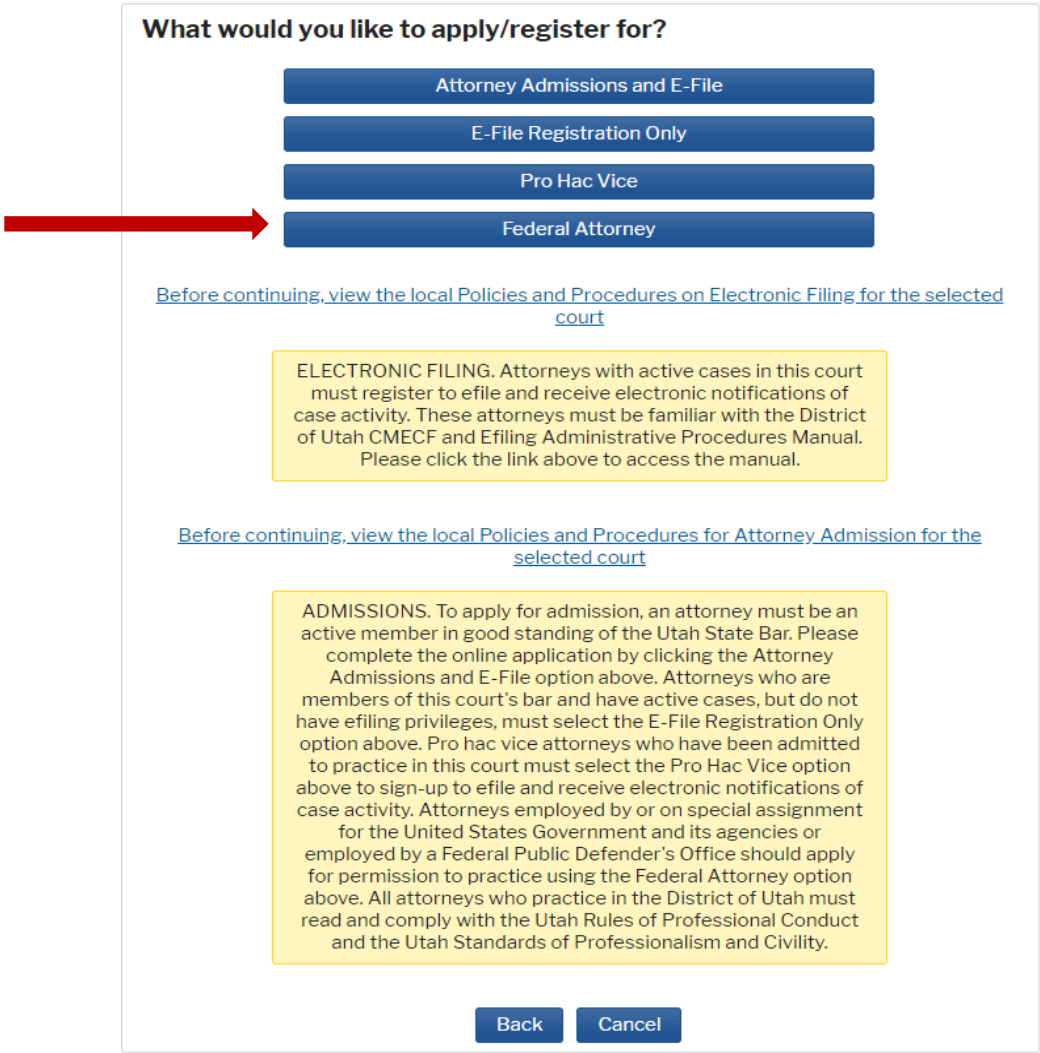
STEP 4 **Click the Attorney Admissions / E-File Registration link.**



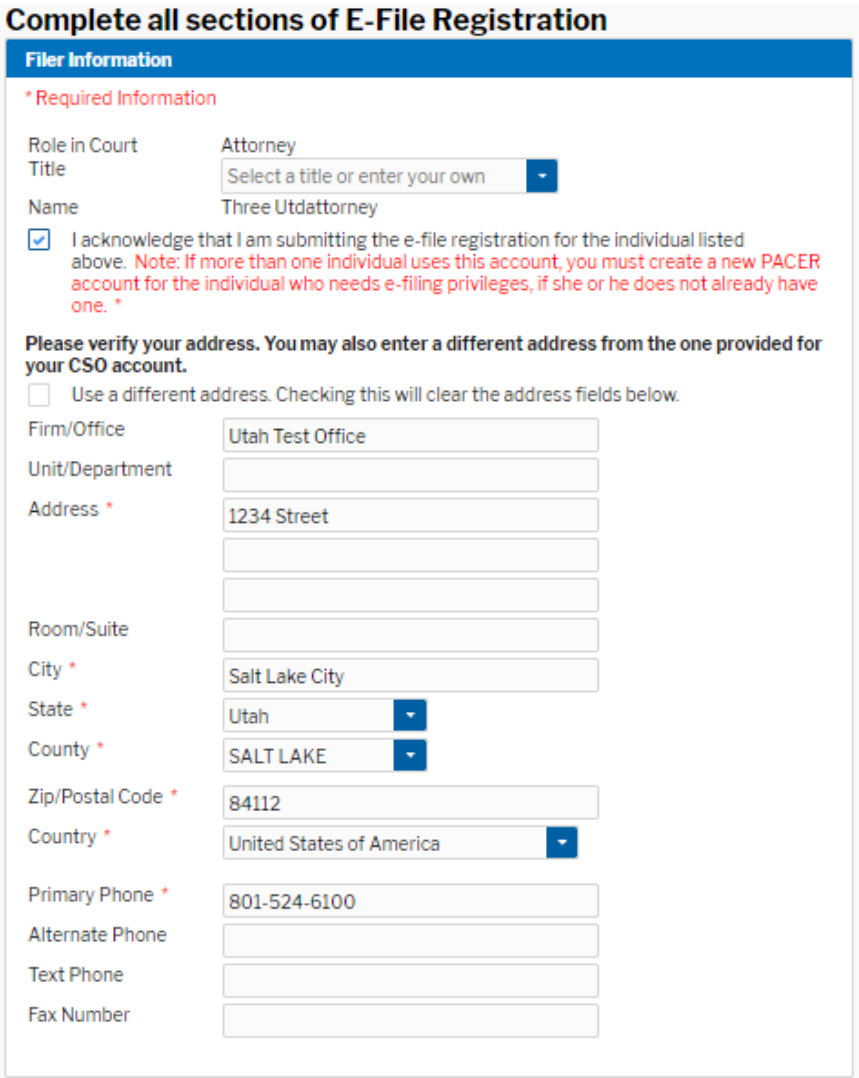
STEP 5 From the **Court Type** list, select U.S. District Courts. From the **Court** list, select Utah District Court – NextGen. Click **Next.**



STEP 6 On the **"WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR"** screen, click the Federal Attorney option. If you are a state or local government attorney, please apply by clicking the Attorney Admission and E-File option.



STEP 7 Under the **"Filer Information"** section, review the information and make changes, if necessary, and check the acknowledgment that you are submitting the efiling registration for an individual.



Complete all sections of E-File Registration

Filer Information

* Required Information

Role in Court Title: Attorney
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. *

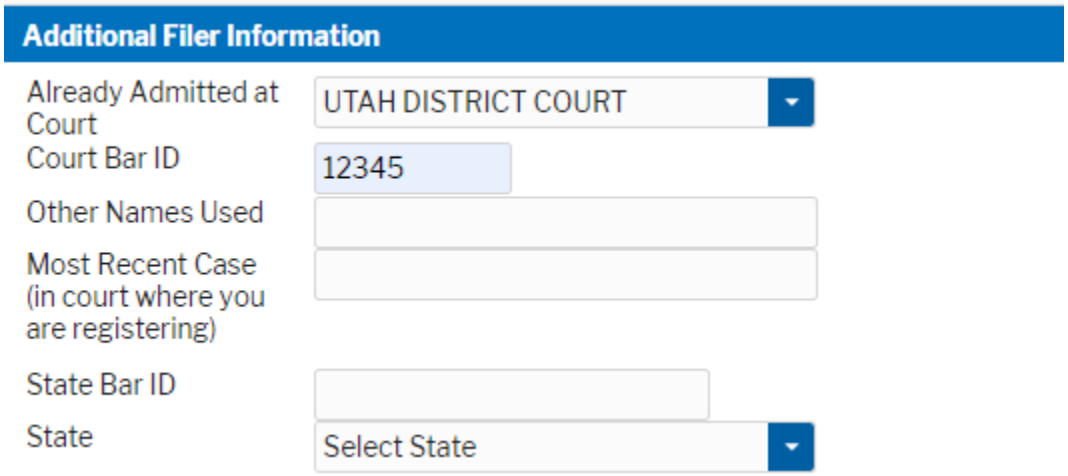
Please verify your address. You may also enter a different address from the one provided for your CSO account.

☐ 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:

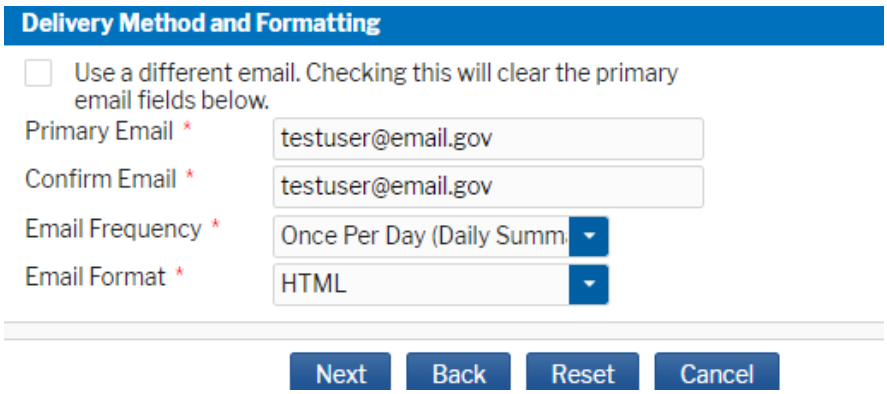
Attorney Bar Information

STEP 8 Optional: Enter the applicable information. Your request will be processed more quickly if you select Utah District Court for Already Admitted at Court and enter your Court Bar ID. Do not enter any information for the "Most Recent Case."



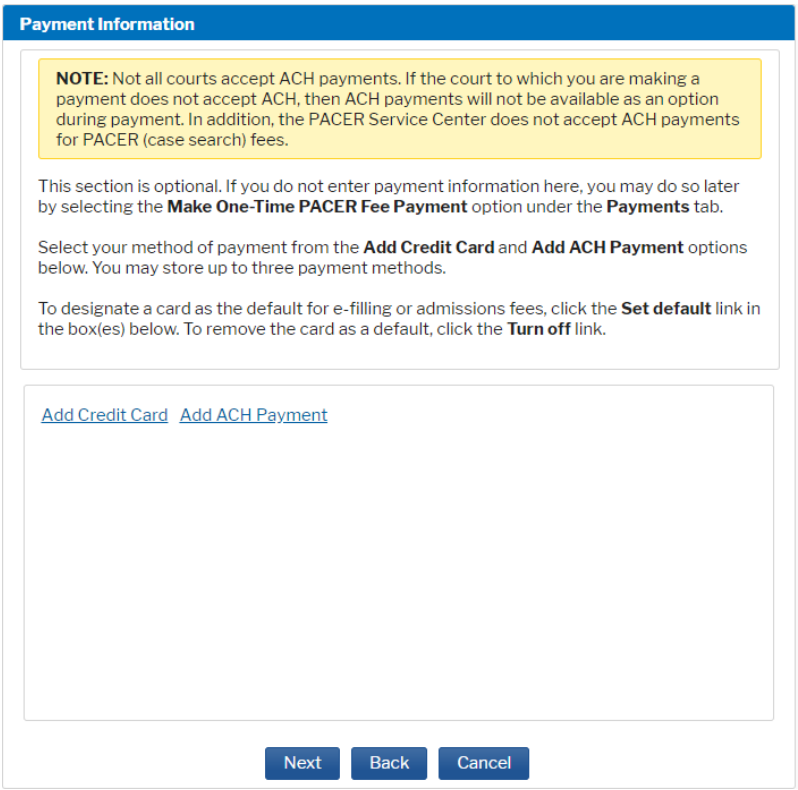
STEP 9 **Delivery Method and Formatting** refers to your method, frequency, and email format preferences for Notices of Electronic Filings (NEF) received from NextGen CM/ECF. If you want your NextGen CM/ECF emails delivered to a different email address other than the one you have registered with PACER, 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.**



PACER Payment Account Information

STEP 10 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.**



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

STEP 11 After reading the "Attorney E-Filing Terms and Conditions" and the local court policies and procedures, check the acknowledgment boxes. Click **Submit.**

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 courts(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. *

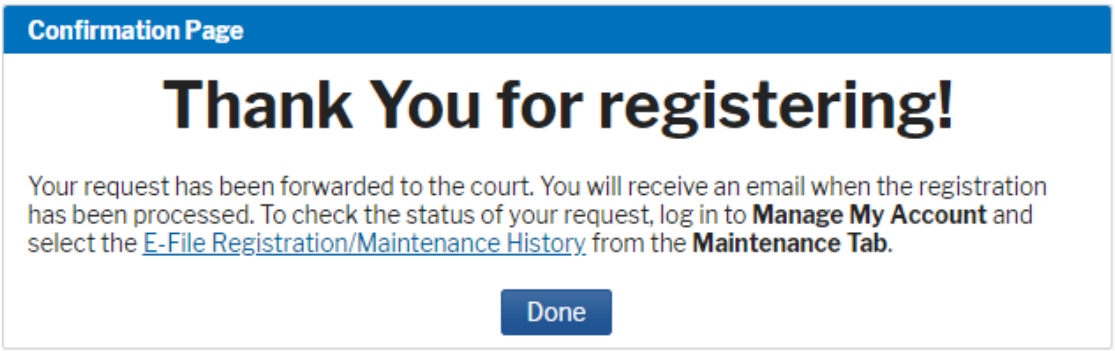
☑ Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. Click here to view local Court Policies and Procedures. *

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.

Submit Back Reset Cancel

STEP 12 Next, Click **Done.**



Upon receipt of your registration, the District of Utah will review and provide you with further instructions via email.