



United States Court of Federal Claims



REQUESTING ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION

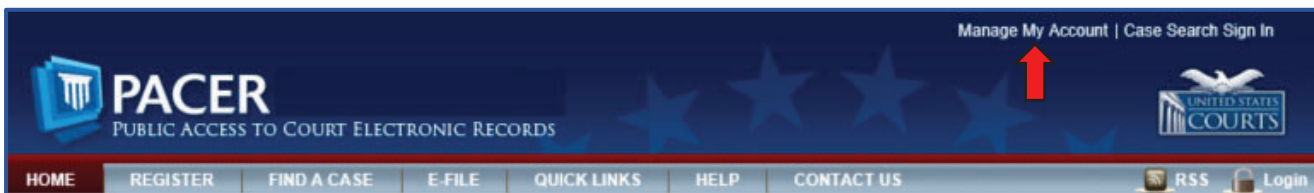
1. Prepare Your Bar Application Materials

- 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](#).
- To apply for admission by verified application pursuant to RCFC 83.1(a)(1)(B)(ii), complete [Form for Admission by Verified Application](#).
- 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.
- 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](#).

MANAGE MY ACCOUNT
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 *

John Public

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.



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Step 4. Select the [Maintenance](#) tab.

Settings **Maintenance** **Payments** **Usage**

[Change Username](#) [Update PACER Billing Email](#)
[Change Password](#) [Set PACER Billing Preferences](#)
[Set Security Information](#)

Step 5. Select the [Attorney Admissions/E-File Registration](#) link.

Settings **Maintenance** **Payments** **Usage**

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)
[Update Address Information](#) [Non-Attorney E-File Registration](#)

Step 6. From the [Court Type](#) list, select National Courts. From the [Court](#) list, select U.S. Court of Federal Claims. Select [Next](#).

IN WHAT COURT DO YOU WANT TO PRACTICE?

*** Required Information**

Court Type *

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. For a listing of all court websites visit the [Court Links Page](#).

Next **Reset** **Cancel**



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

What would you like to apply/register for?

Attorney Admissions and E-File

E-File Registration Only



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

All filers must have read and be familiar with the Rules of the United States Court of Federal Claims and the Attorney Guide for Filing Complaints and Petitions in CM/ECF.

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

Attorneys seeking admission to the United States Court of Federal Claims must first review the admission information available on the court's website at www.uscfc.uscourts.gov. If you were previously admitted to this court and have a CM/ECF login and password, you do not need to reapply for admission. See linking instructions at www.uscfc.uscourts.gov. If you are already admitted and in good standing with the United States Court of Federal Claims but do not have an e-filing account, select E-Filing Registration Only. For admission in open court during a monthly attorney admissions proceeding pursuant to RCFC 83.1(a)(1)(B)(i), complete the Form for Admission via Motion in Open Court. Supporting documentation: certificate of good standing. For admission by verified application pursuant to RCFC 83.1(a)(1)(B)(ii), complete Form for Admission by Verified Application. Supporting documentation: certificate of good standing and 1 letter or signed statement.

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Cancel



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Step 8. Complete all sections of attorney admissions and select [Next](#).

COMPLETE ALL SECTIONS OF ATTORNEY ADMISSIONS

Attorney Bar Information

* Required Information

Sponsoring Attorney

Attorney Information

Document Upload

Additional Attorney Information Required by Court

Next

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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.



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Step 9. Complete all sections of e-file registration and select [Next](#).

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

* Required Information

Additional Filer Information

Delivery Method and Formatting

[Next](#) [Back](#) [Reset](#) [Cancel](#)



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

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](#)





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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.

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.

☐ Autobill PACER fees
☐ E-filing fees default
☐ Admissions fees default

XXXXXXXXXX2222
01/2022
Jerry Public
123 Any Street
Your Town, NY
10022

Update
Delete

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

Next

Back

Cancel

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](#).



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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.