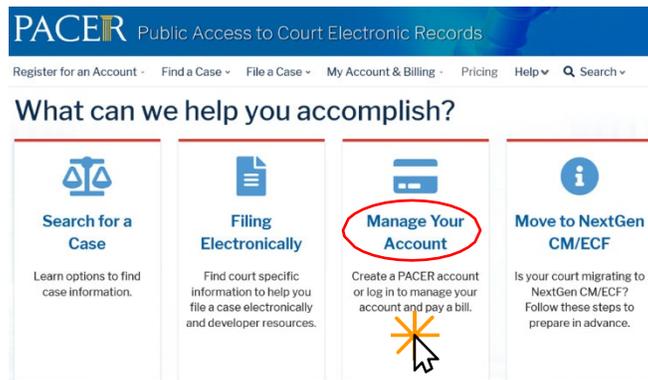


REQUESTING ATTORNEY ADMISSION AND E-FILE REGISTRATION IN PACER

On July 19, 2021, the United States District Court for the Northern District of West Virginia upgraded to the next generation (NextGen) of CM/ECF. This upgrade provides a new attorney admissions and e-file registration module which allows attorneys to request admission to practice or file electronically. To take advantage of this new process, you must have an *individual* upgraded PACER account. (You cannot use a shared PACER account for this process.) If your individual PACER account was created prior to August 2014, you must first upgrade your account (see [Upgrading Your PACER Account](#) for instructions).

Requesting Attorney Admission and E-File Registration

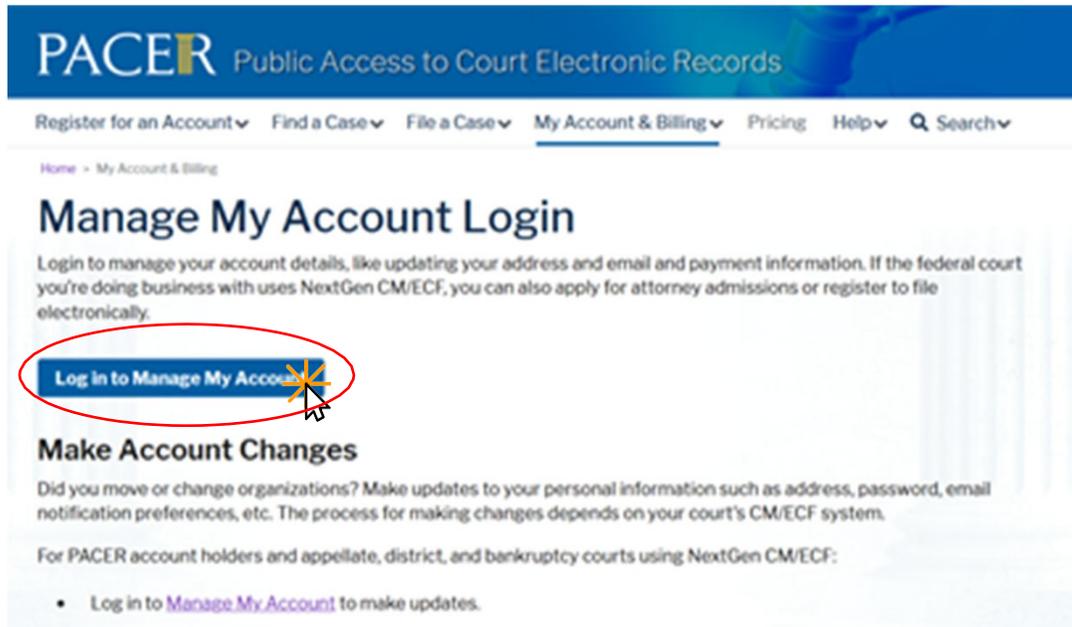
STEP 1 Go to the PACER Service Center (PSC) site at <https://pacer.uscourts.gov> Click on the [Manage Your Account](#) link.



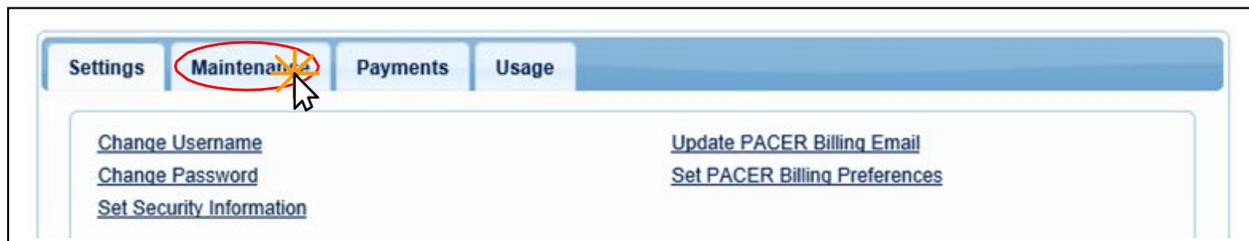
STEP 2 Click the [Manage My Account Login](#) link.



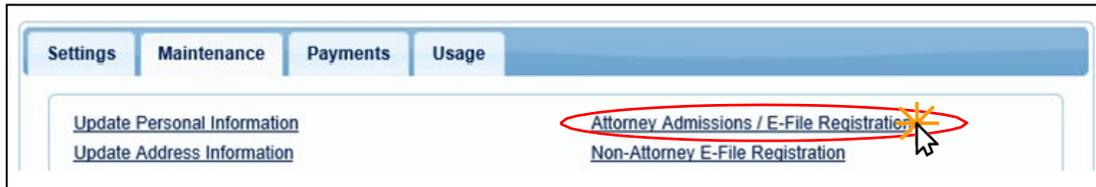
STEP 3 Click the [Log in to Manage My Account](#) link.



STEP 4 Click the **Maintenance** tab.



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



STEP 6 From the **Court Type** list, select [U.S. District Courts](#). From the **Court** list, select [West Virginia Northern District – NextGen](#). Click **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. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

STEP 7 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?

[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 Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, Federal Rules of Evidence and the Local Rules of the Court, including Electronic Case Filing Procedures.

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

Attorneys admitted to the West Virginia State Bar and seeking full admission to the court should select "Attorney Admissions and E-File." Attorneys not admitted to the West Virginia State Bar who are requesting to appear Pro Hac Vice should select "Pro Hac Vice."

Complete all required fields for all five sections of the Attorney Admission screen.
Please see the following pages for specific instructions for each section.

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

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:

Document Upload

Certification of Eligibility for Admission * [Upload](#)

CM-ECF Registration Form * [Upload](#)

Additional Attorney Information Required by Court

ALL questions MUST be answered.
(Answer "N/A" if the question does not apply.)

Have you been filing electronically using CM/ECF in another US District Court for 6 months or more? If so, please state the name of the court(s). *

?

Please state the date that you reviewed the Administrative Procedures for Electronic Case Filing in the Northern District of West Virginia. *

?

Have you requested/received an admission date? If so, what is the date and before which Judge? *

?

If you do not have a scheduled admission date, please indicate at which point of holding court (Clarksburg, Elkins, Martinsburg, or Wheeling) you wish to attend your oath ceremony. *

?

How would you like for your name to appear on your "Certificate of Admission"? *

?

Name of law school you graduated from? *

?

Do you understand that paying fees at PACER is a fee for PACER charges and not fees due to this Court? Your admission fee must be paid prior to being admitted to this Court. *

?

Attorney Bar Information

STEP 8 On the “Attorney Bar Information” section:

- 1 Select one or both check boxes to indicate the federal or state courts to which you are admitted, if applicable.
- 2 Click **Add** to select and add state and/or federal court(s) to which you are admitted if they are not shown. 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 CurrentGen CM/ECF court, you will need to manually enter this information.

The screenshot shows the 'Attorney Bar Information' form. It is divided into two main sections: 'FEDERAL BAR INFORMATION' and 'STATE BAR INFORMATION'. Each section has a checkbox (marked with a red '1') to indicate if the user is admitted to that level of court. Below each checkbox is a table of existing admissions and an 'Add' button (marked with a red '2') to enter new ones. The 'FEDERAL BAR INFORMATION' section shows a table with columns for 'Federal Court', 'Bar ID', 'Bar Status', and 'Date Admitted', currently containing no data. The 'STATE BAR INFORMATION' section shows a table with columns for 'State', 'Bar ID', and 'Date Admitted', also currently empty. The 'Add' buttons are highlighted with a mouse cursor and a red circle '2'.

Attorney Bar Information

* Required Information

FEDERAL BAR INFORMATION

1 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		

2

STATE BAR INFORMATION

1 I am admitted to the bar in one or more states.

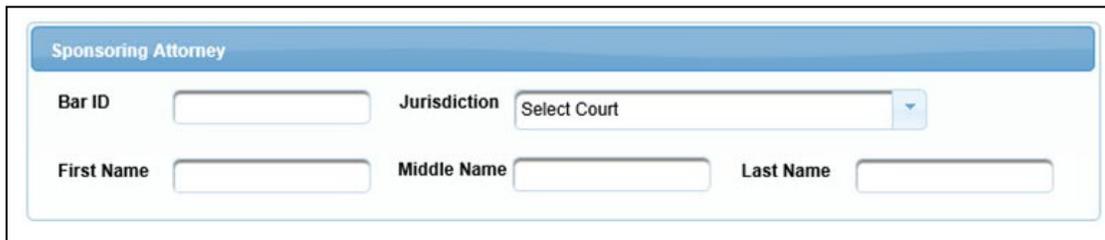
Enter information for any state(s) in which you have been admitted to the bar:

Additional State Bar Information		
State	Bar ID	Date Admitted
Click the "Add" button below to enter state bar data.		
+ Add		

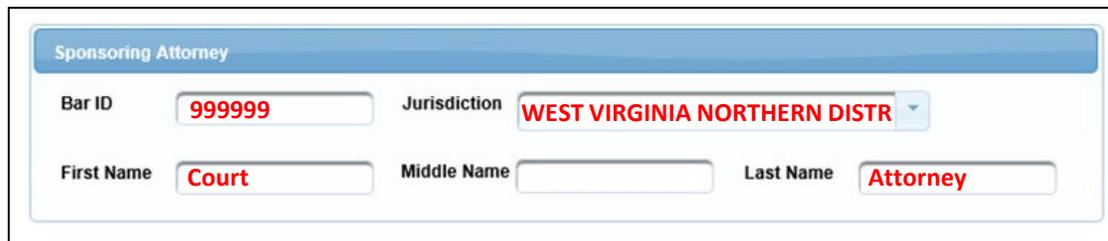
2

Sponsoring Attorney

STEP 9 Enter the information for the attorney sponsoring you and/or moving for your admission.



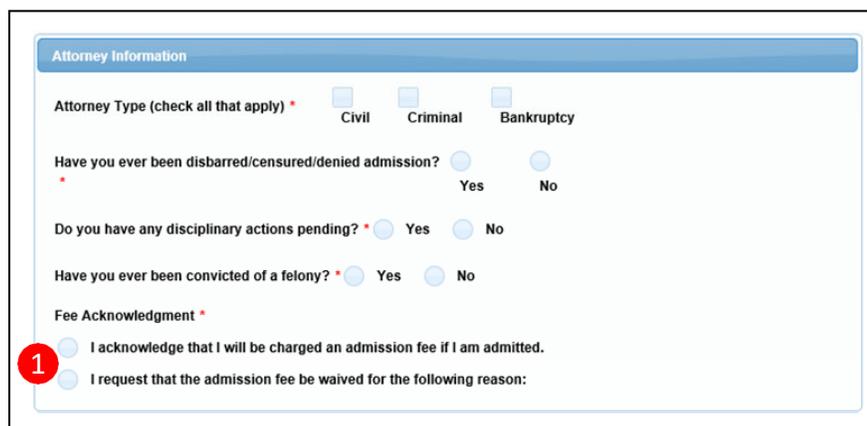
The screenshot shows the 'Sponsoring Attorney' form with the following fields: Bar ID (empty), Jurisdiction (dropdown menu showing 'Select Court'), First Name (empty), Middle Name (empty), and Last Name (empty).



The screenshot shows the 'Sponsoring Attorney' form with the following fields filled in: Bar ID (999999), Jurisdiction (WEST VIRGINIA NORTHERN DISTR), First Name (Court), Middle Name (empty), and Last Name (Attorney).

Attorney Information

STEP 10 Respond to each question. If additional details are required, a text box will display. Acknowledge the admission fee or request a waiver for the fee. **1**



The screenshot shows the 'Attorney Information' form with the following questions and options:

- 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:

Document Upload

STEP 11 Click **Upload**.



The screenshot shows a 'Document Upload' window with a blue header. Below the header, there are two rows of document information. The first row is 'Certification of Eligibility for Admission *' with a blue 'Upload' button to its right. The second row is 'CM-ECF Registration Form *' with a blue 'Upload' button to its right. A red banner with the text 'Document required' is positioned between the two rows.

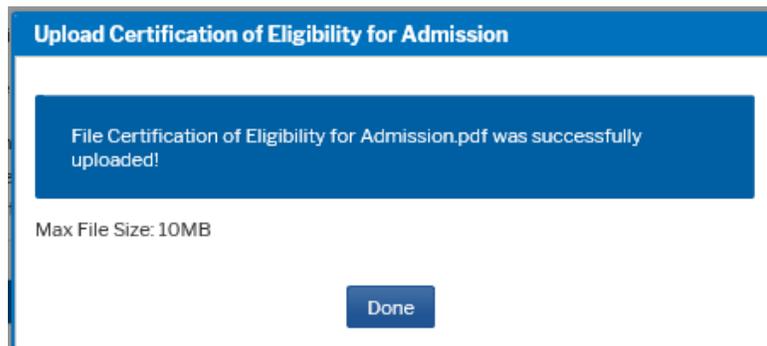
- a. Upload a PDF of your completed WVND “**Certification of Eligibility for Admission**” form.
- b. Upload a PDF of your completed WVND “**ECF Registration Form**”.

STEP 12 Click **Browse**.



The screenshot shows a file selection dialog box with a blue header that reads 'Upload Motion for Admission by Sponsoring Attorney -OR- Statement of Eligibility'. Below the header is a blue button with a plus sign and the text 'Browse'. A mouse cursor is pointing at the 'Browse' button. At the bottom of the dialog box is a 'Cancel' button.

STEP 13 Once the upload is complete, a dialog box will appear confirming the upload was successful. Click **Done**.



The screenshot shows a confirmation dialog box with a blue header that reads 'Upload Certification of Eligibility for Admission'. Below the header is a blue box containing the text 'File Certification of Eligibility for Admission.pdf was successfully uploaded!'. Below this box is the text 'Max File Size: 10MB'. At the bottom of the dialog box is a blue 'Done' button.

Additional Attorney Information Required by Court

 **NOTE:** Be sure to review the Northern District of West Virginia's Local Rule Gen. P 83.01 on Attorney Admission.

STEP 14 Answer all questions completely. Click [Next](#).

Additional Attorney Information Required by Court

ALL questions MUST be answered.
(Answer "N/A" if the question does not apply.)

Have you been filing electronically using CM/ECF in another US District Court for 6 months or more? If so, please state the name of the court(s). *

?

Please state the date that you reviewed the Administrative Procedures for Electronic Case Filing in the Northern District of West Virginia. *

?

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

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

STEP 15 Answer all questions completely. Click **Next**.

Complete all sections of E-File Registration

Filer Information

*** Required Information**

Role in Court: Attorney
Title: Select a title or enter your own
Name: Wvwd NextGen Attorney Seven

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: 300 Virginia St East
Room/Suite: _____
City: Charleston
State: West Virginia
County: KANAWHA
Zip/Postal Code: 25301
Country: United States of America

Primary Phone: 304.347.3000
Alternate Phone: _____
Text Phone: _____
Fax Number: _____

Additional Filer Information

Already Admitted at Court: Select Court
Court Bar ID: _____
Other Names Used: _____
Most Recent Case (in court where you are registering): _____

Delivery Method and Formatting

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

Primary Email: wv@suddenlink.net
Confirm Email: wv@suddenlink.net
Email Frequency: Select Email Frequency
Email Format: Select Email Format

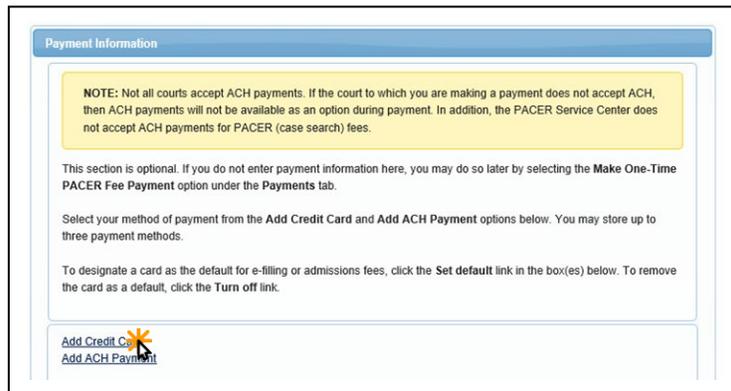
 [Back](#) [Reset](#) [Cancel](#)

******* ATTENTION *******

The filer information provided in this section will appear on case docket sheets. Please provide your office mailing address, phone number and email address.

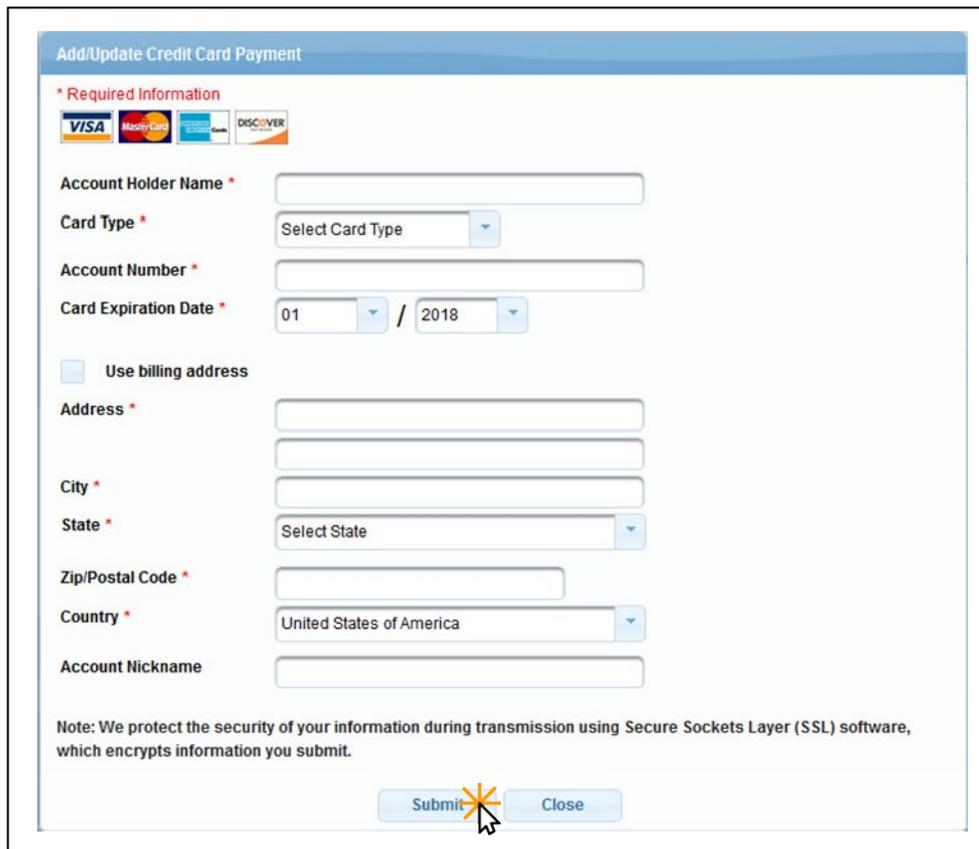
PAYMENT INFORMATION

STEP 16 Click [Add Credit Card](#) or [Next](#).



The screenshot shows a "Payment Information" window with a yellow note box at the top. The note states: "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." Below the note, there is explanatory text: "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." Further down, it says: "Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods." At the bottom, it adds: "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." At the very bottom of the window, there are two buttons: "Add Credit Card" and "Add ACH Payment". A mouse cursor is pointing at the "Add Credit Card" button.

STEP 17 Enter the required payment information (if applicable). Click [Submit](#).



The screenshot shows the "Add/Update Credit Card Payment" form. At the top, it lists logos for VISA, MasterCard, American Express, and DISCOVER. Below this, there are several required fields marked with an asterisk: "Account Holder Name", "Card Type" (a dropdown menu currently showing "Select Card Type"), "Account Number", and "Card Expiration Date" (two dropdown menus showing "01" and "2018"). There is an unchecked checkbox labeled "Use billing address". Below this are fields for "Address", "City", "State" (a dropdown menu showing "Select State"), "Zip/Postal Code", "Country" (a dropdown menu showing "United States of America"), and "Account Nickname". At the bottom of the form, there is a note: "Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit." At the very bottom, there are two buttons: "Submit" and "Close". A mouse cursor is pointing at the "Submit" button.

STEP 18 Select the appropriate boxes for “Autobill PACER fees”, “E-filing fees default” and/or “Admissions fees default” 1. Click **Next**.

STEP 19 Acknowledge the policies and procedures for attorney admission and attorney e-filers by selecting all the checkboxes 2.

STEP 20 Click **Submit**.



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 21 Click **Done**.



Confirmation Page

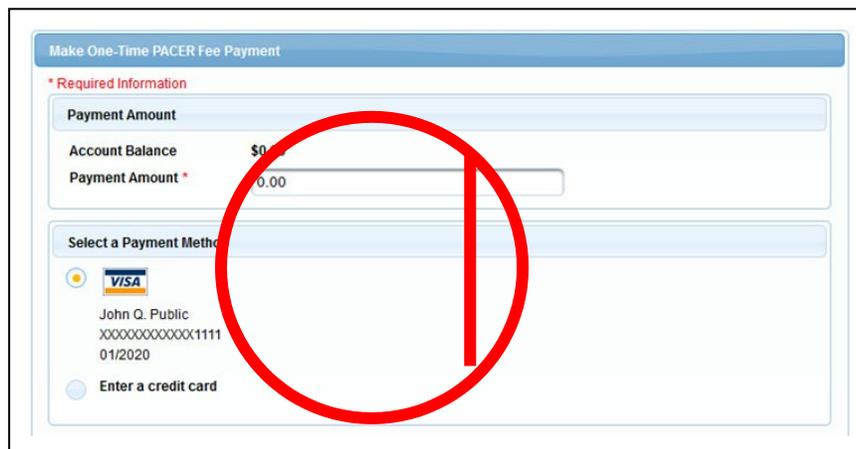
THANK YOU FOR REGISTERING!

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

The Northern District of West Virginia will review your admission request and provide you with further instructions via email including a link to pay your admission fee online.

! **IMPORTANT NOTE:** You will be required to pay your admission fee online using the link provided in the email. **Do not use** the **Make One-Time PACER Fee Payment** option on the [Manage My Account](#) link. This option can only be used to pay your PACER bill.



Make One-Time PACER Fee Payment

* Required Information

Payment Amount

Account Balance \$0.00

Payment Amount * 0.00

Select a Payment Method

 VISA

John Q. Public
XXXXXXXXXXXX1111
01/2020

Enter a credit card