

Instructions for Filing an Electronic Application for Admission to the Bar of the U.S. Court of Appeals for the Third Circuit

Applications for admission to this Court's bar may be made electronically using PACER. As part of the application process, you will be required to upload a Certificate of Good Standing and a completed Sponsor's Motion and Oath of Admission. Please follow these instructions to submit an electronic application.

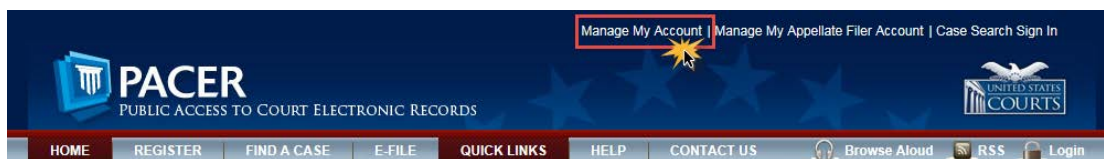
STEP ONE: Create or upgrade your PACER account, if necessary.

Before you can make an electronic application for admission, you must have an upgraded PACER account.

1. If you have an existing upgraded PACER account (compatible with NextGen CM/ECF), you may proceed to STEP TWO.
2. If you have not upgraded your existing PACER account to be compatible with NextGen CM/ECF systems, go to PACER's [website](#).
3. If you do not have a registered PACER account, you may create one by following the instructions found [here](#).

STEP TWO: Use your PACER account to submit an electronic application.

1. Log on to PACER and click **Manage My Account** at the top of the screen.



2. Then select **Attorney Admissions / E-File Registration** under the **Maintenance** tab.



3. Select **U.S. Appellate Courts** for Court Type and **U.S. Court Of Appeals, Third Circuit - 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. For a listing of all court websites visit the [Court Links Page](#).

4. As the answer to the question **WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?** select **Attorney Admissions and E-File**. This means you will be both applying for admission to the Court's bar and registering as a Filing User with the Court's electronic filing system.

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

5. The next page serves as your application for admission to the Court's bar. All five sections should be completed as fully as possible, but those with a red asterisk must be answered before your application can be submitted.
6. Complete your **Attorney Bar Information**. This section asks for information about other state and federal jurisdictions in which you are admitted to practice law. Please list *all* such jurisdictions. For each jurisdiction, you will be asked to provide your bar ID and the date of your admission. These are not required fields but they should be completed as accurately as possible.

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.		
<input type="button" value="+ 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.		
<input type="button" value="+ Add"/>		

7. Add your **Sponsoring Attorney**. Your admission may be sponsored by any member of this Court’s bar who is currently in good standing. This Court does not assign bar ID numbers, so leave that field blank.

*****If you do not have an attorney able to sponsor you, one of the attorneys from the Clerk’s office can serve as your sponsor.*****

To request a sponsor from the Clerk’s office, leave the **Sponsoring Attorney** section blank and answer “Yes” to the question **Do you require a sponsor from the Third Circuit Court of Appeals?** that appears further down the page.

8. Answer the **Attorney Information** questions.

If you answer **Yes** to any of these questions, additional information will be required.

9. The **Document Upload** section requires you to provide two documents in support of your application: (1) the Sponsor’s Motion and Oath of Admission and (2) a Certificate of Good Standing. The required Sponsor’s Motion and Oath of Admission is available on the Court’s [website](#). A Certificate of Good Standing must be obtained from one of the jurisdictions in which you are a member in good standing and must have been issued within one year. You may upload these documents in PDF format by clicking **Upload** and then **Browse** for each document.

10. Provide the **Additional Attorney Information Required by Court**. Each question must be answered. If you have never been admitted to practice under a different name, please answer “No.”

Additional Attorney Information Required by Court

Have you been admitted to practice under a different name (i.e. maiden name)? If so, please indicate the name below. *

For verification purposes, please enter the last four (4) digits of your social security number. *

Do you require a sponsor from the Third Circuit Court of Appeals? If you provided a sponsor above, please respond by indicating 'No'. *

Do you declare that all of the information included in this application is true and correct to the best of your knowledge, information, and belief? *

11. Once the full screen has been completed, select **Next** to proceed to the e-filing portion of your application.
12. Provide your **Filer Information**. This information will automatically populate from your PACER Central Sign On (CSO) account. If this information is inaccurate, you should update your PACER account instead of making changes on this screen (as changes made here would *not* be applied to your PACER account information or to your information on file with other courts).

Filer Information

* Required Information

Role in Court Attorney
Title

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 *

Room/Suite

City *

State *

County *

Zip/Postal Code *

Country *

Primary Phone *

Alternate Phone

Text Phone

Fax Number

13. You may complete the **Additional Filer Information** section, but it is not required.

The screenshot shows a form titled "Additional Filer Information" with a blue header. Below the header are four input fields: "Already Admitted at Court" with a dropdown menu showing "Select Court"; "Court Bar ID" with a text input field; "Other Names Used" with a text input field; and "Most Recent Case (in court where you are registering)" with a text input field.

14. Use the **Delivery Method and Formatting** section to indicate how you want to receive Notices of Docket Activity (NDAs) from the Court. They will be sent to your primary email, so ensure it is correct. If it is inaccurate, you should update your PACER account instead of making changes on this screen (as changes made here would *not* be applied to your PACER account information or to your information on file with other courts). If you would like NDAs also sent to one or more additional email addresses, add those email addresses in the **Additional Email Addresses** field. You may add up to three additional email addresses. You must then select your preferred email format and how often you wish to receive emails—either a daily summary at the end of the day or one email per filing.

The screenshot shows a form titled "Delivery Method and Formatting" with a blue header. Below the header is a checkbox labeled "Use a different email. Checking this will clear the primary email fields below." followed by four input fields: "Primary Email *" with "sample@sample.com"; "Confirm Primary Email *" with "sample@sample.com"; "Email Frequency *" with a dropdown menu showing "Select Email Frequency"; and "Email Format *" with a dropdown menu showing "Select Email Format". Below these are two text input fields: "Additional Email Addresses" and "Confirm Additional Email Addresses".

15. When this section has been completed, click **Next**.
16. The next screen is the **Payment Information** screen. This screen displays, side by side, each payment method (i.e., credit cards and ACH information) that you have stored in your PACER account. Here, you can update an existing payment method or add a new one if necessary. The check boxes show the types of fees for which each payment method will be used. If your application for admission is accepted by the Court, you will be able to use one of these stored payments methods to pay your attorney-admission fee. Check the **Admissions fees default** box next to the payment method you will want to use. **The fee will not be charged, however,**

until the Court approves your application and requests that you authorize payment. (You will be able to change payment methods or add a new one at that time.)

The screenshot shows a payment information form with three main sections. The first section is for VISA, with a checked box for 'Autobill PACER fees', checked boxes for 'E-filing fees default' and 'Admissions fees default', and a masked card number ending in 4747. The second section is for ACH, with unchecked boxes for 'E-filing fees default' and 'Admissions fees default', and a masked card number ending in 24. The 'Admissions fees default' checkbox in the ACH section is circled in red. The third section is for adding a credit card or ACH payment, with links for 'Add Credit Card' and 'Add ACH Payment'. Each section has an 'Update' button, and the ACH section also has a 'Delete' button.

17. Once you have reviewed your payment information, click **Next**.
18. After reading the terms, conditions, policies, and procedures, click the **Acknowledgement of Policies and Procedures for Attorney Admissions** box and the two **E-Filing Terms of Use** boxes.

The screenshot shows two stacked boxes. The top box is titled 'Acknowledgment of Policies and Procedures for Attorney Admissions' and contains a sun icon and the text: '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.](#) *'. The bottom box is titled 'E-Filing Terms of Use' and contains a sun icon and the text: 'Click here to download a printable version of the Attorney E-filing Terms and Conditions'. Below this are two more sun icons with text: 'Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *' and '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.](#) *'.

19. Clicking **Submit** transmits your application to the Court for its review. The Clerk's office will ordinarily contact you by phone or email if there are problems that prevent your application from being approved. **YOU ARE NOT ADMITTED UNTIL THE COURT APPROVES YOUR APPLICATION.**

*****Please allow three business days for the Clerk's office to review and process your admission request.*****

STEP THREE: Pay your attorney-admission fee.

1. After your application has been reviewed and deemed compliant, the Clerk’s office will email you with additional information including a link for payment.
2. Follow the email’s link and sign in to your PACER account. You will be directed to the Court’s CM/ECF system, where you will see the fee amount and a list of the documents you previously submitted. Because your application has already been reviewed by the Court, *no additional documents should be submitted* at this stage. Select **Pay Fee and Submit Application** to proceed.

Bar Admission

Jurisdiction
3rd Circuit Court of Appeals

Fee Amount
\$221.00

Submit Documents

Description

Browse...

View Submitted Documents

Document	Description	Size
Sponsor's Motion & Oath of Admission.pdf	Sponsor's Motion & Oath of Admission	32 KB
Certificate of Good Standing.pdf	Certificate of Good Standing	32 KB

Pay Fee and Submit Application

3. You will be redirected to PACER’s **Manage My Account** screen (you may have to sign in again). Confirm that the name listed on the top of the screen is the attorney paying the fee for admission. Then select a payment method. You may pay using one of the payment methods stored in your PACER account, or you may enter a different payment method. Fully complete the required information and then click **Next**.

Select a Payment Method

VISA
XXXXXXXXXXXX4747

ACH
XXXXXXXX6789

Enter a credit card

Enter an ACH account

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

Next Cancel

4. The top of the next screen confirms the payment method and amount. Complete the **Court Specific** and **Email Receipt** sections. If you would like your receipt emailed to one or more additional email addresses, you may add up to three additional email addresses. When you have reviewed the all the information on this screen, check the box to authorize the payment and click **Submit**.

Authorization

I authorize an electronic debit from my account for the amount above. *

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

Submit Back Cancel

5. After submitting your payment, you will be returned to the Court's CM/ECF system and a receipt will be generated. Be sure to print the receipt for your records.
6. You are now admitted to the Court's bar. The Clerk will mail you a formal certificate evidencing your admission. This may take seven to ten days.

QUESTIONS?

Any questions regarding attorney admissions should be directed to attyadmissions@ca3.uscourts.gov or the Clerk's office general number at (215) 597-2995. Please ask to speak to someone who handles attorney admissions.