

ATTORNEY ADMISSION (Revised 1/26/2022)

Information

The U.S. District Court for the Middle District of North Carolina is A NextGen CM/ECF Court. **Effective January 18, 2022**, the attorney admission process is performed online through PACER.gov. After your request for admission has been reviewed by the Clerk's Office, directions will be emailed to you on how to pay the admission fee via Pay.gov. Paper applications will no longer be accepted. Detailed instructions about this process are available here.

An attorney seeking admission must be member of the bar in good standing and familiar with the Middle District of North Carolina's Local Civil Rule 83.1(b). In order to make a request for admission and/or e-filing privileges, all applicants must have an upgraded individual PACER account. Once you have a PACER account, follow the below steps to request filing access and attorney admission.

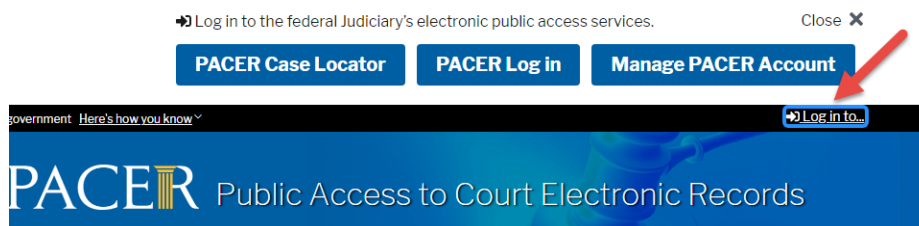
Federal Attorneys or Attorneys Authorized to Represent the United States:

If you are a federal government attorney, you are not required to apply for admission to the Middle District of North Carolina. You must, however, register for an e-filing account through PACER.gov.

Step by Steps

Step 1: Go to PACER, www.pacer.uscourts.gov.

Step 2: Click **Log in to** at the top of the page.



Step 3: Select Manage PACER Account.

➔ Log in to the federal Judiciary's electronic public access services. Close ✕

[PACER Case Locator](#) [PACER Log in](#) [Manage PACER Account](#)

Step 4: Enter your Username and Password.

➔ **Login**
* Required Information

Username *

Password *

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

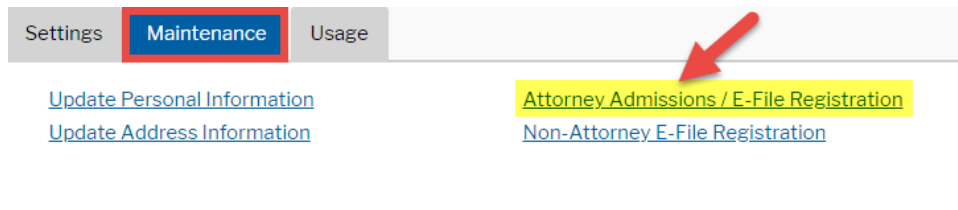
[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

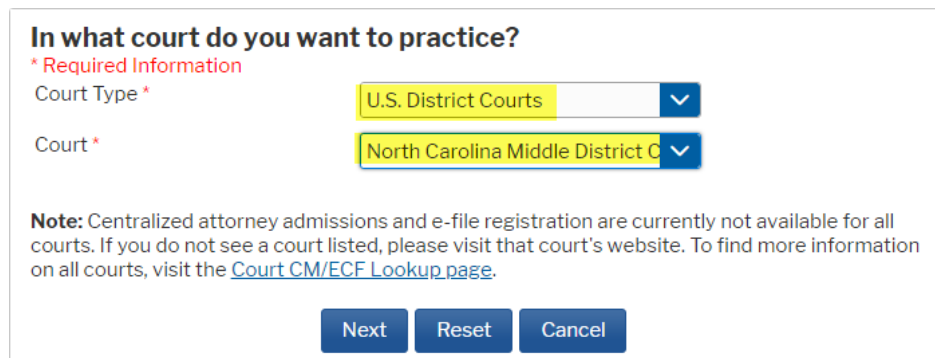
Step 5: Once logged in, select the **Maintenance** tab.



Step 6: Select **Attorney Admissions/E-File Registration** under the Maintenance tab.

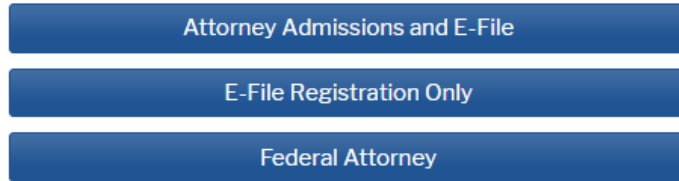


Step 7: On the following screen, select **U.S. District Courts** and **North Carolina Middle District**. If you do not see North Carolina Middle District Court as an option, verify if you already submitted and/or have filing privileges with North Carolina Middle District. If you have previously linked a CM/ECF account to your PACER account, contact Kenan Sonbay at 336.332.6003 for further instructions.



Step 8: On the next page, select, “What would you like to apply/register for”?

What would you like to apply/register for?



If...	Then...
Applying for Attorney Admission with the Middle District of North Carolina. <u>And</u> Request to E-File.	Select the Attorney Admissions and E-File option.
If applying to E-File only.	Select the E-File Registration Only option and follow instructions on how to register to e-file with NCMD.
If you are a Federal Attorney and want login privileges only.	Select the Federal Attorney option and follow instructions on how to register to e-file with NCMD.

Step 9: Complete all sections of Attorney Admission. Please complete all required information marked with a red Asterisk and your State Bar ID and State Information and Select Next.

Step 10: Complete all sections of E-File Registration and check the acknowledgement box. Select Next when completed.

Step 11: Click Next on the Payment Information screen. The court will review your request and send you a link (via email) for payment.

Note: If you have never been admitted to the United States District Court in the Eastern or Western District of North Carolina, you must appear in open court in this district to take the oath and present your receipt of payment to the Case Manager.

Step 12: Please read the E-Filing Terms of use and check the two Attorney E-Filing Terms and Conditions acknowledgement boxes and then click Submit.

Step 13: Confirmation Page screen displays, click Done. The court will review your request and follow-up.

Step 14: When everything has been successfully received you will receive an email that will contain a link to make your payment through pay.gov.

Step 15: ***If Option I:*** Once you have made your payment, you can schedule an appointment for your oath ceremony. Click [here for scheduled dates](#). Bring a copy of your receipt of payment to the oath ceremony. After the ceremony, a Certificate of Admission to the Middle District of North Carolina will be mailed to you.

If Option II: A Certificate of Admission to the Middle District of North Carolina will be mailed to you.