



Applying to the Bar

1. Create an ECF Account

Pursuant to Fed. Cir. R. 46(c), bar applications must be submitted electronically. To submit an electronic bar application, an attorney must first register for an Electronic Case Filing (ECF) account as follows:

- a. Contact the PACER Service Center (PSC) at 800-676-6856 or at www.pacer.gov.
- b. Add the Court of Appeals for the Federal Circuit (CAFC) to the attorneys' existing PACER account.
- c. PACER will transmit the attorney's information to the CAFC.
- d. The CAFC will create/approve the attorney's ECF account.
- e. The attorney will receive an email from PACER stating that the account has been approved.

2. Submit an Electronic Application

An attorney wishing to become a member of the bar of the CAFC must complete the following:

- a. Complete [Form 21 – United States Court of Appeals for the Federal Circuit Application for Admission to the Bar](#)
 - The top portion of the form must be completed with the signature and date of birth of the applicant.
 - The applicant may include both State and Federal admissions, but either one alone will suffice.
 - The Application must be accompanied by EITHER a Motion of Sponsor [middle section of form] or a Certificate of Good Standing [dated within 30 days from the form submission date] from a court that the applicant is currently a bar member.
 - The Oath of Admission must be completed with the applicant's signature and date of birth and must be notarized. [Please darken the raised seal so it is visible.]
- b. Log in to the CAFC's CM/ECF system (ecf.cafc.uscourts.gov) and click **Login to E-file (CM/ECF)**.



- c. In CM/ECF, select **Bar Admission** from the drop-down under the **Utilities** tab.
- d. Upload the completed Form 21 with any optional back-up material in pdf format.
- e. Click the **Pay Now and Submit Application** button at the bottom of the screen.
- f. Pay.gov will open in a separate browser window for payment using either a credit or debit card.
 - o If the Pay.gov window does not automatically open, ensure that the "Pop up Blocker" on your internet browser is set to "off."
 - o You must select the **Submit Payment** button to complete the payment transaction.
 - o At the payment confirmation window, please select **Close Window** to close the browser and return to CM/ECF.
- g. Once the completed Form 21 and payment are received by the court, it will be processed within two business days.
 - o If there is an issue with the any of the documents, the court will contact the applicant to cure the issue.
 - o Correcting documents for the bar admission and uploading them to CM/ECF follows a similar process as the original submission.
 - In CM/ECF, select **Bar Admission** from the drop-down under the **Utilities** tab.
 - Upload the corrected document in pdf format.
 - Once all corrected documents are uploaded, click the Submit Documents button at the bottom of the screen.
 - The corrected documents will be transmitted to the court for completion of the admission.
- h. Once the admission is completed, a letter will be mailed to the attorney on the day of admission and a Certificate of Admission will be mailed to the attorney approximately three months after admission.

The U.S. Court of Appeals for the Federal Circuit will be converting to NextGen CM/ECF in the spring of 2018, which will change our admission process. Updated information will be available later. Additional information about NextGen CM/ECF is available at www.cafc.uscourts.gov/nextgen/