



Applying to the Bar

Prospective members of the bar can now create a PACER account, register for electronic filing access, and apply for the bar in a single process through www.pacer.gov. Since May 17, 2012, electronic filing in counseled cases is mandatory. See Fed. Cir. R. 25. Additionally, bar applications, and any related fees, must be submitted electronically. See Fed. Cir. R. 46(c),

For government attorneys seeking to practice in the Federal Circuit under Fed. Cir. R. 46(d), please refer to the [Government Attorney Admission](#) information on our website.

1. Prepare Your Bar Application Materials

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. An additional sheet with all bar admissions may be attached to the application.

b. Method of Admission

i. Motion of Sponsor

If a current member of the bar is sponsoring your admission, your sponsor must complete and sign the **MOTION OF SPONSOR** section of Form 21.

ii. Certificate of Good Standing

If you are moving your own admission with a Certificate of Good Standing, attach a Certificate of Good Standing, dated within 30 days from the date of submission, from a court where you are currently a member of the bar.

c. The Oath of Admission must be completed with the applicant's signature and date of birth and must be notarized. If a raised seal is used, ensure the seal has been darkened so it is visible.

d. A completed and executed Form 21 and any supporting materials (e.g., list of bar admissions, certificate of good standing) must be combined in a single, flattened PDF document before filing the application online.



2. Register for Electronic Filing and Apply for Bar Admission

- a. Go to <http://www.pacer.gov>.
- b. Select **Register** from the menu bar, then **Start**.
- c. Select **E-File and/or Attorney Admissions**.



- d. Select **U.S. Appellate Courts** as the Court Type and **U.S. Court of Appeals, Federal Circuit** as the Court, then **Next**.
- e. Select one of the options based on your type of PACER account, including creating a PACER account if you do not already have one.
- f. Select **No** when asked about prior e-filing in the Federal Circuit.

Note: If you have previously filed electronically with the Federal Circuit, then you are already a member of the bar. Please contact the Clerk's Office for assistance.

- g. For Role Type, select **Attorney**.

Note: If you have a PACER account, you will be prompted to log in. If you do not have a PACER account, you will be taken through the process of creating a PACER account.



- h. On the **In What Court Do You Want to Practice** screen, select **U.S. Appellate Courts** as the Court Type and **U.S. Court of Appeals, Federal Circuit** as the Court, then **Next**.

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type * U.S. Appellate Courts

Court * U.S. Court Of Appeals, Federal Circuit - NextGe

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

- i. Click **Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court** and complete the Federal Circuit's [application form on its website](#), if not already completed.
- j. Select **Attorney Admissions and E-File**.

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

Attorney Admissions and E-File

E-File Registration Only

Federal Attorney

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

Effective May 17, 2012, electronic filing is mandatory for attorneys filing in the Federal Circuit, unless they are granted a specific exemption or are self-represented litigants. Fed. Cir. R. 25. Attorneys must register with the PACER Service Center as Attorney Filing users. Please allow two to three business days for processing of your electronic filing registration.

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

Attorneys who are not admitted to the Federal Circuit bar may apply for admission electronically. Instructions are available at <http://www.ca9c.uscourts.gov/contact/attorney-admission-information>. If necessary, upload your Certificate of Good Standing with payment when requested after the initial submission of your Application for Admission.

Back Cancel



- k. Complete the following Attorney Admissions page, including providing information about your bar sponsor, and click **Next**.

The screenshot shows a web form titled "COMPLETE ALL SECTIONS OF ATTORNEY ADMISSIONS". It is divided into three main sections:

- Attorney Bar Information:** This section contains "Required Information" and "FEDERAL BAR INFORMATION". It has a checkbox for "I am admitted to the bar in one or more federal courts." Below this, it states "Our data indicates that you have been admitted to the bar of the following federal court(s):" and shows a table for "Verified Federal Bar Information" with columns for Federal Court, Bar ID, Bar Status, and Date Admitted. A note says "No verified federal bar data available." To the right, there is a section for "Additional Federal Bar Information" with a table for Federal Court, Bar ID, and Date Admitted, and an "Add" button.
- STATE BAR INFORMATION:** This section has a checkbox for "I am admitted to the bar in one or more states." Below this, it says "Enter information for any state(s) in which you have been admitted to the bar." It includes a table for "Additional State Bar Information" with columns for State, Bar ID, and Date Admitted, and an "Add" button.
- Sponsoring Attorney:** This section has input fields for Bar ID, Jurisdiction (a dropdown menu labeled "Select Court"), First Name, Middle Name, and Last Name.

Note: Upload the completed Federal Circuit's [application form \(Form 21\)](#) and any supporting materials under **Document Upload**. You must first flatten the form (and supporting materials) into a single PDF document before uploading it.

If you are seeking **admission without a sponsor**, you will also need to submit a certificate of good standing. You can either (1) attach this certificate to the single PDF document including your application or (2) upload the certificate at the time of paying the admission fee. The second option may delay the processing of your admission application.



- I. Complete the fields on the E-File Registration Page and click **Next**.

The screenshot shows a web interface for managing an account. At the top, it says 'MANAGE MY ACCOUNT' and 'Welcome, India Juliet' with a 'Logout' button. Below this is a table of account details: Account Number (7033512), Username (cafcattorney3), Account Balance (\$0.00), Case Search Status (Inactive), and Account Type (Upgraded PACER Account). The main section is titled 'COMPLETE ALL SECTIONS OF E-FILE REGISTRATION' and contains a 'Filer Information' section. This section includes a dropdown for 'Role in Court' (set to 'Attorney'), a 'Title' dropdown (set to 'Select a title or enter your own'), a checkbox for 'Use a different address', and several text input fields for 'Firm/Office', 'Unit/Department', 'Address', 'Room/Suite', 'City', and 'State'.

Additional Filer Information

- Skip this section.

Delivery Method and Formatting

- Select how frequently and in what format you wish to receive email notifications. You can also add additional emails to receive notice in **Additional Email Addresses**.

- m. On the next screen, select your payment options for PACER and other fees, then click **Next**.
- n. Review the Policies and Procedures for Attorney Admission, E-Filing Terms of Use, and Policies and Procedures for Electronic Filing. Click the acknowledgements.
- o. Click **Submit**.

You will receive electronic notification to complete payment of the admission fee which will complete the admission process.

Please allow two to three business days for processing by the Clerk's Office. If your application materials are incomplete, your application may be rejected and you will need to submit a new application for admission.



3. Submit the Application Fee

If your application materials are in order, the Clerk's Office will notify you by email to pay the application fee online.

- a. Click the [link](#) in the email and log on using your PACER account.

Note: The payment link will not work until you receive notification from the Clerk's Office.

- b. Your prior information and application should appear on the screen. If you need to provide additional materials, such as a Certificate of Good Standing, click **Browse** to upload an additional document. If needed, multiple documents can be uploaded. When finished, click **Pay Fee and Submit Application**.

The screenshot displays the 'Bar Admission' application interface. At the top, there is a red header with the text 'Bar Admission' and 'INSTRUCTIONS'. Below the instructions, the user's jurisdiction is listed as 'Federal Cir. Court of Appeals', the bar status is 'Pending Review', and the fee amount is '\$231.00'. There is a section for 'Submit Documents' with a text input field for 'Description' and a 'Browse...' button. A red box highlights the 'Browse...' button, and a blue box with the text 'For adding documents' is positioned to its right. Below this, there is a table titled 'View Submitted Documents' with columns for 'Document', 'Description', and 'Size'. The table contains one entry: 'TEST DOCUMENT.pdf', 'Application for Admission to the Bar (CAFC Form 21)', and '28 KB'. At the bottom, there is a red box around the 'Pay Fee and Submit Application' button, with a blue box and the text 'To continue' to its right.



- c. Re-enter your PACER account information to proceed to the payment screen. Select your form of payment and complete any remaining prompts to finish this transaction.

A screenshot of a web-based payment interface. The title bar reads "Pay Attorney Admission/Renewal Fee for U.S. Court Of Appeals, Federal Circuit - NextGen". Below the title, there is a section for "Required Information". Under this section, there is a "Payment Amount" field with a sub-label "Amount Due" and a value of "\$231.00". Below that is a "Select a Payment Method" section with two radio button options: "Enter a credit card" and "Enter an ACH account". 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." and two buttons labeled "Next" and "Cancel".

The Clerk's Office will notify you electronically once your electronic filing access and bar admission have been completed. Please allow up to two business days for processing.

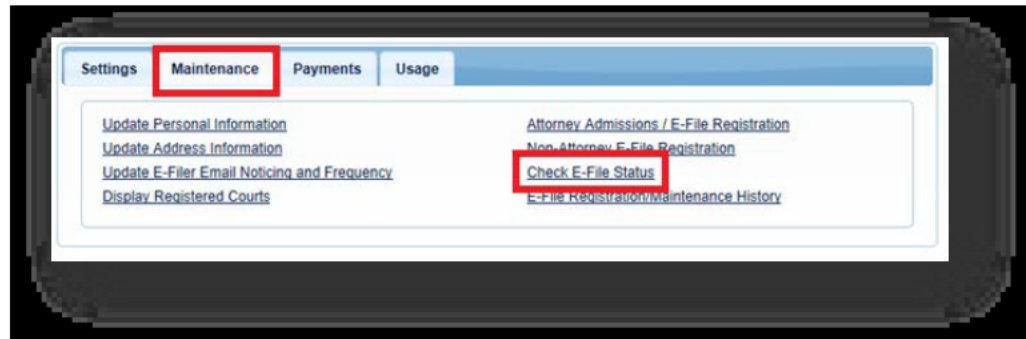
The Clerk's Office will mail you a Certificate of Admission within three months of your admission to the bar.



4. Check the Status of Your Application

After submitting your request for e-filing access or for admission to the bar, you can check online for the status of your request.

- Go to <http://www.pacer.gov>.
- Click **Manage My Account** at the top of the screen.
- Log on using your PACER credentials (if not already logged on)
- Under the **Maintenance** tab, select **Check E-File Status** to review the status of your registration.



- Click **Check** next to the Federal Circuit.

