



## Government Attorney Accounts

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Federal, state, and local government attorneys may be admitted for the limited purposes of representing the United States or another government entity. This status does not confer admission to the Federal Circuit's bar. See Fed. Cir. R. 46(d).

Prospective government attorney practitioners can now create a PACER account, register for electronic filing access, and apply for government admission through [www.pacer.gov](http://www.pacer.gov).

### 1. Register for Electronic Filing and Apply for Government 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 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**.

A screenshot of a web form titled "IN WHAT COURT DO YOU WANT TO PRACTICE?". The form has a white background with a blue border. At the top, the title is in blue. Below the title, there is a red asterisk followed by the text "\* Required Information". There are two dropdown menus: the first is labeled "Court Type" and has "U.S. Appellate Courts" selected; the second is labeled "Court" and has "U.S. Court Of Appeals, Federal Circuit - NextGe" selected. Below the dropdowns, there is a note in black text: "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](#)." At the bottom of the form, there are three buttons: "Next", "Reset", and "Cancel".



- i. Select **Federal Attorney**.

**Note:** State and local attorneys representing government entities should also select **Federal Attorney**.

**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.cafc.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.



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

The screenshot shows the 'MANAGE MY ACCOUNT' interface. At the top, it says 'Welcome, India Juliet' and has a 'Logout' button. Below that is a table of account information:

Account Number	7033512
Username	cafcattorney3
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Below the account info is the 'COMPLETE ALL SECTIONS OF E-FILE REGISTRATION' section. It has a sub-section 'Filer Information' with a red asterisk indicating required information. The 'Role in Court' is set to 'Attorney'. The 'Title' field has a dropdown menu with the option 'Select a title or enter your own'. There is a checkbox for 'Use a different address' with a note: 'Please verify your address. You may also enter a different address from the one provided for your CSO account. Checking this will clear the address fields below.' Below this are several 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**.

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

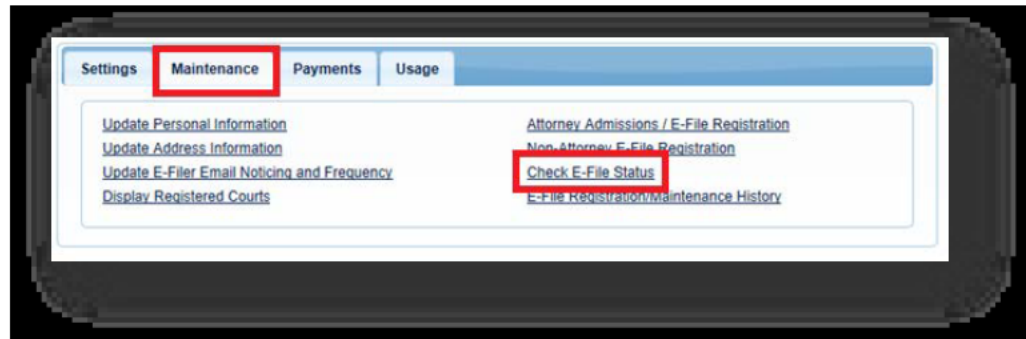
Please allow two to three business days for processing by the Clerk's Office. If your application materials are incomplete, your request may be rejected and you will need to submit a new registration request.



## 2. Check the Status of Your Request

After submitting your request for e-filing access or for government admission to practice, 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.

