

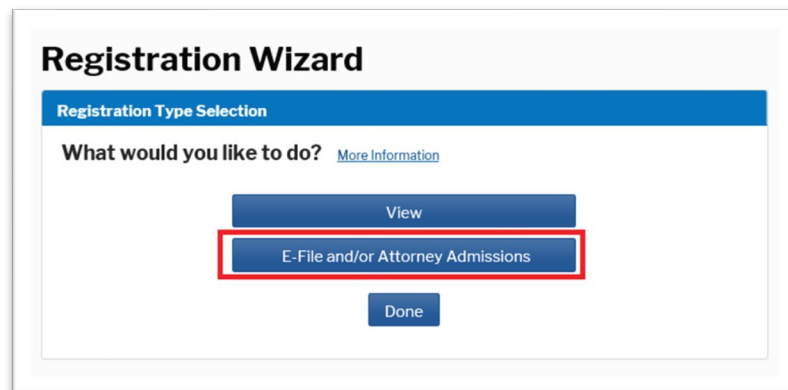
## F. Attorney Electronic Filing Registration

Attorneys seeking to file electronically must (1) register for electronic filing and (2) be admitted to the bar (except for government counsel appearing in an official capacity). Both requirements can be completed through PACER.

### 1. E-File Registration Only

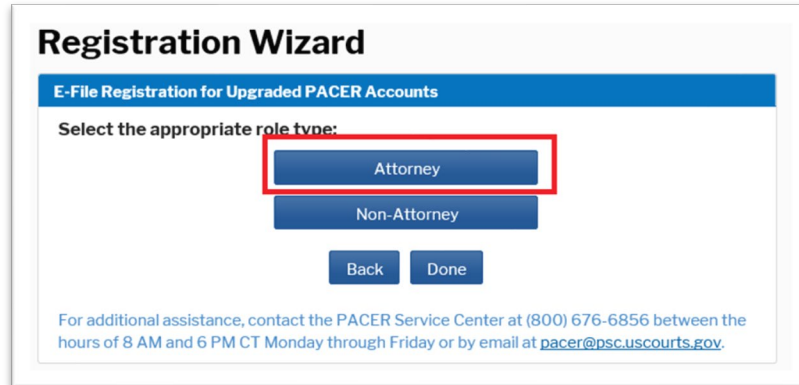
This procedure is for members of the Federal Circuit bar who have never registered for electronic filing at the Federal Circuit and for government counsel.

- a. Go to <http://www.pacer.gov>.
- b. Select **Register for an Account** from the main screen.
- c. Select **Registration Wizard**.
- d. Select **E-File and/or Attorney Admissions**.



- e. Select **U.S. Appellate Courts** as the Court Type and **U.S. Court of Appeals, Federal Circuit** as the Court, then **Next**.

- f. Select one of the options based on your type of PACER account, including creating a PACER account if you do not already have one. Select one of the options based on your electronic filing history in the Federal Circuit. If you have never filed electronically with the Federal Circuit, you will eventually reach the following screen:



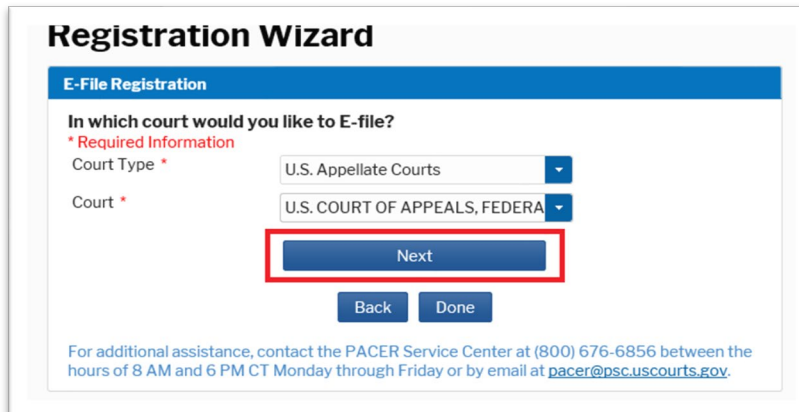
**Registration Wizard**

**E-File Registration for Upgraded PACER Accounts**

Select the appropriate role type:

For additional assistance, contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov).

- g. Select **Attorney**. (Users may have an additional screen to click through to continue.)
- h. On the **In Which 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**.



**Registration Wizard**

**E-File Registration**

In which court would you like to E-file?

\* Required Information

Court Type \*

Court \*

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i. Select **E-File Registration Only**.

**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. By registering for electronic filing, users consent to accepting electronic notification concerning system-related maintenance and outages, as well as updates to our electronic filing procedures. Additional information is available at <http://www.cafc.uscourts.gov/email-subscriptions>.

[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.

Back Cancel

**Note:** Federal, state, and local government counsel appearing on behalf of a government party should select **Federal Attorney**. See Fed. Cir. R. 46(d).

**What would you like to apply/register for?**

Attorney Admissions and E-File

E-File Registration Only

**Federal Attorney**

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[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.

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j. Complete the fields on the E-File Registration Page.

#### **Additional Information**

- Add information about your admission at other courts. (While optional, this information helps with matching your existing bar record.)

#### **Delivery Method and Formatting**

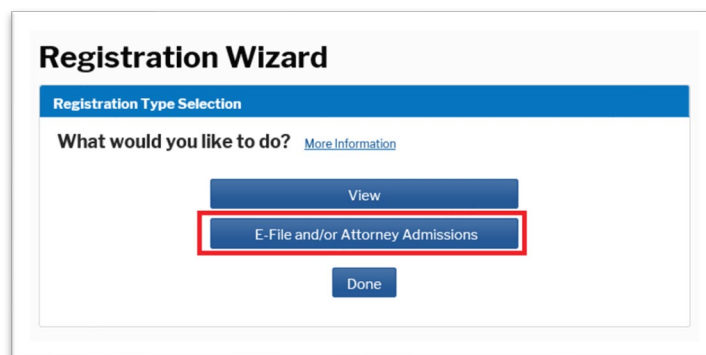
- Select how frequently and in what format you wish to receive email notifications. You can also add additional emails to receive notice in **Additional Email Addresses**.
- k. On the next screen, select your payment options for PACER and other fees, then click **Next**.
- l. Review the E-Filing Terms of Use and click the two acknowledgements.
- m. Click **Submit**. You will receive electronic notification once your request has been processed.

**Note:** Please allow one to two business days for processing by the Clerk's Office.

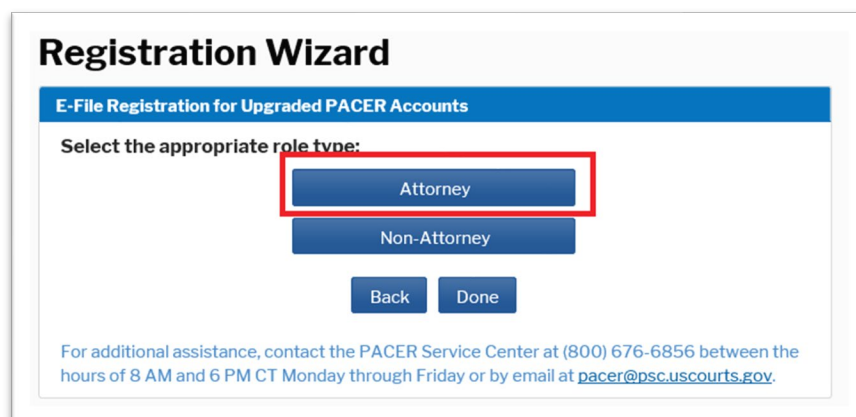
2. Attorney Admissions and E-File

This procedure is for registering for electronic filing and for applying to the bar at the same time. Please review Fed. Cir. R. 46.

- a. Go to <http://www.pacer.gov>.
- b. Select **Register for an Account** from the main screen.
- c. Select **Registration Wizard**.
- d. Select **E-File and/or Attorney Admissions**.



- e. Select **U.S. Appellate Courts** as the Court Type and **U.S. Court of Appeals, Federal Circuit** as the Court, then **Next**.
- f. Select one of the options based on your type of PACER account, including creating a PACER account if you do not already have one. Select one of the options based on your electronic filing history in the Federal Circuit. If you have never filed electronically with the Federal Circuit, you will eventually reach the following screen:



- g. Select **Attorney**. (You may have an additional screen to click through to continue.)
- h. On the **In Which 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**.

**Registration Wizard**

**E-File Registration**

In which court would you like to E-file?  
*\* Required Information*

Court Type \* U.S. Appellate Courts

Court \* U.S. COURT OF APPEALS, FEDERAL

Next

Back Done

For additional assistance, contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov).

- i. Click **Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court** and complete the Federal Circuit's [Application for Admission to the Bar \(Form 21\)](#).

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. By registering for electronic filing, users consent to accepting electronic notification concerning system-related maintenance and outages, as well as updates to our electronic filing procedures. Additional information is available at <http://www.cafc.uscourts.gov/email-subscriptions>.

[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.

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**Note:** Federal, state, and local government attorneys appearing on behalf of a government party should select **Federal Attorney** to 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 bar. See Fed. Cir. R. 46(d).

**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. By registering for electronic filing, users consent to accepting electronic notification concerning system-related maintenance and outages, as well as updates to our electronic filing procedures. Additional information is available at <http://www.cafc.uscourts.gov/email-subscriptions>.

[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.

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

**Note:** Upload the completed Federal Circuit's [Application for Admission to the Bar \(Form 21\)](#) under **Document Upload**. You must first flatten the form before uploading it. See [Portable Document Format – Flattening a PDF](#).

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.

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

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

You will receive electronic notification to submit payment of the admission fee to allow for the completion of the admission process. **Note:** Please allow one to two business days for processing by the Clerk's Office.