

## Attorney Admission

Any attorney who is a member in good standing of the Washington State Bar is eligible for admission to practice in the Western District of Washington. To request admission:

1. Register for a PACER – Case Search Only account (see [Register for an individual PACER – Case Search Only account: Step 3](#)).
2. If you already have a PACER – Case Search Only account, ensure your account is an Upgraded Account (see [Upgrade Pacer Account: Step 4](#)).
3. Assemble and complete required paperwork for admission (see [Petition for Admission to Practice](#)).
  - a. Petition for Admission to Practice.
  - b. Self-administered Oath of Attorney, (signed and dated by the Petitioner as an Officer of the Court).
  - c. Two (2) Certificates of Recommendation from members of the Bar of this Court.
  - d. Signed CM/ECF Attorney Registration Form.
4. Navigate to <https://pacer.psc.uscourts.gov/pscof/login.jsf>.
5. Enter your current PACER **Username** and **Password**.

**Note:** If you forgot your current PACER username or password, you may request a reset from the **Manage My Account** page by selecting **Forgot Your Password?** Or **Forgot Username?**

6. Select the **Maintenance** tab.

<b>Account Number</b>	7039336
<b>Username</b>	wawdtestatty126
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Upgraded PACER Account

Settings	<b>Maintenance</b>	Payments	Usage
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<a href="#">Update Personal Information</a>	<a href="#">Attorney Admissions / E-File Registration</a>
<a href="#">Update Address Information</a>	<a href="#">Non-Attorney E-File Registration</a>
<a href="#">Check E-File Status</a>	<a href="#">E-File Registration/Maintenance History</a>

7. Select **Attorney Admissions/E-File Registration**.

Settings	<b>Maintenance</b>	Payments	Usage
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<a href="#">Update Personal Information</a>	<a href="#">Attorney Admissions / E-File Registration</a>
<a href="#">Update Address Information</a>	<a href="#">Non-Attorney E-File Registration</a>
<a href="#">Check E-File Status</a>	<a href="#">E-File Registration/Maintenance History</a>

8. Select **U.S. District Courts** under **Court Type**.

9. Select **Washington Western District Court** under **Court**.

**Note:** If you do not see **Washington Western District Court** as an option, it means you are already admitted and registered (or were registered) to file in our court. This means you will need to link your account rather than reapply for admission (see [Link your PACER and CM/ECF account: Step 5](#)).

10. Select **Next**.

11. Select **Attorney Admissions and E-File**.

12. If applicable, select **I am admitted to the bar in one or more federal courts**.

a. Enter the Federal Courts where you are admitted.

13. If applicable, select **I am admitted to the bar in one or more states**.

a. Enter **State**, **Bar ID** and **Date Admitted** for each state you are admitted.

14. Skip the **Sponsoring Attorney** section.

15. Complete all required information (\*) in the **Attorney Information** section.

16. Upload the following required documents:

- a. Petition for Admission to Practice.
- b. Copy of self-administered Oath of Attorney, (signed and dated by the Petitioner as an Officer of the Court).
- c. Two (2) Certificates of Recommendation completed by members of Western District of Washington bar.
- d. CM/ECF Attorney Registration Form.

17. Answer all required questions (\*) in the **Additional Attorney Information Required by Court** section.

18. Select **Next**.

19. Select the e-filing acknowledgement under the **Name** section.

20. Verify/Enter your e-filing address.

**Note:** This address will appear on case dockets and will be used as the service address for any documents needing to be served via traditional means.

21. Verify your phone number.

22. Skip the **Additional Filer Information** section.

23. Verify/Update all required fields (\*) in the **Delivery Method and Formatting** section.

**Note:** The email address entered here is where all electronic notifications will be sent when documents are filed in cases.

24. Select **Next**.

25. Select/Enter payment information.

**Note:** You can use the same payment method you use for PACER fees (prepopulated by PACER) or you can enter a different payment method.

26. Review our local court policies and procedures, then select that you have reviewed and agree to our local requirements.

27. Review the **E-filing Terms of Use**, then select that you have read and agreed to the attorney e-filing terms and conditions.

28. Select **Submit**.

29. Your attorney admissions request has now been sent to the Court for review.

30. Court staff will review your request. If all documents are in order and requirements met, you will receive an email with additional instructions to complete the Attorney Admission Fee Payment.

### 3.1a Attorney Admission: Pay admission fee

(Acceptable payment forms: Credit card or ACH)

1. You will receive a payment request for the admission fee by email from this Court.
2. If you are paying by credit card or ACH (electronic check):
  - a. Select link in email.
  - b. Log in with your PACER **username** and **password**.
  - c. If prompted for a client code, you may enter one or leave it blank, and select **Next**.
  - d. Review Bar Admission information including **Fee Amount**.

**Note:** If you do not see the below screen and instead see your PACER Manage My Account page, do not proceed and call the Attorney Admissions Clerk for assistance.

- e. Select **Pay Fee**
- f. If prompted, enter your **Password**, then select **Login**.

The screenshot shows a web interface titled "Bar Admission". It contains the following information:

- Jurisdiction:** Washington Western
- Bar Status:** Active
- Fee Amount:** \$231.00
- A link: [View Submitted Documents](#)
- A table with two columns: "Document" and "Description". It lists two entries, both labeled "Petition.pdf".
- A blue button at the bottom labeled "Pay Fee".

- g. Ensure the following page includes a blue heading stating: **Pay Attorney Admission/Renewal Fee for WASHINGTON WESTERN DISTRICT COURT**. If you do not see that, do not proceed and call the Attorney Admissions Clerk.

Account Number	6249537
Username	WAWDLive
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

**Pay Attorney Admission/Renewal Fee for WASHINGTON WESTERN DISTRICT COURT**

\* Required Information

**Payment Amount**

Amount Due \*

**Select a Payment Method**

☐ Enter a credit card

☐ Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

NextCancel

- h. Select your desired payment method.
- i. Saved credit card in PACER
  - ii. New credit card
  - iii. ACH account
- i. Select **Next**
- j. Enter the email address where you would like to send the receipt
- k. Select the box next to **I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement**, then select **Next**
- l. If your payment was processed, you will then receive a confirmation dialog message

**Note:** This does not mean you are admitted at this time. Upon successful completion and verification, the Court will email you a “Welcome to the Court” message.