

# EXTERNAL USER REGISTRATION MANUAL: FULL ATTORNEY ADMISSION

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### Attorney Admission Request

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 who reside or maintain a physical office within the Western District of Washington.
  - 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?**.

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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

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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 must 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.

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16. Upload the following required documents *as one PDF*:
  - 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 active members of Western District of Washington bar who reside or maintain a physical office within the district.
  - 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 appears on case dockets and is used as the service address for any documents needing to be serviced 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:** CM/ECF sends all electronic notifications filed in your cases to this address.
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 reviewed and agree to our local requirements.
27. Review the **E-filing Terms of Use**, then select that you read and agree to the attorney e-filing terms and conditions.
28. Select **Submit**.
29. PACER sends your admission request to the Court for review.
30. Court staff reviews your request. If all documents are in order and requirements met, court staff sends you an email with additional instructions to complete the Attorney Admission Fee Payment.

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## Attorney Admission Fee Payment

(Acceptable payment forms: Credit card or ACH)

1. The admission clerk sends you an email requesting admission fee payment.
2. You can pay by credit card or ACH (electronic check) by performing the following steps:
  - a. Log out and/or close all previously opened tabs that are logged into CM/ECF or PACER.

**Note:** If you accidentally are logged into a CM/ECF or PACER account of another attorney, PACER will not be able to properly log you in. The best to ensure this does not happen is to log out of all versions of CM/ECF and PACER and close out all open tabs and then proceed.

- b. Select the link in the email.
- c. Log in with your PACER **username** and **password**.
- d. If prompted for a client code, you may enter one or leave it blank, and select **Next**.
- e. Review the 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.

Bar Admission	
<b>Jurisdiction</b>	Washington Western
<b>Bar Status</b>	Active
<b>Fee Amount</b>	\$
<a href="#">View Submitted Documents</a>	
Document	Description
<a href="#">Petition.pdf</a>	
<a href="#">Petition.pdf</a>	
<a href="#">Pay Fee</a>	

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

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- h. Ensure the following page include 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.

<b>Account Number</b>	6249537
<b>Username</b>	WAWDLive
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	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.**

- i. Select your desired payment method.
- i. Saved credit card in PACER
  - ii. New credit card
  - iii. ACH account
- j. Select **Next**.
- k. Enter the email address where you would like PACER to send the receipt.
- l. 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**.
- m. If your payment was processed, PACER displays a confirmation dialog message.
- Note:** This does not mean you are admitted at this time. Upon successful completion and verification, the Court emails you a “Welcome to the Court” message at which time you are then admitted to this Court.