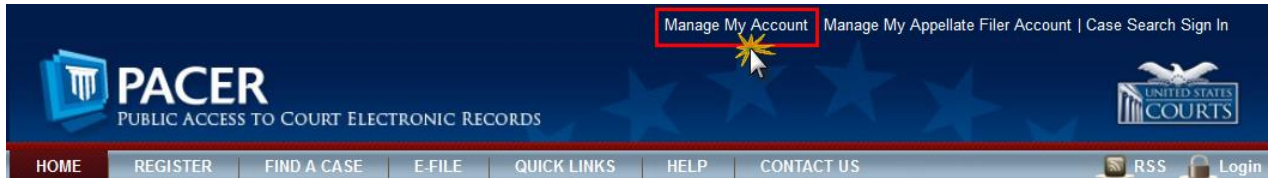


## Attorney Admission

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 account (see section [How to Register for a PACER account](#)).
2. If you already have a PACER account, ensure your account is an Upgraded Account (see section [Verify Legacy or Upgraded Account](#)).
3. Assemble and complete required paperwork for admission (see [Attorney Admission packet](#)).
  - a. Petition for Admission to Practice.
  - b. Signed CM/ECF Attorney Registration Form.
  - c. Copy of signed and notarized Oath of Attorney.
  - d. Two (2) Certificates of Recommendation from members of the Bar of this Court.
4. Navigate to [www.pacer.gov](http://www.pacer.gov).
5. Select **Manage My Account** from the listed options at top of the page.



6. Enter your current PACER **Username** and **Password**.
  - a. If you forgot your current PACER user name or password, you may request a reset from the **Manage My Account** page by selecting **Forgot Your Password? Or Forgot Username?**.

7. Select the **Maintenance** tab.

**PACER Links**

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

**MANAGE MY ACCOUNT**

Welcome, Attorney Wawdone

Account Number	7037807
Username	wawdtestatty01
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings **Maintenance** Payments Usage

- [Change Username](#)
- [Change Password](#)
- [Set Security Information](#)
- [Update PACER Billing Email](#)
- [Set PACER Billing Preferences](#)

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

Settings Maintenance **Payments** Usage

- [Update Personal Information](#)
- [Update Address Information](#)
- [Update E-File Email Noticing and Frequency](#)
- [Display Registered Courts](#)
- [Attorney Admissions / E-File Registration](#)
- [Non-Attorney E-File Registration](#)
- [Check E-File Status](#)
- [E-File Registration/Maintenance History](#)

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

10. 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.

11. Select **Next**.

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

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

a. Enter the Federal Courts where you are admitted.

14. 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.

15. Skip the **Sponsoring Attorney** section.

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

17. Upload the following required documents:

- a. Petition for Admission to Practice with CM/ECF Attorney Registration Form.
- b. Copy of Notarized Oath of Attorney.

**NOTE:** Attorneys must retain original copies of notarized documents and must present them to the Court if requested.

- c. Two (2) Certificates of Recommendation completed by members of Western District of Washington bar.
18. Answer all required questions (\*) in the **Additional Attorney Information Required by Court** section.
  19. Select **Next**.
  20. Select the e-filing acknowledgement under the **Name** section.
  21. 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.
  22. Verify your phone number.
  23. Skip the **Additional Filer Information** section.
  24. 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.
  25. Select **Next**.
  26. 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.
  27. Review our local court policies and procedures, then select that you have reviewed and agree to our local requirements.
  28. Review the **E-filing Terms of Use**, then select that you have read and agreed to the attorney e-filing terms and conditions.
  29. Select **Submit**.
  30. Your attorney admissions request has now been sent to the court for review.

### 3.1a Attorney Admission: Pay admission fee

(Acceptable payment forms: Credit card, money order or checks made payable to Clerk, U.S. District Court)

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**
  - e. Select **Pay Fee**
  - f. Select your desired payment method
    1. Save credit card in PACER
    2. New credit card
    3. ACH account
  - g. Select **Next**
  - h. Enter the email address where you would like to send the receipt
  - i. 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**
  - j. If your payment was processed, you will then receive a confirmation dialog message

**NOTE:** This does not mean you are admitted at this time. Once the court's review of your submission is complete, you will receive a welcome email from the court.

3. If you are paying by paper check:
  - a. Complete and follow instructions on the attached payment form.

**NOTE:** This does not mean you are admitted at this time. Once the court's review of your submission is complete, you will receive a welcome email from the court.