

## Federal Attorney Admission (Conditional Admission)

Attorneys who work for the Federal Government can request conditional admission on behalf of the government in this Court. To request conditional admission, federal attorneys must:

1. Complete the required paperwork for admission (see [Conditional Admission Application](#)) including:
  - a. Petition for Conditional Admission to Practice and CM/ECF Registration.
  - b. Copy of self-administered Oath of Attorney, (signed and dated by the Petitioner as an Officer of the Court).
  - c. Verification of Assistant United States Attorney.
2. Submit Attorney Admissions request via PACER.
  - a. Navigate to <https://pacer.psc.uscourts.gov/pscof/login.jsf>.
  - b. 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?**.

- c. 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>

- d. 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>

- e. Select **U.S. District Courts** under **Court Type**.
- f. 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 apply for admission again (see [Link your PACER and CM/ECF account: Step 5](#)).

- g. Select **Next**.
- h. Review the highlighted instructions, then select **Attorney Admissions and E-File**.

**Note:** Do not select **Federal Attorney** as this does not give you the opportunity to attach your required documents.

- i. If applicable, select **I am admitted to the bar in one or more federal courts**.
  - 1. Enter the Federal Courts where you are admitted.
- j. If applicable, select **I am admitted to the bar in one or more states**.
  - 1. Enter **State**, **Bar ID** and **Date Admitted** for each state you are admitted.
- k. Skip the **Sponsoring Attorney** section.
- l. Complete all required information (\*) in the **Attorney Information** section.
- m. Upload the following required documents:
  - 1. Petition for Conditional Admission to Practice and CM/ECF Registration.
  - 2. Copy of signed and notarized Oath of Attorney.
  - 3. Verification of Assistant United States Attorney.

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

- n. Answer all required questions (\*) in the **Additional Attorney Information Required by Court** section.
- o. Select **Next**.
- p. Select the e-filing acknowledgement under the **Name** section.
- q. 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.
- r. Verify your phone number.
- s. Skip the **Additional Filer Information** section.
- t. 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.

u. Select **Next**.

v. Select/Enter payment information.

**Note:** *You will not be charged to register as a Federal (Conditional) Attorney in this Court.* You can use the same payment method you use for PACER fees (prepopulated by PACER), enter a different payment method, or just skip this section by selecting **Next**.

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

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

y. Select **Submit**.

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