

EXTERNAL USER REGISTRATION MANUAL: 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 perform of the following steps.

1. Complete the Conditional Admission Application

The conditional admission application includes:

- Petition for Conditional Admission to Practice and CM/ECF Registration.
- Copy of self-administered Oath of Attorney, (signed and dated by the Petitioner as an Officer of the Court).
- Verification of Assistant United States Attorney or Federal Public Defender.

2. Submit Attorney Admissions request via PACER

If you are applying from the Assistant U.S. Attorney's office and were previously admitted to this Court, contact the Court to unlink your account before submitting your request. Applicants from the Assistant U.S. Attorney's office must have a separate CM/ECF account at this Court from any previous private admission or any previous federal office.

Follow the below steps to submit your request.

1. Navigate to <https://pacer.psc.uscourts.gov/pscof/login.jsf>.
2. Enter your current PACER **Username** and **Password**.

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

3. Select the **Maintenance** tab.

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

Settings	Maintenance	Payments	Usage
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Update Personal Information	Attorney Admissions / E-File Registration
Update Address Information	Non-Attorney E-File Registration
Check E-File Status	E-File Registration/Maintenance History

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



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

6. 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 and you do not need to apply for re-admission unless you are working for the Assistant U.S. Attorney's office. If you are applying for admission or were previously admitted for the Assistant U.S. Attorney's office, contact ECF Support to unlink your account and allow you to proceed.

7. Select **Next**.

8. Review the highlighted instructions, then select **Attorney Admissions and E-File**.

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

1. Enter the Federal Courts where you are admitted.

10. 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.

11. Skip the **Sponsoring Attorney** section.

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

13. Upload the following required documents as one PDF:

- Petition for Conditional Admission to Practice and CM/ECF Registration.
- Copy of self-administered Oath of Attorney, (signed and dated by the Petitioner as an Officer of the Court).
- Verification of Assistant United States Attorney or Federal Public Defender.

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

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

15. Select **Next**.

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

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17. 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.

18. Verify your phone number.

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

20. 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.

21. Select **Next**.

22. Select/Enter payment information.

Note: *PACER does not charge you to register as a Federal (Conditional) Attorney in this Court. You can skip this section by selecting **Next**.*

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

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

25. Select **Submit**.

26. PACER sends your admission request to the Court for review.

27. The attorney admission clerk contacts you with a confirmation email of admittance or follow-up with any additional questions.