



UNITED STATES DISTRICT COURT Northern District of Mississippi

Attorney Admissions Instructions

The U.S. District Court for the Northern District of Mississippi is a NextGen CM/ECF court. **In order to request admission to practice, you must have an up-graded individual PACER account.** Once you have a PACER Account, follow the steps below.

1

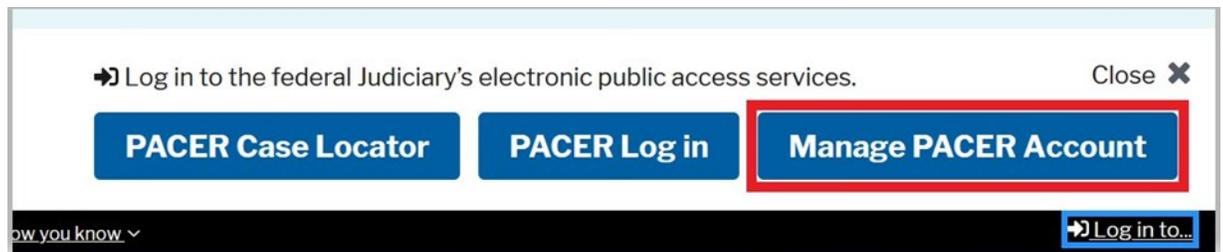
Navigate to www.pacer.gov

2

Click **Log in to ...** at the very top of the page



Then click **Manage PACER Account**



3

Login with your **individual PACER account** username and password

Login

*** Required Information**

Username *

Password *

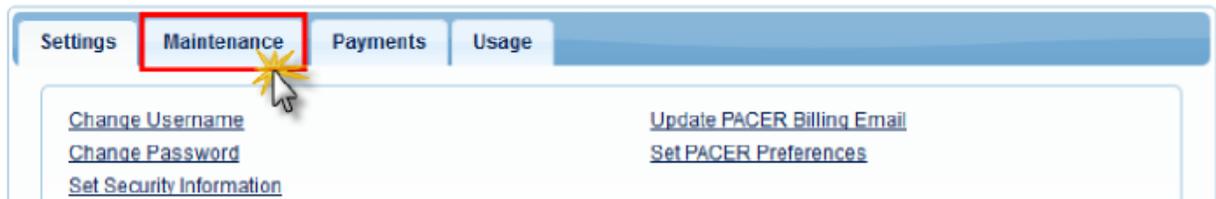
[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Attorney Admissions Instructions

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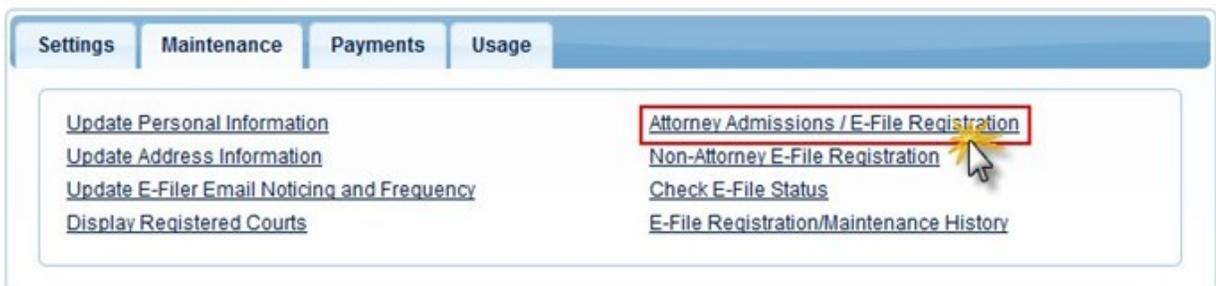
Click on the **Maintenance** tab



The screenshot shows a navigation bar with four tabs: Settings, Maintenance, Payments, and Usage. The Maintenance tab is highlighted with a red box and a yellow starburst icon. Below the tabs, there are two columns of links: Change Username, Change Password, Set Security Information, Update PACER Billing Email, and Set PACER Preferences.

5

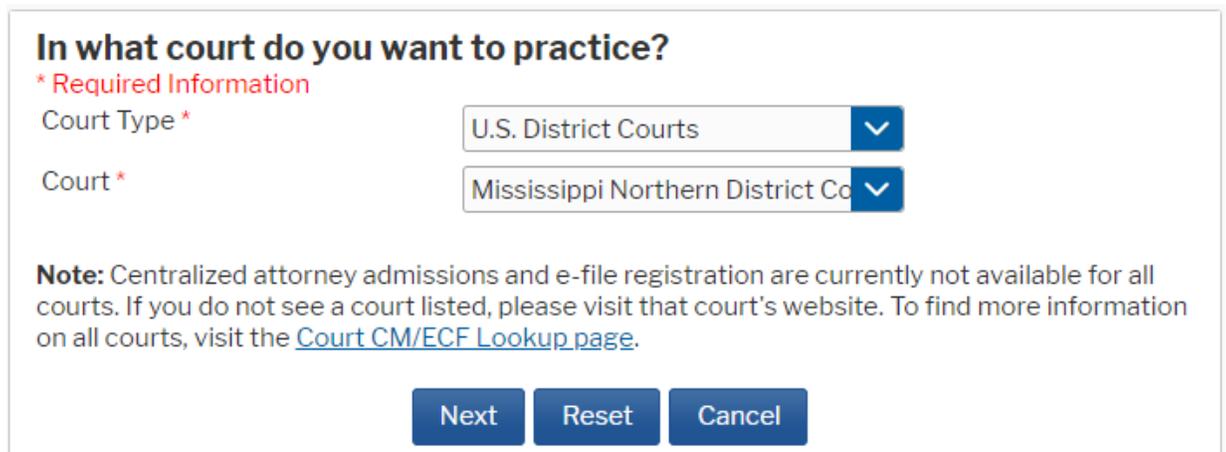
Select **Attorney Admissions/E-File Registration**



The screenshot shows the same navigation bar as in step 4. The Maintenance tab is selected. Below it, there are two columns of links. The link "Attorney Admissions / E-File Registration" is highlighted with a red box and a yellow starburst icon. Other links include Update Personal Information, Update Address Information, Update E-File Email Noticing and Frequency, Display Registered Courts, Non-Attorney E-File Registration, Check E-File Status, and E-File Registration/Maintenance History.

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Select **U.S. District Courts** as the Court Type and **Mississippi Northern District Court** as the Court. Click **Next**.



The screenshot shows a form titled "In what court do you want to practice?". Below the title is a red asterisk and the text "Required Information". There are two dropdown menus: "Court Type *" with "U.S. District Courts" selected, and "Court *" with "Mississippi Northern District Co" selected. Below the dropdowns is a note: "Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#)." At the bottom of the form are three buttons: "Next", "Reset", and "Cancel".

NOTE: If you are an attorney who has previously appeared Pro Hac Vice or who has appeared as a Government Attorney, and you now want to apply for full admission, you will not see MSND as an option for admission in PACER because you have previously registered for electronic filing in this court. In this situation, please contact the court's Attorney Admissions Clerks at (662) 234-1971 for further instructions.

Attorney Admissions Instructions

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Select Attorney Admissions and E-File

What would you like to apply/register for?

Attorney Admissions and E-File

E-File Registration Only

Pro Hac Vice

Federal Attorney

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

All filers must have read and be familiar with the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, Federal Rules of Evidence, and the Local Rules of the Court, including the Electronic Case Filing Procedures.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

USDC NORTHERN DISTRICT OF MISSISSIPPI ATTORNEY ADMISSIONS - SEE LOCAL RULE 83.1(d). Attorneys seeking full admissions to the court should select "Attorney Admissions and E-File." Pro Hac Vice Attorneys should select "Pro Hac Vice." Federal Government Attorneys seeking Special Permission to Practice should select "Federal Attorney."

Back

Cancel

8

Complete all five sections of the required registration information:

- a. Check one or both boxes to indicate the federal or state courts to which you are admitted.
- b. Click on the **+Add** button to select and add the state and/or federal court(s) to which you are admitted.

Attorney Admissions Instructions

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Complete all five sections of the required registration information: **(Continued)**

Complete all sections of Attorney Admissions

Attorney Bar Information

* Required Information

FEDERAL BAR INFORMATION

I am admitted to the bar in one or more federal courts.

Our data indicates that you have been admitted to the bar of the following federal court(s):

Verified Federal Bar Information			
Federal Court	Bar ID	Bar Status	Date Admitted
No verified federal bar data available.			

Enter information for any federal court not listed in table on the left:

Additional Federal Bar Information		
Federal Court	Bar ID	Date Admitted
Click the "Add" button below to enter federal bar data.		
<input type="button" value="+ Add"/>		

STATE BAR INFORMATION

I am admitted to the bar in one or more states.

Enter information for any state(s) in which you have been admitted to the bar:

Additional State Bar Information		
State	Bar ID	Date Admitted
Click the "Add" button below to enter state bar data.		
<input type="button" value="+ Add"/>		

Sponsoring Attorney:

Enter the required information for the attorney sponsoring you.

Sponsoring Attorney

Bar ID Jurisdiction
First Name Middle Name Last Name

Attorney Information:

Enter your **personal information** and acknowledge the admission fee or request a waiver of fees.

Attorney Information

Attorney Type (check all that apply) * Civil Criminal Bankruptcy

Have you ever been disbarred/censured/denied admission? * Yes No

Do you have any disciplinary actions pending? * Yes No

Have you ever been convicted of a felony? * Yes No

Fee Acknowledgment *

- I acknowledge that I will be charged an admission fee if I am admitted.
 I request that the admission fee be waived for the following reason:

Attorney Admissions Instructions

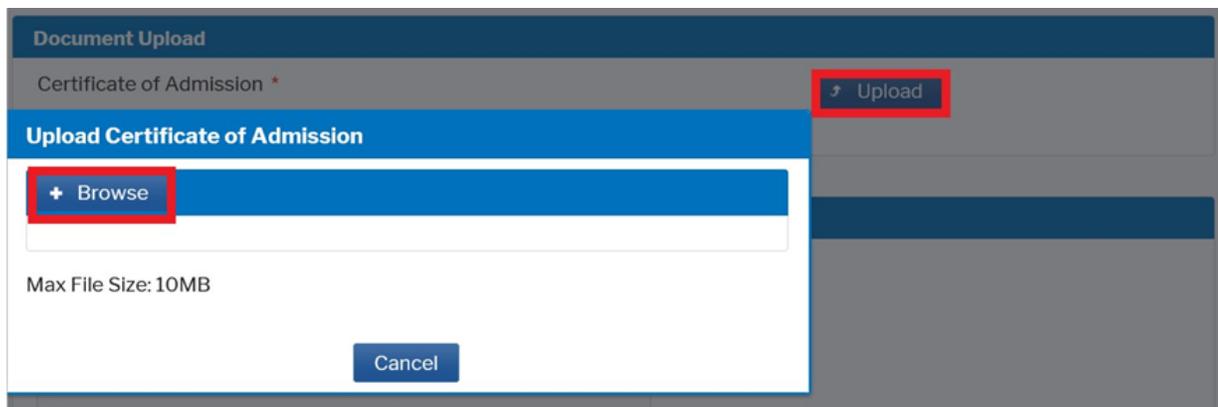
8

Complete all five sections of the required registration information: **(Continued)**

Document Upload:

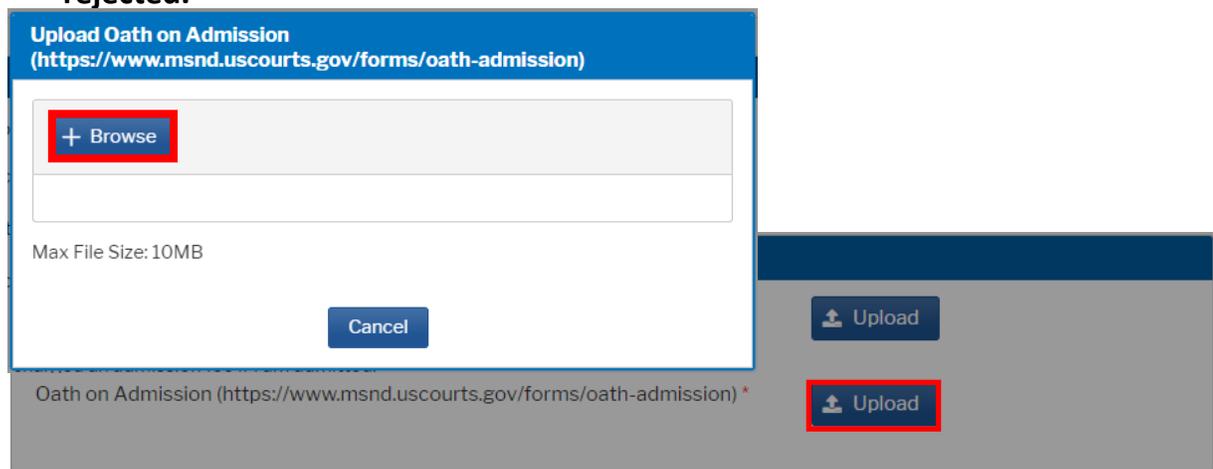
Document Upload	
Certificate of Good Standing from the Mississippi Bar or Mississippi Supreme Court. *	
Oath on Admission (https://www.msnd.uscourts.gov/forms/oath-admission) *	

- Click the **Upload** button, then **+Browse** to attach your Certificate of Good Standing from the Mississippi Supreme Court or the Mississippi Bar. Your certificate must be dated within 60 days of your applying for admission to this court.
- Click **Done** after file upload completes.



The screenshot shows the 'Document Upload' section with the 'Certificate of Admission' row. The 'Upload' button for this row is highlighted with a red box. A dialog box titled 'Upload Certificate of Admission' is open, showing a '+ Browse' button also highlighted with a red box. The dialog also displays 'Max File Size: 10MB' and a 'Cancel' button.

- Click the **Upload** button, then **+Browse** to attach your Oath on Admission (<https://www.msnd.uscourts.gov/forms/oath-admission>). **Please make sure your Oath is signed by your sponsoring attorney or your submission will be rejected.**



The screenshot shows the 'Upload Oath on Admission' dialog box with the '+ Browse' button highlighted in red. The background shows the 'Oath on Admission' row from the document upload section, with its 'Upload' button also highlighted in red.

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Complete all five sections of the required registration information: **(Continued)**

Additional Attorney Information Required by Court:

Answer all questions and click **Next**.

Additional Attorney Information Required by Court

Attorneys must be admitted to the Mississippi Supreme Court and/or the Mississippi Bar in order to be eligible for admission to the U.S. District Court for the Northern District of Mississippi. Are you admitted and in good standing with the Mississippi Supreme Court or the Mississippi Bar? *

 ?

What is your Mississippi Attorney License Number? *

 ?

What date were you admitted to the Mississippi Supreme Court or the Mississippi Bar? *

 ?

List all other courts where you are admitted. If none, enter N/A. *

 ?

Please enter the name of your sponsoring attorney here and in the section above. *

 ?

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Complete the personal information on the E-File Registration screen and click Next. Note that HTML is the preferred Email Format.

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email *

Confirm Email *

Email Frequency * At The Time of Filing (One)

Email Format * HTML

Next

Back

Reset

Cancel

Attorney Admissions Instructions

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Set default payment information if desired (not required). Click **Next** when finished. You can add a credit card or ACH payment method for each of the following fee types:

- Autobill PACER fees
- E-filing fees default
- Admissions fees default

To use the same account for multiple fee types, once account information is entered, click on the check box to designate the entered payment method to that account.



Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

 <input type="checkbox"/> Autobill PACER fees <input type="checkbox"/> E-filing fees default <input type="checkbox"/> Admissions fees default	Add Credit Card Add ACH Payment
--	--

XXXXXXXXXXXX4747
01/2024
Rooster Cogburn
39083 South Main Street
Jackson, MS
39202
[Update](#)

[Next](#) [Back](#) [Cancel](#)

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Check the **Acknowledgment of Policies and Procedures for Attorney Admissions** box and the two **Attorney E-Filing Terms of Use** acknowledgment boxes.

Acknowledgment of Policies and Procedures for Attorney Admissions



Check here to acknowledge that you have read and agree to the Local requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)



By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *



Check here to acknowledge that you have read and agree to the local requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

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Click Submit.

The court will review and process your admission request and provide you with further instructions via email, including a link to pay the admission fee. Where the requirements for admission are met, chambers will contact you to schedule an appointment to be sworn in. Where the requirements are not met, the petitioner will be contacted with appropriate instructions.

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Congratulations.

The clerk's office will mail your admission certificate to you to the address listed on your Oath on Admission.

