



# 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

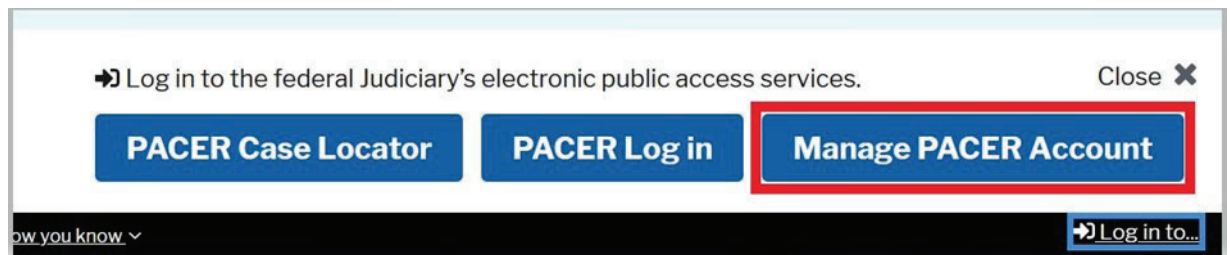
Navigate to [www.pacer.gov](http://www.pacer.gov)

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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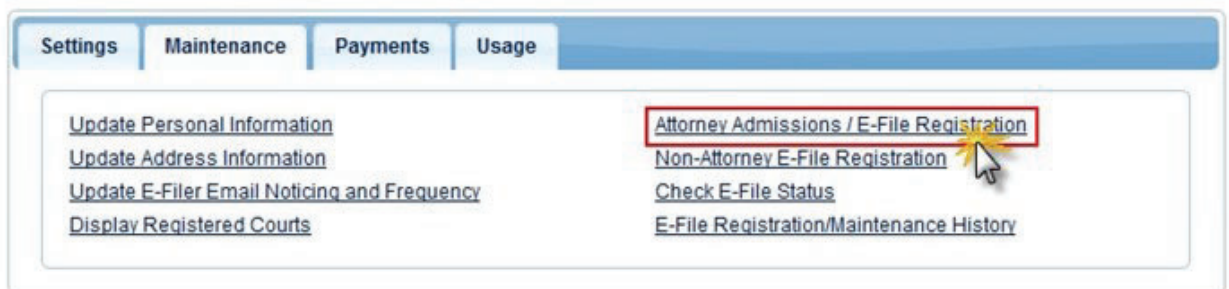
Click on the **Maintenance** tab



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. The left column contains: Change Username, Change Password, and Set Security Information. The right column contains: Update PACER Billing Email and Set PACER Preferences.

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



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

**In what court do you want to practice?**  
*\* Required Information*

Court Type \*  ▼

Court \*  ▼

**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](#).

**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	<input type="text"/>	Jurisdiction	MISSISSIPPI NORTHERN DIST <input type="button" value="v"/>
First Name	<input type="text"/>	Middle Name	<input type="text"/>
		Last Name	<input type="text"/>

### 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) *	<input type="checkbox"/> Civil <input type="checkbox"/> Criminal <input type="checkbox"/> Bankruptcy
Have you ever been disbarred/censured/denied admission? *	<input type="radio"/> Yes <input type="radio"/> No
Do you have any disciplinary actions pending? *	<input type="radio"/> Yes <input type="radio"/> No
Have you ever been convicted of a felony? *	<input type="radio"/> Yes <input type="radio"/> No
Fee Acknowledgment *	
<input type="radio"/> I acknowledge that I will be charged an admission fee if I am admitted.	
<input type="radio"/> I request that the admission fee be waived for the following reason:	

# Attorney Admissions Instructions

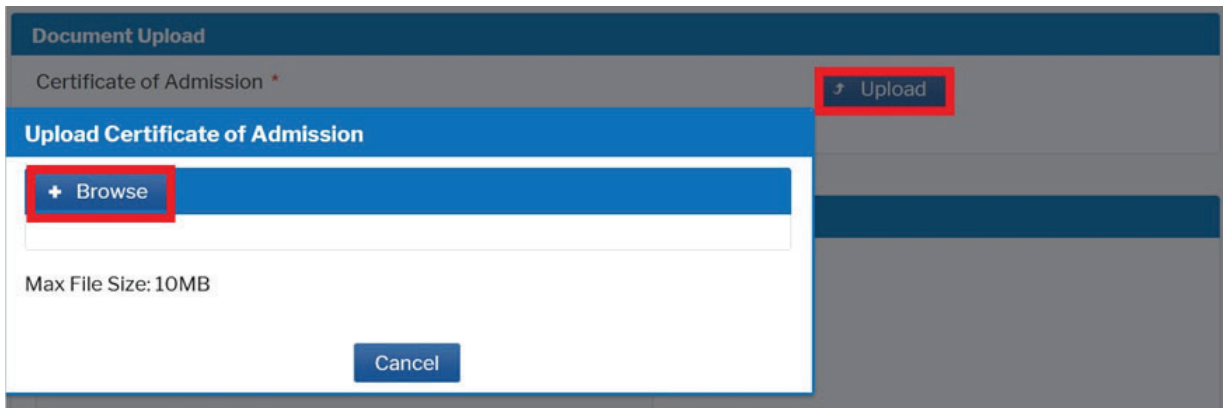
8

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

## Document Upload:

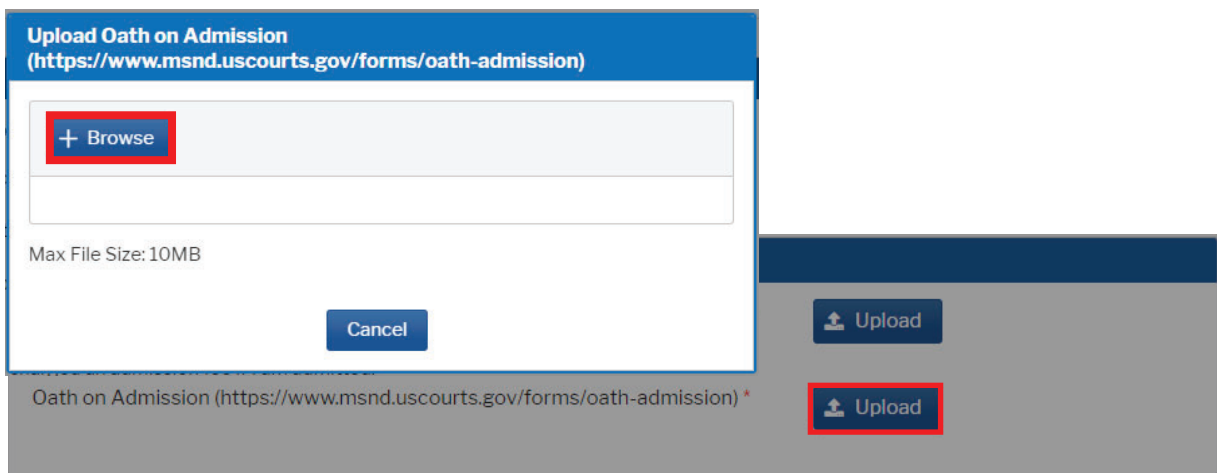
Document Upload	
Certificate of Good Standing from the Mississippi Bar or Mississippi Supreme Court.*	
Oath on Admission ( <a href="https://www.msnd.uscourts.gov/forms/oath-admission">https://www.msnd.uscourts.gov/forms/oath-admission</a> )*	

- 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 'Certificate of Admission \*' listed. An 'Upload' button is highlighted with a red box. A modal dialog titled 'Upload Certificate of Admission' is open, showing a '+ Browse' button highlighted with a red box, a file input field, '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>).
- Click **Done** after file upload completes.



The screenshot shows the 'Document Upload' section with 'Oath on Admission \*' listed. An 'Upload' button is highlighted with a red box. A modal dialog titled 'Upload Oath on Admission (<https://www.msnd.uscourts.gov/forms/oath-admission>)' is open, showing a '+ Browse' button highlighted with a red box, a file input field, 'Max File Size: 10MB', and a 'Cancel' button.

## Attorney Admissions Instructions

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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	<a href="#">Add Credit Card</a> <a href="#">Add ACH Payment</a>
XXXXXXXXXXXX4747 01/2024 Rooster Cogburn 39083 South Main Street Jackson, MS 39202 <a href="#">Update</a>	

[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.](#) \*

## Attorney Admissions Instructions

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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.

