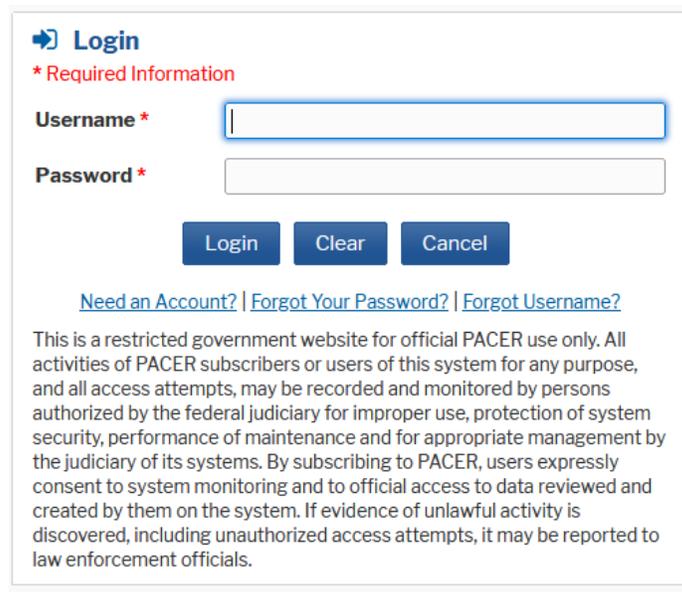


# United States District Court Northern District of New York

## HOW TO SUBMIT AN APPLICATION FOR PERMANENT ADMISSION

You must have an individual upgraded PACER account to submit an application. If you have an existing legacy PACER account, created prior to August 11, 2014, you can upgrade it by following the directions in this [link](#). If you do not have a PACER account, create a new account using the directions in this [link](#). To complete this process, you must have a single flattened PDF of your Application that includes all required documents for the specific method of admission sought.

1. Navigate to [www.pacer.gov](http://www.pacer.gov). Click on **Manage Your Account**, select **Manage My Account Login** then click on **Log in to Manage My Account**. Enter your PACER Username and Password.



The screenshot shows the PACER Login page. At the top left, there is a blue arrow icon followed by the word "Login". Below this, in red text, is "\* Required Information". There are two input fields: "Username \*" and "Password \*". Below the input fields are three buttons: "Login", "Clear", and "Cancel". Underneath the buttons are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". At the bottom of the form is a disclaimer: "This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials."

2. Click on the Maintenance Tab and select the Attorney Admissions/E-File Registration.



The screenshot shows the PACER Maintenance tab. At the top, there is a blue navigation bar with four tabs: "Settings", "Maintenance", "Payments", and "Usage". Below the navigation bar is a white box containing several links: "Update Personal Information", "Update Address Information", "Attorney Admissions / E-File Registration", and "Non-Attorney E-File Registration". A red box highlights the "Attorney Admissions / E-File Registration" link, and a mouse cursor is pointing at it.

3. Select District Courts for **Court Type** and Northern District of New York for **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. For a listing of all court websites visit the [Court Links Page](#).

4. Select Attorney Admissions and E-file or Federal Attorney if you're a federal employee.

**WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?**

5. Provide information about other Courts where you're admitted to practice.

**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.			

**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"/>		

\*To remove a court, right click the entry in the table above and select 'Delete Additional Court.'

**STATE BAR INFORMATION**

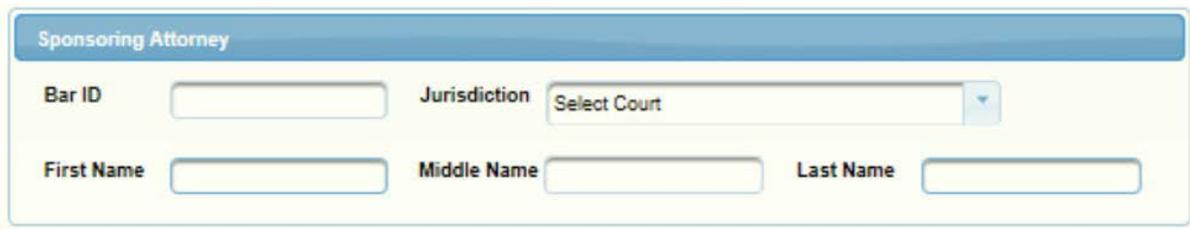
I am admitted to the bar in one or more states.

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"/>		

\*To remove a state, right click the entry in the table above and select 'Delete Additional State.'

6. NDNY no longer requires a sponsoring attorney. Please leave this section blank.



The form is titled "Sponsoring Attorney" and contains the following fields:

- Bar ID:
- Jurisdiction:
- First Name:
- Middle Name:
- Last Name:

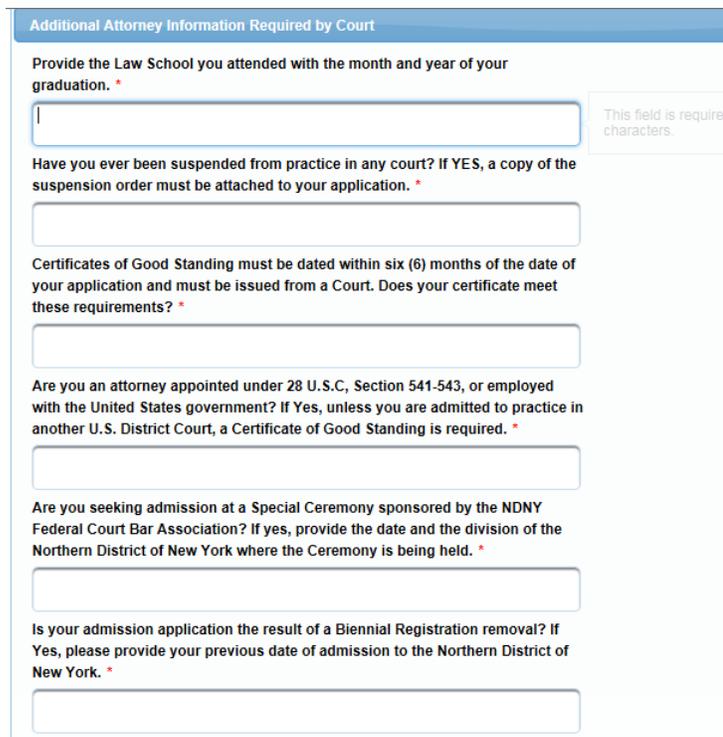
7. For the Attorney Type, check all three boxes. Answer the three required disciplinary questions and check the fee acknowledgment. If you're a federal employee, select the waiver request and enter the federal agency you are employed with.



The form is titled "Attorney Information" and contains the following fields:

- 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:

8. Upload the PDF of your Application. Wait for the upload confirmation then click **Done**.
9. Scroll down and answer the required Court questions then click **Next**.



The form is titled "Additional Attorney Information Required by Court" and contains the following fields:

- Provide the Law School you attended with the month and year of your graduation. \*  This field is required characters.
- Have you ever been suspended from practice in any court? If YES, a copy of the suspension order must be attached to your application. \*
- Certificates of Good Standing must be dated within six (6) months of the date of your application and must be issued from a Court. Does your certificate meet these requirements? \*
- Are you an attorney appointed under 28 U.S.C. Section 541-543, or employed with the United States government? If Yes, unless you are admitted to practice in another U.S. District Court, a Certificate of Good Standing is required. \*
- Are you seeking admission at a Special Ceremony sponsored by the NDNY Federal Court Bar Association? If yes, provide the date and the division of the Northern District of New York where the Ceremony is being held. \*
- Is your admission application the result of a Biennial Registration removal? If Yes, please provide your previous date of admission to the Northern District of New York. \*

10. Complete the **required** fields on the Filer Information screen.

**COMPLETE ALL SECTIONS OF E-FILE REGISTRATION**

**Filer Information**

**\* Required Information**

Role in Court: Attorney  
Title: Attorney

Please verify your address. You may also enter a different address from the one provided for your CSO account.  
 Use a different address. Checking this will clear the address fields below.

Firm/Office: Donovan Law Firm  
Unit/Department:   
Address \*: 188 Pine Tree Dr.  
Room/Suite:   
City \*: Syracuse  
State \*: New York  
County \*: ONONDAGA  
Zip/Postal Code \*: 13202  
Country \*: United States of America  
Primary Phone \*: 315-234-8515  
Alternate Phone:   
Text Phone:   
Fax Number:

11. Enter your email address and select your preferred Frequency and Format. Click Next.

**Delivery Method and Formatting**

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

Primary Email \*: dbrackman@cpslaw.com  
Confirm Primary Email \*: dbrackman@cpslaw.com  
Email Frequency \*: Once Per Day (Daily Summary)  
Email Format \*: HTML

12. On the Payment Information screen, click **Next**. Admission fees are not paid in PACER. The fee is paid via a secure link to Pay.gov which is emailed to the applicant upon the Court's review and acceptance of an application.
13. Check the boxes to acknowledge the Court's Policies and Procedures for Attorney Admission as well as the E-Filing Terms of use.

14. Click Submit to complete your Admission and E-file Registration.

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

**Note:** We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

You should receive the following Confirmation Message:

Confirmation Page

**THANK YOU FOR REGISTERING !**

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Click **Done** to return to your PACER account screen. You will immediately receive notification from PACER that your application was *submitted* to the Court. If your application is *accepted*, you will receive an email from the Court with a secure link to pay the attorney admission fee. Upon receipt of payment, your application is then forwarded to a Judge for approval. You will receive notification from PACER when your application is approved and your electronic filing account is activated. Additionally, the Court will send a Welcome email providing pertinent information to newly admitted members of the bar.