

**United States District Court  
Northern District of New York**

**INSTRUCTIONS TO APPLY FOR PERMANENT ADMISSION / E-FILE IN PACER**

Before you begin, an upgraded PACER account is required to submit your application. To create a new PACER account, follow the directions in this [link](#). If you have an existing legacy PACER account, upgrade it by following the directions in this [link](#). A legacy account is a PACER account created prior to August 11, 2014.

**Permanent Admission**

1. Complete the Attorney Registration Form: Enter your full name, including generation if applicable. Select your method of admission that applies to a section of Local Rule 83.1. Sign and date the Oath on Admission at the bottom of the form.
2. Complete the Petition for Admission to Practice and the Proposed Order.
3. If a Declaration of Sponsor is required, it must be completed by a member in good standing of the bar of the Northern District of New York who has personal knowledge of your background and character. (Not required for reciprocal applications per L.R. 83.1(c) or applicants seeking admission at a Special Ceremony sponsored by the NDNY Federal Court Bar Association.)
4. Attach a current Certificate of Good Standing issued by a State Court or a U.S. District Court.
5. Save the forms to your drive as a single PDF file that you will upload in PACER.
6. Navigate to [www.pacer.gov](http://www.pacer.gov). Click on Manage My Account at the top of the screen and login with your PACER Username and Password.
7. Click on the Maintenance Tab and select the Attorney Admissions/E-File Registration.
8. Select U.S. 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](#).

9. 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](#)

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

Instructions for e-filing can be found at <http://www.nynd.uscourts.gov/cmecf>

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

Instructions for e-filing can be found at <http://www.nynd.uscourts.gov/cmecf>

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10. 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. |        |               |
| <a href="#">+ Add</a>                                   |        |               |

\*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. |        |               |
| <a href="#">+ Add</a>                                 |        |               |

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

11. If applicable, enter the Northern District bar member who will sponsor your admission. Attorneys who are not admitted to Southern, Eastern or Western District of New York must have a sponsor. If your application does not require a sponsor, skip and continue to Step 12.

**Sponsoring Attorney**

Bar ID  Jurisdiction

First Name  Middle Name  Last Name

12. For the Attorney Type, check the boxes that apply: Civil, Criminal and/or Bankruptcy. Select your answers to the disciplinary questions and check the fee acknowledgment. If you're a federal government attorney, select the waiver request and enter the federal agency you are employed with.

**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:

13. Upload your Admission packet as one .pdf file. Wait for the upload confirmation and click Done. Scroll down and answer the required Court questions. Click Next.

**Additional Attorney Information Required by Court**

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. \*

14. Complete the required fields for the Filer Information.

**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 \* 108 Pine Tree Dr.  
Room/Suite  
City \* Syracuse  
State \* New York  
County \* ONONDAGA  
Zip/Postal Code \* 13202  
Country \* United States of America  
Primary Phone \* 315-234-8815  
Alternate Phone  
Text Phone  
Fax Number

15. Enter your email address and select your preferred NEF 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

16. On the Payment Information screen, you can use the same credit card that PACER bills by checking the E-Filing fees and Admission fees default box and clicking Next; or, click Add Credit Card or Add ACH (Checking Account) Payment to use a separate card for Court fees.

**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.

|   |  |
|---|--|
| <p><b>VISA</b></p> <p><input checked="" type="checkbox"/> Autobill PACER fees<br/><input type="checkbox"/> E-filing fees default<br/><input type="checkbox"/> Admissions fees default</p> <p>XXXXXXXXXXXX1111<br/>01/2020<br/>Tracey Donovan<br/>188 Pine Tree Dr.<br/>Syracuse, NY<br/>13202</p> <p><a href="#">Update</a></p> | <p><a href="#">Add Credit Card</a><br/><a href="#">Add ACH Payment</a></p> |
|---|--|

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

17. Check the box to acknowledge the Court's Policies, Procedures and E-Filing Terms.

**Acknowledgment of Policies and Procedures for Attorney Admissions**

[Click 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.](#)

**E-Filing Terms of Use**

**ATTORNEY E-FILING TERMS AND CONDITIONS**

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court(s), are solely responsible for redacting pleadings. See [Fed. R. App. P. 25\(a\)\(5\)](#); [Fed. R. Civ. P. 5.2](#); [Fed. R. Crim. P. 49.1](#); and [Fed. R. Bankr. P. 9037](#).

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

[Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration.](#)

[Click 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.](#)

18. Click Submit to complete the registration request.



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 will 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.

19. Click Done to return to your PACER account screen. Once your application is accepted by the Court, you will receive an e-mail containing a link to pay the \$231.00 admission fee. Upon receipt of your payment, your electronic filing access will be activated and you can begin filing electronically with the Court.