Petition for Attorney Admission to Practice

The U.S. District Court for the District of Massachusetts is a NextGen CM/ECF court. In order to request admission to practice, you must have an upgraded individual PACER account. If you do not have an upgraded individual PACER Account, click HERE for procedures. Attorneys applying for admission must be a member of the Massachusetts Supreme Judicial Court of the Commonwealth of Massachusetts and have a Certificate of Good Standing from the Supreme Judicial Court.

- 1. Navigate to www.pacer.gov
- 2. Click Manage My Account at the very top of the page What can we help you accomplish?



3. Login with your upgraded individual PACER account username and password



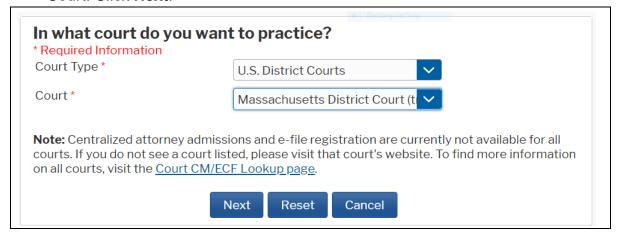
Click on the Maintenance tab



5. Select Attorney Admission/E-File Registration



Select U.S. District Courts as the Court Type and Massachusetts District Court as the Court. Click Next.

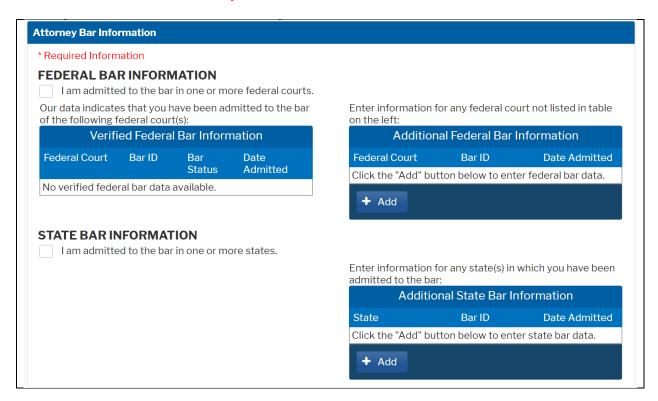


7. Select Attorney Admissions and E-File



8. Please note: **not** all of the sections are required:

State Bar Information - Required for USDC, District of Massachusetts:



Select the checkbox for 'I am admitted to the bar in one or more states.'.

Click '+ Add' button to add your information.



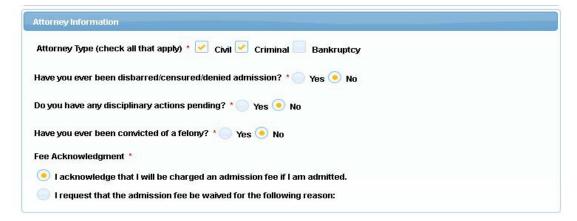
Select State as 'Massachusetts'. Enter your Bar number and Date of admission. Click '+ Add' button to save your information.

Sponsoring Attorney - NOT REQUIRED:



Attorney Information - REQUIRED:

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



Document Upload - REQUIRED:

Upload your Certificate of Good Standing as a pdf for court clerk to review. The certificate should not be older than 90 days. The file size should not be more than 10MB. You will get a confirmation message that your file was successfully loaded.

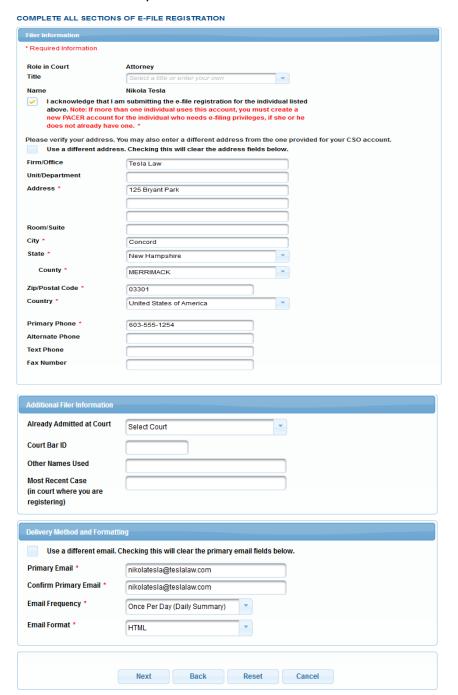
Important: Only one pdf file can be uploaded. If more than one pdf including Certificate of Standing is to be uploaded, combine all pdfs and upload.

Additional Attorney Information Required by Court: REQUIRED

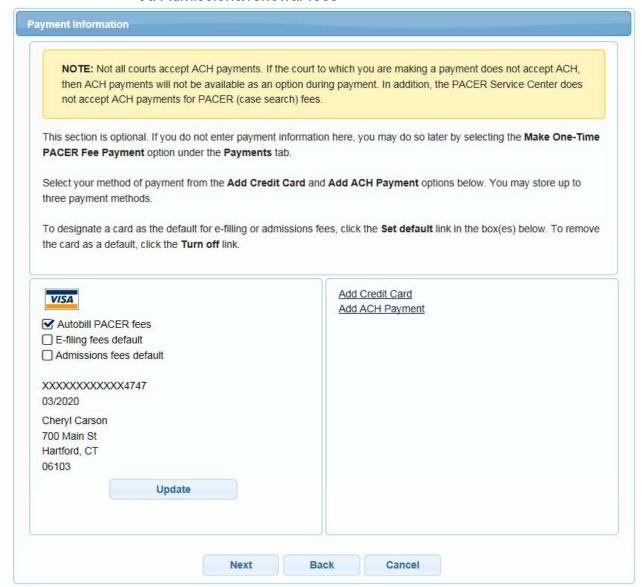
a. Answer all questions and click **Next**.

Additional Attorney Information Required by Court
Certificates of Good Standing must be dated within three (3) months of the date of your application and must be issued from a Court. Does your certificate meet these requirements *
Have you ever been convicted of a misdemeanor or felony? If YES, you must attach a statement explaining the nature of any such actions or proceedings.*
Have you ever been denied admission or readmission to the bar of any court? If YES, you must attach a statement explaining the circumstances.*
Have you ever been Censured or Suspended from practice before any court? If YES, a copy of the censure or suspension order must be attached to your application.*
Are there any disciplinary proceedings presently pending against you? If YES, you must attach a separate statement explaining the nature of any such actions or proceedings.*

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



- 10. Set default payment information if desired (not required). Click Next when finished, or to bypass this screen. You can add a credit card or ACH payment method for each of the following fee types (Please note that this Court does not accept ACH payment for Attorney Admissions):
 - P: PACER search fees
 - **E**: Filing fees
 - A: Admissions/renewal fees



To use the same account for multiple fee types, once account information is entered, click on the letter(s) on the left to designate the entered payment method to that account. The letter icon will turn from grey to blue once it has been designated an account.

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



12. Click **Submit**. The Court will review your admission request and provide you with further instructions (including a link to pay the admission fees online) via email. Please note that you must pay your admission fee online. After your admission fee is paid, your application will be reviewed for eligibility and you may be contacted for further information or to correct deficiencies if any exist. If your eligibility is confirmed, you will be notified by the Admissions Clerk that your application is approved along with scheduling information for admissions ceremony. Once you have attended the attorney admissions ceremony, your account will be made active.