



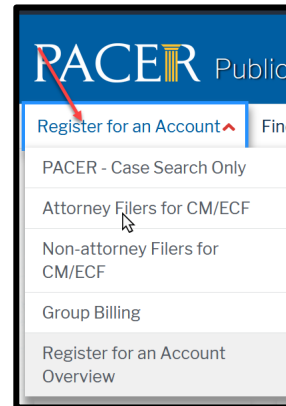
STEP 1:

Register for a PACER Account at
<https://pacer.uscourts.gov/>

Note: The contact information provided when registering for a PACER account will appear on court docket sheets.

Click the **Register for an Account** link.

Click the **Attorney Filers for CM/ECF** link.



STEP 2:

Complete one of the following forms:

- **Motion for Admission by Sponsoring Attorney**
- **Statement of Eligibility to Participate in Group Attorney Admission Ceremony (used by attorneys who are scheduled to participate in an upcoming admission ceremony at the Supreme Court of Appeals of West Virginia)**

Note: The Sponsoring Attorney listed on the form is required to attend the admission ceremony and make an oral motion.

Forms are located on the court's website at:

<https://www.wvsd.uscourts.gov/attorneys/attorney-admissions>

STEP 3:

Register for Admission using your PACER account at <https://pacer.uscourts.gov/>

Click **Manage Your Account** link.

Click **Manage My Account Login** link.





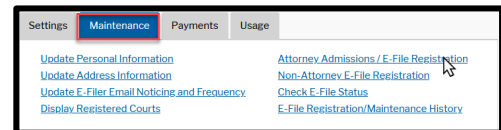
Click **Log in to Manage My Account** link.

Login.



Click the **Maintenance** tab.

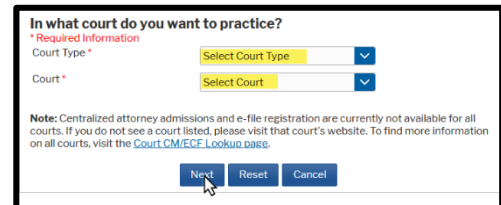
Click **Attorney Admissions / E-File Registration**.



From the Court Type list, select **U.S. District Courts**.

From the Court list, select **West Virginia Southern District - NextGen**.

Click **Next**.



On the What would you like to apply/register for screen, click **Attorney Admission and E-File** link.



Attorney Admissions

Complete required fields for all five sections of the Attorney Admission screen. Please see specific instructions for each section.



Attorney Bar Information

Note: For newly admitted WV attorneys who participate in the biannual group ceremonies, you may not have a Bar ID at the time you complete this section and may leave this section blank.

Select one or both checkboxes to indicate the federal or state courts to which you are admitted, if applicable.

Click **Add** to select and add state and/or federal court(s) to which you are admitted. If you are currently admitted to another CM/ECF court, it is automatically listed by the system.

Sponsoring Attorney

Note: The Sponsoring Attorney is required to attend the admission ceremony and make an oral motion.

Enter the information for the attorney sponsoring you. This should be the same attorney who has completed the Motion for Admission by Sponsoring Attorney on your behalf.

For newly admitted WV attorneys who participate in the biannual admission ceremonies, if you have a specific individual who will be appearing on your behalf at the ceremony, enter their information in this section.

If you do not have a specific attorney and wish to have the Southern District of West Virginia court attorney make the motion, enter the following:

Bar ID: **99999**
Jurisdiction: **West Virginia Southern District**
First Name: **Court**
Last Name: **Attorney**



Attorney Information

Respond to each question. If additional details are required, a text box will display. Acknowledge the admission fee or request a waiver for the fee.

Note: Waiver of the fee is available to law clerks currently serving a judge for the Fourth Circuit Court of Appeals, Southern District of West Virginia, or Northern District of West Virginia.

Document Upload

*Note: The Sponsoring Attorney listed on your form is **required to attend the admission ceremony and make an oral motion.***

For applicants with a Bar ID, upload a PDF of the *Motion for Admission by Sponsoring Attorney* signed by the sponsor attorney.

For applicants who are participant in the biannual admission ceremonies, upload a PDF of the *Statement of Eligibility to Participate in Group Attorney Admission Ceremony*.

Click **Upload**.

Click **Browse**.

Once the upload is complete, a dialog box will appear confirming the upload was successful.

Click **Done**.



Additional Attorney Information Required by Court

Answer all questions completely. Click Next.

Additional Attorney Information Required by Court

ALL questions MUST be answered.
(Answer "N/A" if the question does not apply.)

Have you been filing electronically using CM/ECF in another US District Court for 6 months or more? If so, please state the name of the court(s). *

Please state the last date that you reviewed the Administrative Procedures for Electronic Case in the Southern District of West Virginia. *

If you are a newly-admitted West Virginia attorney who is participating in a biannual group admission ceremony, have you uploaded a PDF of your Statement of Eligibility? *

How would you like for your name to appear on your "Certificate of Admission"? *

Name of law school you graduated from. *

Next Back Reset Cancel

Complete All Sections of E-File Registration

*****ATTENTION*****

The information provided in this section will appear on court docket sheets. Please provide your office mailing address, phone number and email address.

For newly admitted attorneys who participate in the biannual group ceremony and do not have an office address, please use your personal information to complete the following section. You may update this information later.

Filer Information

Acknowledge that you are submitting the e-file registration for the individual listed above.

Verify/update contact information.

Click Next.

Complete all sections of E-File Registration

Filer Information

* Required Information

Role in Court: Attorney

Title: Select a title or enter your own

Name: Wvsd NextGen Attorney Six

I acknowledge that I am submitting the e-file registration for the individual listed above. Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. *

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: [Redacted]

Unit/Department: [Redacted]

Address *: [Redacted]

Room/Suite: [Redacted]

City *: [Redacted]

State *: [Redacted]

County *: [Redacted]

Zip/Postal Code *: [Redacted]

Country *: [Redacted]

Primary Phone *: [Redacted]

Alternate Phone: [Redacted]

Text Phone: [Redacted]

Fax Number: [Redacted]



Additional Filer Information

Complete, if applicable.

Additional Filer Information

Already Admitted at Court: Select Court [v]

Court Bar ID: [text box]

Other Names Used: [text box]

Most Recent Case (in court where you are registering): [text box]

Delivery Method and Formatting

Verify/update email information.

Click **Next**.

Delivery Method and Formatting

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

Primary Email * [text box]

Confirm Email * [text box]

Email Frequency * Select Email Frequency [v]

Email Format * Select Email Format [v]

Next Back Reset Cancel

Payment Information

Note: This section is optional.

Click **Add Credit Card** or **Next**.

Enter the required payment information (if applicable). Click **Submit**.

Select the appropriate boxes for “Autobill PACER fees,” “E-filing fees default” and/or “Admissions fees default.” Click **Next**.

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.

Add Credit Card Add ACH Payment

Next Back Cancel

Acknowledgment of Policies and Procedures for Attorney Admissions

Click the checkbox to acknowledge the policies and procedures for attorney admission and attorney e-filers.

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

Click the checkbox to acknowledge that you have read and agree to the terms and conditions.

Click the checkbox to acknowledge that you have read and agree to the local requirements.

Click **Submit**.

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.

[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.](#) *

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.

Confirmation Page

Click **Done**.

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](#).

The Southern District of West Virginia will review your admission request and provide you with further instructions via email including a link to pay your admission fee online.

IMPORTANT NOTE: Do not use the Make One-Time PACER Fee Payment option on the Manage My Account link. This option can only be used to pay your PACER bill.

Make One-Time PACER Fee Payment

* Required Information

Payment Amount: \$0.00

Account Balance: \$0.00

Payment Amount: \$0.00

Select a Payment Method:

VISA

John Q. Public
XXXXXXXXXXXX1111
01/2020

Enter a credit card