

E-File Registration Only

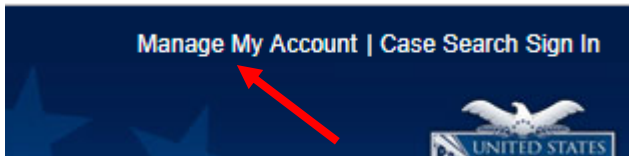
PACER REQUIREMENTS

To register to practice in the Northern District, you must have an upgraded individual PACER account. If you do not have an upgraded individual PACER account, use the [UPGRADING PACER ACCOUNT](#) instructions found [HERE](#).

E-FILING REGISTRATION INSTRUCTIONS

Once you have an upgraded PACER account, follow the instructions below to Register for E-filing privileges in the Northern District Court.

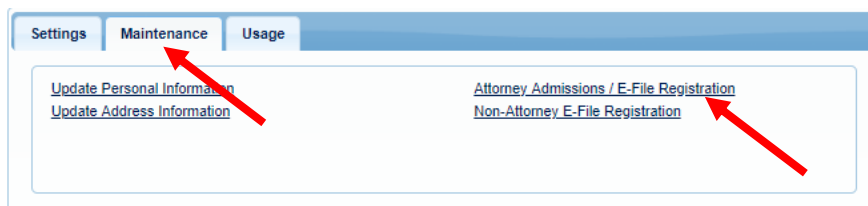
1. Navigate to www.pacer.gov
2. Click Manage My Account at the very top of the page



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

A screenshot of the PACER login form. The form has a blue header with the word 'Login'. Below the header, there is a red asterisk followed by the text '* Required Information'. There are two input fields: 'Username *' and 'Password *'. Below the input fields are three buttons: 'Login', 'Clear', and 'Cancel'. At the bottom of the form, there are three links: 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. Below the links, there is a notice: '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.'

4. Click on the Maintenance tab and select Attorney Admission/E-file Registration



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5. Select US District Courts then Oklahoma Northern District Court from the drop-down menus and 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](#).

6. Select E-File Registration Only

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

7. Review and correct the information populated into the Filer Information Section and Complete the **ADDITIONAL FILER INFORMATION** section (REQUIRED). Note that HTML is the preferred Email Format. Click **NEXT**.

Additional Filer Information

Already Admitted at Court

Court Bar ID

Other Names Used

Most Recent Case (in court where you are registering)

State Bar ID

State

Delivery Method and Formatting

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

Primary Email *

Confirm Primary Email *

Email Frequency *

Email Format *

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8. Set default payment information, if desired (not required). 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.

<p>VISA</p> <p><input type="checkbox"/> Autobill PACER fees <input type="checkbox"/> E-filing fees default <input type="checkbox"/> Admissions fees default</p> <p>XXXXXXXXXXXX4747 01/2038</p> <p>Test Attorney 12345 W 5th Street Tulsa, OK 74102</p> <p><input type="button" value="Update"/></p>	<p>Add Credit Card Add ACH Payment</p>
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9. Review the Attorney E-Filing Terms and Conditions and click the boxes acknowledging review and agreement. And click **SUBMIT**.

[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.

AFTER SUBMISSION

The Court will review your application and, if necessary, will provide you with further instructions through the email address provided. You will be notified via email when the Court has processed your request. **NOTE:** It may take up to (3) business days for the Court to process your request.