# STEP ONE: 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.**](https://oknd.uscourts.gov/sites/default/files/cmecf-information/New-PACER-Account_OKND_031419.pdf)

# STEP TWO: Navigating to CM/ECF Registration

Once you have an upgraded PACER account, follow the instructions below to register for CM/ECF access to practice in the Northern District Court.

1. Navigate to [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov)
2. Click **Log in to…** at the very top of the page and then click **Manage PACER Account**.





1. Login with your upgraded individual **PACER** account username and password.



1. Click on the **Maintenance** tab and select **Attorney Admission/e-file Registration**



1. Select US District Courts then Oklahoma Northern District Court from the drop-down menus and click **NEXT**



1. Select **FEDERAL ATTORNEY**



# STEP THREE: E-File Registration

Complete the personal information on the E-File Registration Screen. **Make sure to specify the Federal Agency** in the **Firm/Office** field or **Unit/Department** field in the address section and click **NEXT.** Note that HTML is the preferred Email Format.



## Payment information

Set default payment information, if desired (**not required**). Click **NEXT**.



## E-Filing Terms of Use

Review the Attorney E-Filing Terms and Conditions and click the boxes acknowledging review and agreement. And click **SUBMIT**.



# STEP FOUR: 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.