

# Admission to the Northern District Bar

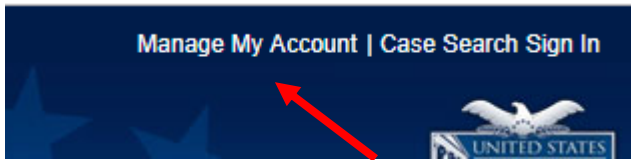
## PACER REQUIREMENTS

To apply for admission 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](#).

## STEP ONE: NAVIGATING TO ADMISSION APPLICATION

Once you have an upgraded PACER account, follow the instructions below to Apply for Admission to practice in the Northern District Court.

1. Navigate to [www.pacer.gov](http://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 \* U.S. District Courts

Court \* Oklahoma Northern District Court (test) - NextG

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](#).

Next Reset Cancel

6. 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

Multi-District Litigation

Federal Attorney

## STEP TWO: ADMISSION APPLICATION INSTRUCTIONS

Fill out all required sections of the Application for Admission as instructed below:

### 1. Attorney Bar Information

- a. Check one or both boxes to indicate federal or state courts that you are admitted
- b. Click on the + Add button to select and add the state and/or federal court(s) where you are admitted.

**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.			

Enter information for any federal court not listed in table on the left:

Additional Federal Bar Information		
Federal Court	Bar ID	Date Admitted
Click the "Add" button below to enter federal bar data.		
+ Add		

**STATE BAR INFORMATION**

I am admitted to the bar in one or more states.

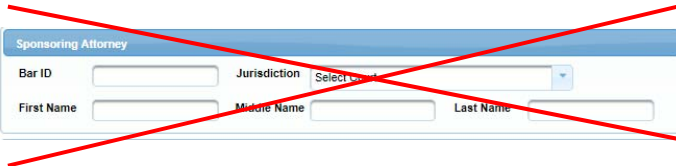
Enter information for any state(s) in which you have been admitted to the bar.

Additional State Bar Information		
State	Bar ID	Date Admitted
Click the "Add" button below to enter state bar data.		
+ Add		

# Admission to the Northern District Bar

## 2. Sponsoring Attorney

**DO NOT FILL THIS SECTION OUT** (if you are not submitting a Certificate of Good Standing from the Eastern or Western District, you will submit a Sponsoring Attorney form, but that will be uploaded as a separate document)



## 3. Attorney Information

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

## 4. Document Upload

- a. **OATH OF APPLICANT (AT-01)** - Every attorney must upload a **signed** and **notarized** Oath of Applicant. If the Oath is not signed and notarized it cannot be accepted. The Oath should be uploaded as a PDF file. A blank Oath form can be found on the OKND website at <https://www.oknd.uscourts.gov/attorney>
  
- b. **CERTIFICATE OF GOOD STANDING** or **RECOMMENDATION FOR ADMISSION (AT-02)**  
OKND requires **either** a Certificate of Good Standing from the Eastern or Western District of Oklahoma **or** a Recommendation for Admission from two sponsoring attorneys that are admitted and in good standing with OKND. The Certificate/Recommendation should be uploaded as a PDF file. A blank Recommendation for Admission form can be found on OKND website at <https://www.oknd.uscourts.gov/attorney>

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## 5. Additional Attorney Information Required by Court

Carefully review and answer all questions and click **NEXT**.

## 6. E-File Registration

Registering for E-Filing is done at the same time as applying for admission. Complete the personal information on the E-File Registration Screen and click **NEXT**. Note that HTML is the preferred Email Format.

The screenshot shows a form titled "Delivery Method and Formatting". It contains the following fields and options:

- Use a different email. Checking this will clear the primary email fields below.
- Primary Email \*: oknduscourts+atty58@gmail.com
- Confirm Primary Email \*: oknduscourts+atty58@gmail.com
- Email Frequency \*: At The Time of Filing (One Email per...)
- Email Format \*: HTML

## 7. Payment information

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

The screenshot shows a form titled "Payment Information". It contains the following sections and fields:

- 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.
- VISA** logo
- Autobill PACER fees
- E-filing fees default
- Admissions fees default
- XXXXXXXXXXXX4747
- 01/2038
- Test Attorney
- 12345 W 5th Street
- Tulsa, OK
- 74102
- Update button
- Next, Back, Cancel buttons

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## 8. Acknowledgement of Policies and Procedures for Attorney Admissions.

Review the local Court Policies and Procedures link and check the box.

**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.](#) \*

## 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 provide you with further instructions through the email address provided. **If the Court approves your application, you will receive an email with instructions to pay the admission fee online.** **NOTE:** the admission fee can only be paid online. The Court no longer accepts checks for admission fee payments. It may take up to (3) business days for the Court to process your request.