

1. Log into your PACER account and click on **Manage My Account**>**Log in to Manage My Account** and then click on the **Maintenance** tab. Click the **Attorney Admissions/E-File Registration** link under the Maintenance tab as shown below.

|                           |                        |
|---------------------------|------------------------|
| <b>Account Number</b>     | 7043131                |
| <b>Username</b>           | ilcdtestatty70         |
| <b>Account Balance</b>    | \$0.00                 |
| <b>Case Search Status</b> | Inactive               |
| <b>Account Type</b>       | Upgraded PACER Account |

|          |                    |       |
|----------|--------------------|-------|
| Settings | <b>Maintenance</b> | Usage |
|----------|--------------------|-------|

|   |   |
|---|---|
| <a href="#">Update Personal Information</a> | <a href="#">Attorney Admissions / E-File Registration</a> |
| <a href="#">Update Address Information</a>  | <a href="#">Non-Attorney E-File Registration</a>          |

2. “**In what court do you want to practice?**” insert
  - Court Type – U.S. District Courts
  - Court – Illinois Central District Court

Click **Next**.

**In what court do you want to practice?**  
*\* Required Information*

Court Type \*

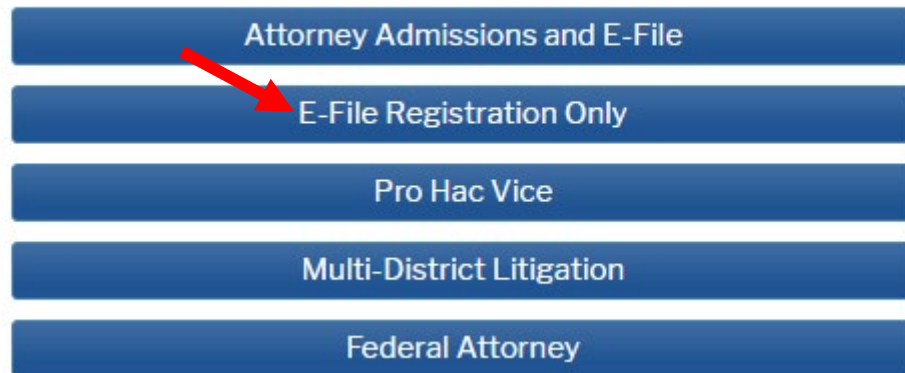
Court \*

**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. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

3. On this screen you will find a link to view the Court’s Local Rules. You will also find the policies and procedures on electronic filing and attorney admissions (see yellow

boxes). Please review this information **BEFORE** making a selection. Once you are done reviewing this information, select **E-File Registration Only**.

### 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

4. Complete all sections of the E-File Registration screen. All items with a **red asterisk (\*)** are required fields.
  - **Filer Information:**
    - Acknowledge that you are submitting your e-file registration by checking the box.
    - Verify your address or, if necessary, enter a different address from the one provided for your PACER account.

## Filer Information

### \* Required Information

Role in Court Attorney  
Title

Name Test Attorney

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

Unit/Department

Address \*

Room/Suite

City \*

State \*

County \*

Zip/Postal Code \*

Country \*

Primary Phone \*

Alternate Phone

Text Phone

Fax Number

- **Additional Filer Information:** This section is optional but we do request that you fill in as much information as possible.

**Additional Filer Information**

|   |                      |   |
|---|----------------------|---|
| Already Admitted at Court                             | Select Court         | ▼ |
| Court Bar ID  | <input type="text"/> |   |
| Other Names Used                                      | <input type="text"/> |   |
| Most Recent Case (in court where you are registering) | <input type="text"/> |   |
| State Bar ID  | <input type="text"/> |   |
| State   | Select State         | ▼ |

- **Delivery Method and Formatting:** Verify your email address and select your email frequency and format. **NOTE: The preferred E-mail Format is HTML.**
- **Click Next.**

**Delivery Method and Formatting**

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

|                   |  |
|-------------------|--|
| Primary Email *   | <input type="text" value="userilcd+atty70@gmail.com"/> |
| Confirm Email *   | <input type="text" value="userilcd+atty70@gmail.com"/> |
| Email Frequency * | Select Email Frequency ▼                               |
| Email Format *    | Select Email Format ▼                                  |

5. Review the Payment Information screen. This section is *optional*. By entering your credit card information, you can choose how to pay your PACER and court fees. Please be advised that the Central District of Illinois **DOES NOT** accept ACH payments and admission fees will not be charged until admission to the Central District of Illinois bar has been approved. Click **Next**.
6. Review the E-Filing Terms of Use and check the two acknowledgment boxes.

# 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 has been compromised and immediately notify the affected courts(s). I am aware that I may be sanctioned for failure to comply with this provision.

[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.**

Submit

Back

Reset

Cancel

7. Click **Submit**.

8. You have now completed the process to become an E-Filer with the Central District of Illinois. Your request will be forwarded to the Central District of Illinois for review.

You will receive an email once the registration has been processed or if more information is needed.

**Confirmation Page**

# 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**.

Done