

UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF ILLINOIS

Instructions for Automated Attorney Admission Program

<http://www.ilcd.uscourts.gov/attorney-admission>

WARNING: If you have not already done so, please refer to *Instructions for Completion of Motion for Admission and Attorney Questionnaire*.

http://www.ilcd.uscourts.gov/sites/ilcd/files/atty_adm_application.pdf

You will need to read the instructions for completion of the Motion for Admission and Attorney Questionnaire.

If you have read the instructions and saved your Motion, Questionnaire and supporting documentation into **one** PDF document, you are prepared and ready to proceed. Please have your credit card ready for processing of your admission fee.

IT IS ESSENTIAL IN THE ADMISSION PROCESS THAT YOU CHECK YOUR EMAIL REGULARLY. EMAIL NOTIFICATIONS WILL BE AUTOMATICALLY GENERATED AT SEVERAL STAGES OF THE PROCESS. YOUR RESPONSE TO THESE E-MAILS IS REQUIRED.

General Overview of the On-line Attorney Admission Form

DO NOT click your browser's *Back* button at any time during the on-line admission process. This will erase all information entered and you will have to begin again.

All mandatory fields are highlighted in red. The highlights will fade away as you enter valid information into the form. Below are examples of incomplete and completed name fields.

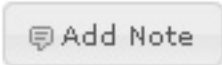
Attorney Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First	Middle	Last	Generation

Attorney Name:	<input type="text" value="John"/>	<input type="text" value="L"/>	<input type="text" value="Doe"/>	<input type="text"/>
	First	Middle	Last	Generation

You will receive an error if you fail to complete a mandatory field or if you enter invalid information. Error messages will appear at the top of the screen. Below is an example of an error message seen when the form is incomplete.

 You must complete all required fields.

There is an “Add Note” button in the top-left corner of each stage in the admission process. This feature allows you to add remarks viewable by the admission clerks regarding your application. If for example the form's data validation rules will not allow you to enter correct information, complete the form as best possible and add a note with the correct information.

 Add Note

Step-By-Step Instructions for On-line Attorney Admission Form

Step 1) Terms & Conditions

You must agree to the terms and conditions.

Select one of the four divisions to apply to. You should choose the division you will most often practice in. If you are unsure which division to select, consult the district's jurisdictional map.

http://www.ilcd.uscourts.gov/sites/ilcd/files/New_District_Map.pdf

You will be admitted to the entire district no matter which division you select.

Step 2) Attorney Information

Complete all of the mandatory fields.

The email address you enter will serve as your primary contact for all electronic communication from the court. You must enter a valid email address. One of the final steps of the admission process is responding to an email sent to this address. Your application will not be reviewed for approval until you respond to this email.

After entering your name, bar information, and email address, the form will do a quick search of our existing attorney records to confirm you are not already registered to electronically file in the district. The screen will temporarily grow dim as it performs this search.

The user name and password fields are disabled until you complete the mandatory fields above and no existing records are found. If the form confirms you are not already registered, you can then enter a user name for your CM/ECF account. User names must be between 6 and 20 characters long and comprised only of letters. The form will do a quick search of our attorney records to determine if that user name is available. If it is an acceptable user name, you will then be able to enter a password for your CM/ECF account. Your CM/ECF account will only be activated if you successfully complete the admission process and your application is approved.

Step 3) Office or Firm Information

Complete all of the mandatory fields.

All office or firm names must be in capital letters. The form will force all text entered into the *Office or Firm Name* field to uppercase. As you begin entering your office or firm name, a list of firm names will appear below the field. Continue typing to narrow the list down and select your firm by clicking on its name in the list. If you do not see your firm name in the list, enter your firm's full name into the field.

There are 4 clickable checkboxes that can display additional address fields. If your mailing address contains any of these fields, check the box next to it and enter the information into the new field. If you need to reset or delete a field, uncheck the box.

Office or Firm Name:	ALLEN
	ALLEN & ASSOCIATES
	ALLEN & KORKOWSKI & ASSOCIATES
	ALLEN FIRM LLC
	ALLEN J OEHLERT ATTORNEY AT LAW
	ALLEN LIPPES & SHONN
Suite Number:	ALLEN SCRUGGS SOSSAMAN & THOMPSON PC
Street Address:	BEASLEY ALLEN CROW METHVIN PORTIS & MILES PC
	FOSTER KALLEN AND SMITH
City / State / Zip:	G A ALLEN & ASSOC
Phone:	HEYL ROYSTER VOELKER & ALLEN

Step 4) Documents

Select and upload as ONE PDF your *Motion for Admission to Practice* and the *Admission Questionnaire*. You should have already prepared these documents before initiating the on-line admission process, but they are available for download at:

<http://www.ilcd.uscourts.gov/attorney-admission>

Only upload PDFs. No other document type is acceptable. You can replace a document by selecting and uploading a new PDF. The new PDF will replace the older document.

Step 5) Payment

Review your application to confirm all information is correct. If you find an error, click the *Edit Info* button to modify your submission.

If your application is correct, click the *Pay Now* button. This will take you to a secure website at Pay.gov where you will be able to pay the admission fee with a credit card.

Step 6) Email Confirmation

After successfully submitting and paying for the admission application, an email will be sent to the address you entered in Step 2. This email contains a link that you must click on to confirm your email account is valid and to ensure you will be able to receive notices of electronic filing.

Your account will not be reviewed for approval until you confirm your email address by clicking on the link.

Additional Information

If you moved for admission under Part C, Reciprocal Admission, proceed to the next paragraph. Attorneys seeking admission under Part A and B must take the Oath of Admission (“Oath”) upon e-mail confirmation that their motion has been allowed. The Oath may be administered by any judge, either state or federal. The fully executed Oath should be scanned into a PDF document and emailed to the appropriate division as indicated. See Local Rule 83.5(B) and (C). The attorney is not considered admitted until the executed Oath is received in our district.

The “Oath” and Local Rule 83.5 are available on-line at:

<http://www.ilcd.uscourts.gov/attorney-admission>

Attorneys seeking reciprocal admission (admitted to practice generally in the Northern or Southern Districts of Illinois) are considered admitted upon the allowance of his/her Motion of Admission.

Upon admission to the bar for the Central District of Illinois, an ECF login and password will be generated for the admitted attorney and emailed to the verified e-mail address. This login and password is specific to you only as it constitutes your electronic signature. Thus, it is as to your discretion who you share it with. The Court will have no written/electronic record as to your password. However, a lost/forgotten password recovery tool is available to reset your password. It is available at: <https://ecf.ilcd.circ7.dcn/cgi-bin/lostPassword.pl>

It is your responsibility to add any secondary email address(es) to your account. See Instructions regarding changing of password and adding secondary e-mail address. http://www.ilcd.uscourts.gov/sites/ilcd/files/Instructions_Adding_or_Changing_Secondary_Email_Addresses.pdf

Be advised that it is your responsibility to advise the Court of any change in address. See Notice of Address Change at http://www.ilcd.uscourts.gov/sites/ilcd/files/attorney_change_of_address.pdf

At any time during the admission process you have questions, support is available. Admission Clerks can be reached as follows:

Peoria Division:

100 N.E. Monroe St.
Room 305
Peoria, IL 61602
Phone: 309-671-7117

Email Contact: admissions.peoria@ilcd.uscourts.gov

Urbana Division:

201 S. Vine St.
Room 218
Urbana, IL 61802
Phone: 217-373-5830

Email Contact: admissions.urbana@ilcd.uscourts.gov

Springfield Division:

600 E. Monroe St.
Room 151
Springfield, IL 62701
Phone: 217-492-4020

Email Contact: admissions.springfield@ilcd.uscourts.gov

Rock Island Division
(Temporarily located for
mail and hearings to: 131 E.
4th St. Rm 250 Davenport,
IA 52801 309-793-5878

Email Contact: admissions.rockisland@ilcd.uscourts.gov