

Attorney Admission Application Instructions for the Eastern District of Tennessee

In order to apply for admission in the Eastern District of Tennessee, you must complete an online application at www.pacer.uscourts.gov. You must have an individual PACER account before you can apply for admission.

1. Go to www.pacer.uscourts.gov and click on Manage My account.



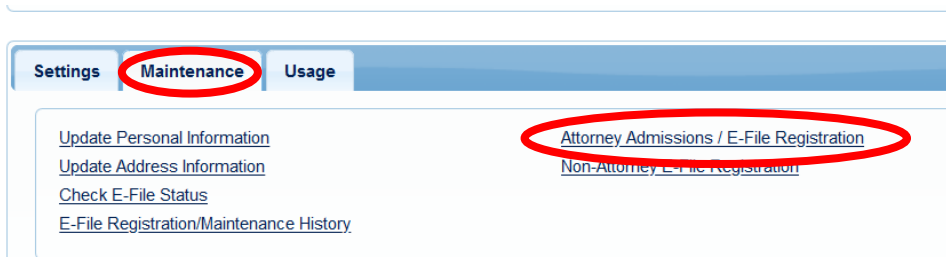
2. Next, login with your PACER account information. Links for new accounts, forgotten passwords and forgotten usernames can be found immediately below the login area.

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

3. After you login, you will see the following **Manage My Account** screen.

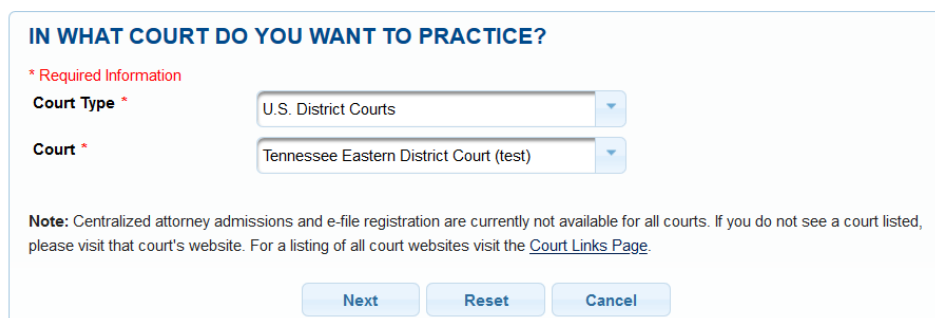
4. Click on the **Maintenance** tab and then **Attorney Admissions/E-File Registration** link.



Settings **Maintenance** Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)
[Update Address Information](#) [Non-Attorney E-File Registration](#)
[Check E-File Status](#)
[E-File Registration/Maintenance History](#)

5. Select the **Court Type** and **Court** from the drop-down menu.



IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

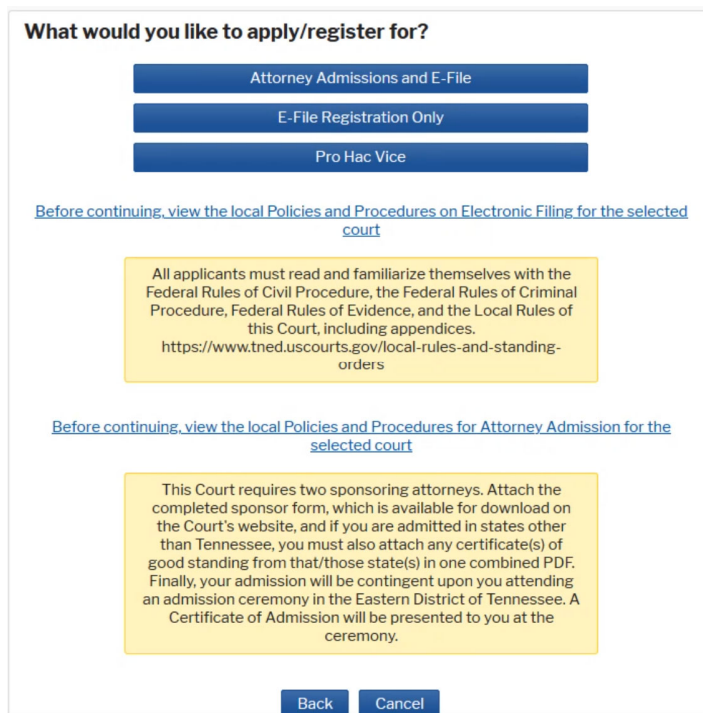
Court Type * U.S. District Courts

Court * Tennessee Eastern District Court (test)

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. Review local policies and procedures on electronic filing and attorney admissions. 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

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

All applicants must read and familiarize themselves with the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, Federal Rules of Evidence, and the Local Rules of this Court, including appendices.
<https://www.tned.uscourts.gov/local-rules-and-standing-orders>

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

This Court requires two sponsoring attorneys. Attach the completed sponsor form, which is available for download on the Court's website, and if you are admitted in states other than Tennessee, you must also attach any certificate(s) of good standing from that/those state(s) in one combined PDF. Finally, your admission will be contingent upon you attending an admission ceremony in the Eastern District of Tennessee. A Certificate of Admission will be presented to you at the ceremony.

Back Cancel

7. Complete all sections of the online attorney admissions form. On this page, you will also upload the completed sponsor form. The form may be downloaded [here](#). You will also upload your certificates of good standing. Please note that the sections marked with a red asterisk * are required before proceeding to the next screen.

Sponsoring Attorney

Bar ID Jurisdiction
First Name Middle Name Last Name

Attorney Information

Attorney Type (check all that apply) * Civil Criminal Bankruptcy
Have you ever been disbarred/censured/denied admission? * Yes No
Do you have any disciplinary actions pending? * Yes No
Have you ever been convicted of a felony? * Yes No
Fee Acknowledgment *
 I acknowledge that I will be charged an admission fee if I am admitted.
 I request that the admission fee be waived for the following reason:

Document Upload

Completed Sponsor Form, State Court (except TN) and Federal Bar Certificates in one PDF *

8. Complete all sections of the e-file registration. Please note that the sections marked with a red asterisk * are required before proceeding to the next screen.

MANAGE MY ACCOUNT

Welcome, James McGill

Account Number	7039106
Username	jamesmcgill
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

* Required Information

Role in Court **Attorney**
Title
Name **James McGill**

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.

9. After completing the e-file registration, you will be prompted for the following payment screen. Completing the payment information screen is optional during the registration process. You can update your payment account at any time under the **Payments** tab. Note: this payment screen will not automatically process your attorney admissions fee payment. See step #12 for additional information.

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.

10. Please read and acknowledge the e-filing terms and conditions.

ATTORNEY E-FILING TERMS AND CONDITIONS

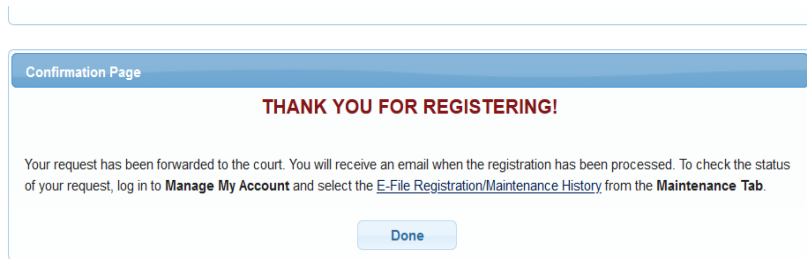
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature 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 court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court(s), are solely responsible for redacting pleadings. See [Fed. R. App. P. 25\(a\)\(5\)](#); [Fed. R. Civ. P. 5.2](#); [Fed. R. Crim. P. 49.1](#); and [Fed. R. Bankr. P. 9037](#).
- I understand that, when I receive an electronic copy of a document in the system, the initial access to the document is

[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 our 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. \[Click here to view local Court Policies and Procedures.\]\(#\)](#) *

11. After acknowledging the terms and conditions, you will see the following confirmation page. The local court must process and activate your e-file registration before you can begin filing. Please note that the e-filing registration will not be completed until you have been admitted or been approved to appear pro hac vice pending admission.



12. After the admissions clerk reviews your application, you will receive an email with instructions and a link to pay the attorney admissions fee electronically.
13. After paying the admission fee, you must reply to the email and notify the admissions clerk that your fee has been paid. When the "fee paid" email is received, the admissions clerk will finalize your application and forward it to the Standing Committee on Attorney Admissions.
14. All of the applications will be forwarded to the Standing Committee on Attorney Admissions. The Standing Committee will review them and make a report to the Court regarding all of the applicants. You will receive emails from the admissions clerk during this process advising you of the status of your application.
15. If you are approved for admission, you will be provided a written oath to execute. Upon your execution and return of the written oath, the chair of the Standing Committee will move for your admission. Upon the granting of that motion, you will be provided with an admissions certificate, and the clerk will process your E-file registration.
16. All applicants are invited to attend one of three admissions ceremonies held annually in the Greeneville, Knoxville, and Chattanooga divisions. These ceremonies provide applicants with an introduction to the Court and an opportunity to interact with judges, court staff, and other newly admitted attorneys and members of the federal bar. Attendance is optional. You will be sent an invitation in advance of the ceremony.