

Application for Admission to Practice

Southern District of Texas

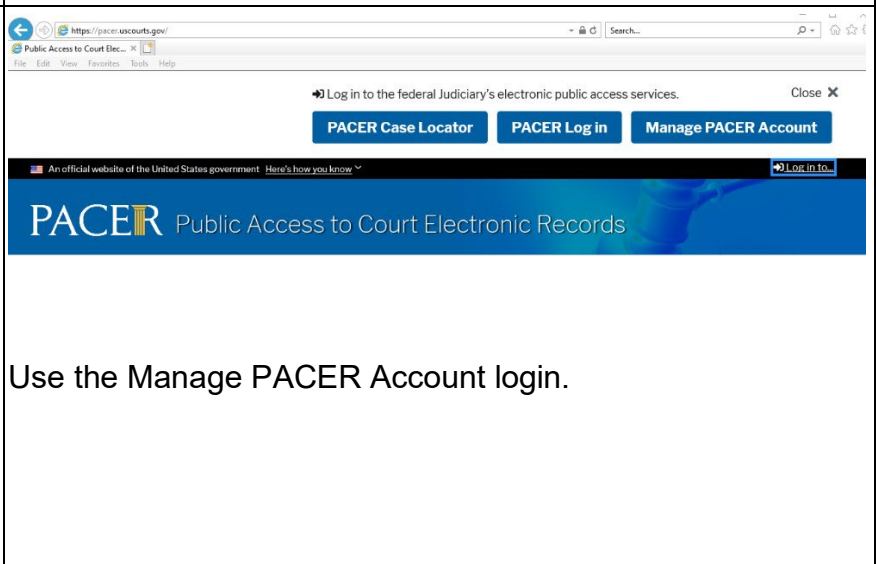

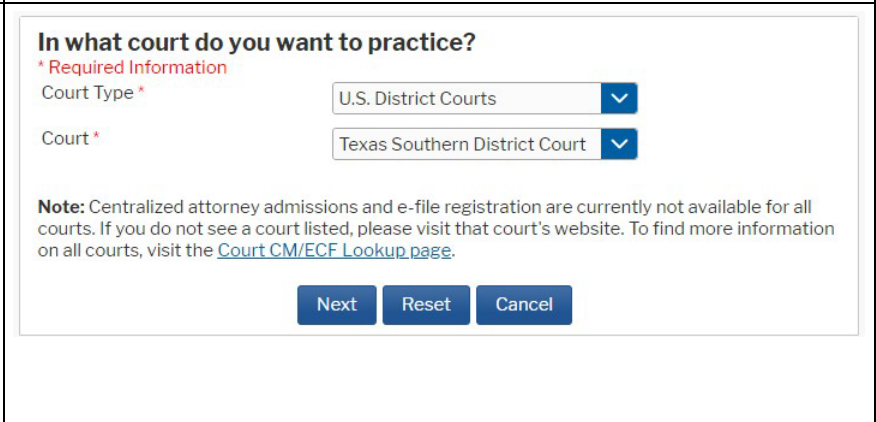
Requirements

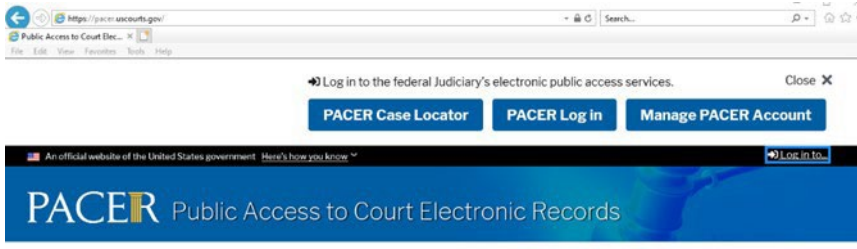
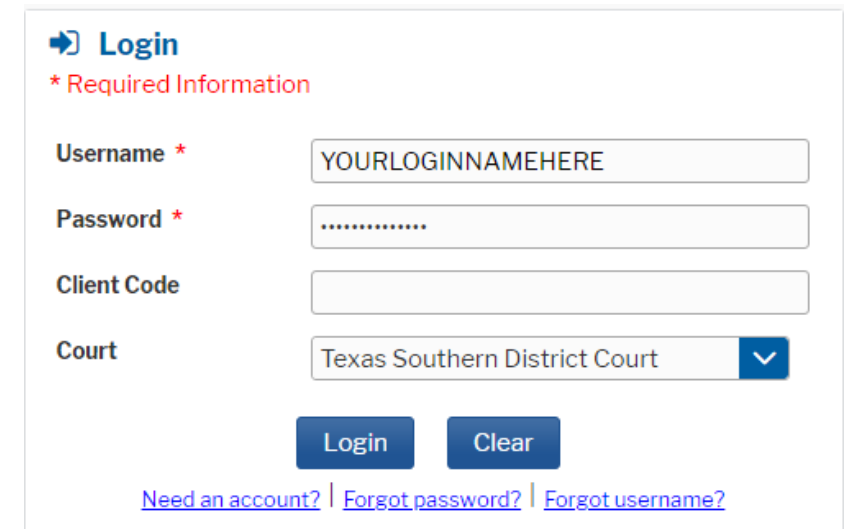
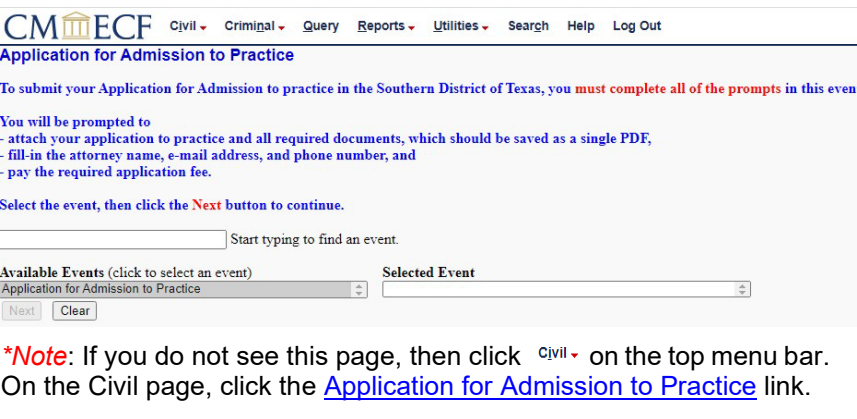
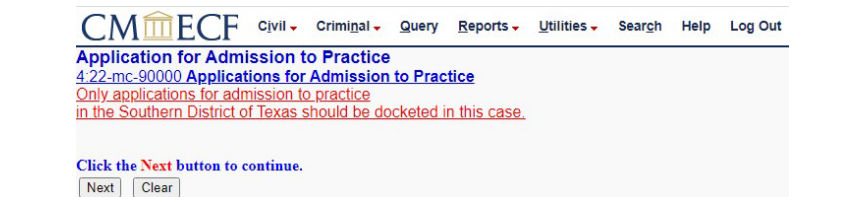
Requirements for admission are available on the [Attorney Admissions Requirements](#) page of the court's website. Completed applications for admission to practice can be submitted and paid for electronically through the District CM/ECF application following the instructions below.


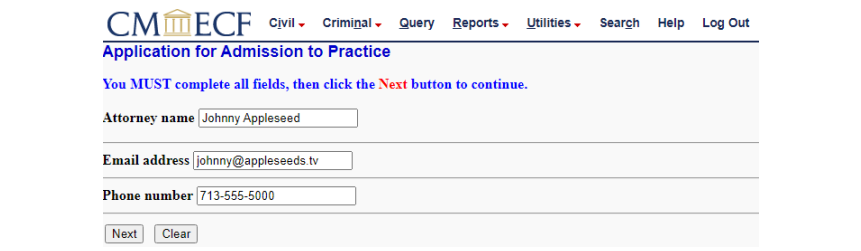
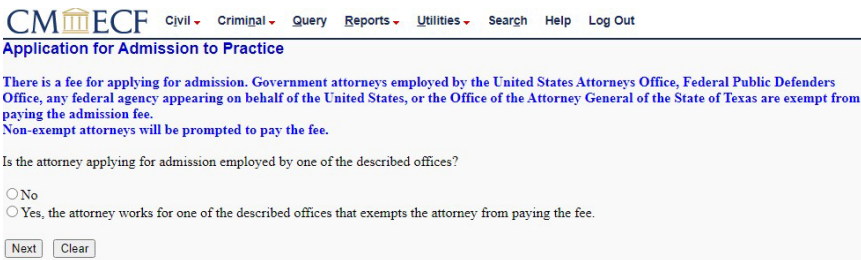
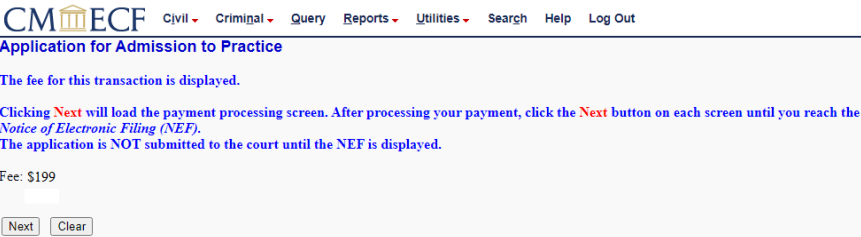
Note: This function is not available in the Bankruptcy ECF system as all attorney admissions records are maintained in the District ECF system. Our district is consolidated, so once admitted, it will be to both District and Bankruptcy Courts. A separate e-file registration request should be submitted for Bankruptcy Court upon admission if needed.

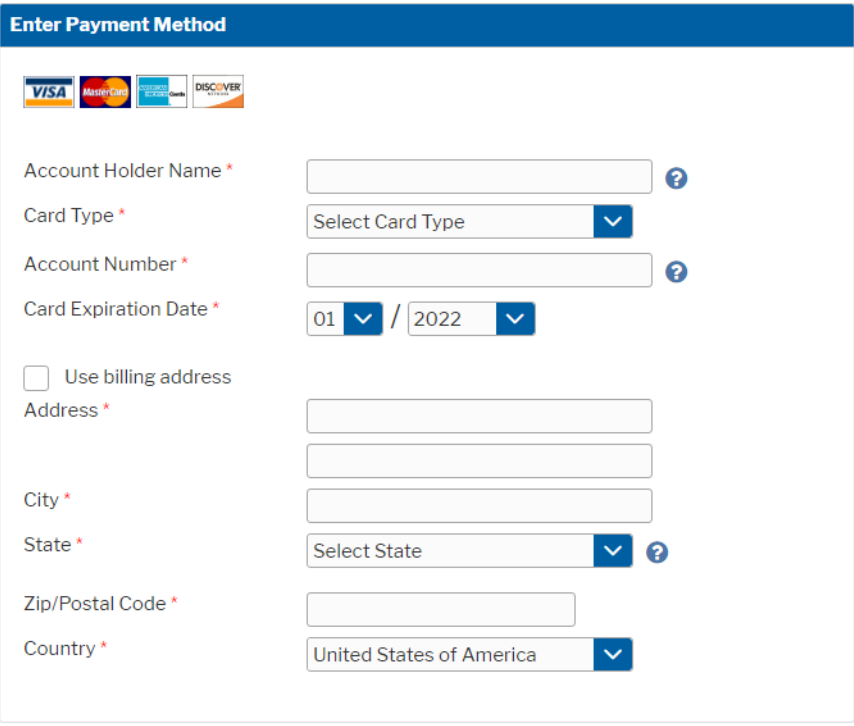
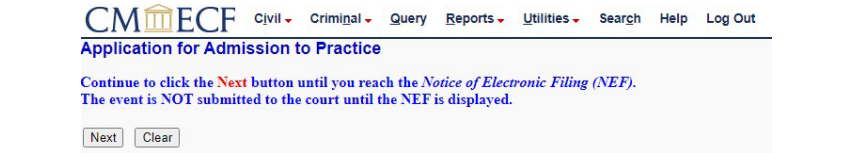
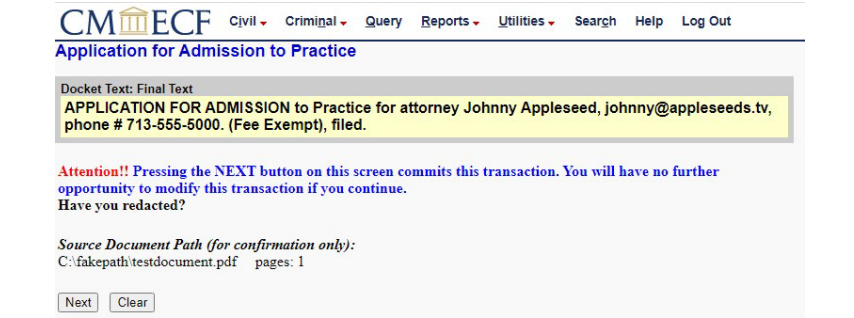
Submission of Application

Follow the steps below to submit to the court your application for admission to practice in the Southern District of Texas.

Steps	Screens
<p>Log into PACER using an account unique to you, the attorney applying for membership. DO NOT USE a shared, law firm PACER account for e-filing purposes. https://pacer.uscourts.gov</p> <p>If you do not have a PACER account for e-filing, register for one at that site. This account will serve as your Central Sign-On for filing in all federal courts that have migrated to NextGen.</p>	 <p>Use the Manage PACER Account login.</p>
<p>Under the Maintenance tab, select Attorney Admissions / E-File Registration</p>	
<p>Complete the registration process for the U.S. <i>District Court</i> for the Southern District of Texas (If you plan to practice before the Bankruptcy Court, you will be able to register for e-filing with that court separately, but admission records are maintained in the District Court system.)</p>	

Steps	Screens
<p>Await an email with the subject “NextGen CM/ECF Registration Status”</p> <p>The email body should include these messages:</p>	<p>Comment: We have registered you to file an application for admission to practice or a motion pro hac vice. If you experience problems, please contact us. After your application is granted, please contact us at district_ecf_helpdesk@txs.uscourts.gov to enable your full filing privileges.</p> <p>NOTE: Please do not reply to this message. This is an automated message sent from an unmonitored mailbox. If you have questions or comments, please email them to houston_operation@txs.uscourts.gov.</p> <p>*The court will process the request (in order that it is received) to grant access to electronically file the application to practice or pro hac vice motion. You can check the status of your request at any time by selecting the E-File Registration/Maintenance History option under the Maintenance tab of the Manage My Account page.</p>
<p>Return to the PACER website and go to the PACER login. https://pacer.uscourts.gov</p>	
<p>Log in and select the <i>District Court</i> for the Southern District of Texas.</p>	
<ol style="list-style-type: none"> Under Civil tab, select Application for Admission to Practice under <i>Attorney Admissions</i> section. Under Available Events*, click Application for Admission to Practice, causing it to appear in the Selected Event field. Click Next to continue. 	 <p>*Note: If you do not see this page, then click Civil on the top menu bar. On the Civil page, click the Application for Admission to Practice link.</p>
<p>Click Next to continue.</p>	

Steps	Screens
<ol style="list-style-type: none"> 1. For Main Document, browse to and select the PDF of your application. All related documents should be included with the application in one PDF file. 2. Click Next to continue. 	
<ol style="list-style-type: none"> 1. Complete all fields displayed with the relevant information. 2. Click Next to continue. 	
<ol style="list-style-type: none"> 1. Read the message describing attorneys who are exempt from paying the admission fee. 2. Answer the question regarding whether the attorney applying for admission is employed by an office that qualifies the attorney for the exemption. 3. Click Next to continue. 	 <ul style="list-style-type: none"> • No - If this application is for an attorney who does not qualify for the exemption, then No should be selected. The next page will display the current fee for an application for admission. Proceed to the next step. • Yes - If this application is for an attorney who qualifies for the exemption based on being employed by a qualifying office, then Yes should be selected. The system will skip the web pages with the fee and the payment processing. You may skip the steps for non-exempt attorneys; however, be sure to continue with the steps after to ensure your application is submitted to the court.
<p>Non-exempt attorneys, click Next to load the payment processing page - <i>pay.gov</i>.</p>	

Steps	Screens
<p>Non-exempt attorneys complete the admissions fee payment through PACER.</p> <ol style="list-style-type: none"> 1. The system may prompt you for your PACER password as it hands you off to their payment section. 2. You may use the payment options you set up within PACER for this purpose. 	 <p>Enter Payment Method</p> <p>Account Holder Name * <input type="text"/> ?</p> <p>Card Type * <input type="text" value="Select Card Type"/> ▾</p> <p>Account Number * <input type="text"/> ?</p> <p>Card Expiration Date * <input type="text" value="01"/> ▾ / <input type="text" value="2022"/> ▾</p> <p><input type="checkbox"/> Use billing address</p> <p>Address * <input type="text"/></p> <p>City * <input type="text"/></p> <p>State * <input type="text" value="Select State"/> ▾ ?</p> <p>Zip/Postal Code * <input type="text"/></p> <p>Country * <input type="text" value="United States of America"/> ▾</p> <p>Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.</p> <p><input type="button" value="Next"/> <input type="button" value="Cancel"/></p>
<p>Click Next to continue to the Notice of Electronic Filing (NEF).</p>	 <p>CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out</p> <p>Application for Admission to Practice</p> <p>Continue to click the Next button until you reach the <i>Notice of Electronic Filing (NEF)</i>. The event is NOT submitted to the court until the NEF is displayed.</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>Click Next to commit the transaction to CM/ECF and continue to the NEF.</p>	 <p>CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out</p> <p>Application for Admission to Practice</p> <p>Docket Text: Final Text</p> <p>APPLICATION FOR ADMISSION to Practice for attorney Johnny Appleseed, johnny@appleseeds.tv, phone # 713-555-5000. (Fee Exempt), filed.</p> <p>Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?</p> <p>Source Document Path (for confirmation only): C:\fakepath\testdocument.pdf pages: 1</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> <p>Note: For non-exempt attorneys, there will be a fee amount and receipt number in the docket entry text.</p>

Steps	Screens
<p>The Notice of Electronic Filing (NEF) displays.</p> <p>Your application has been submitted to the court.</p>	