



Submitting an Application for Bar Admission Through CM/ECF and Related Procedures

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Introduction

The [Application for Admission to Practice](#) may be submitted electronically or mailed to the clerk's office. To submit an application electronically, counsel must register for an ECF filer account. A [registration](#) link is available on the court's web site. Current members of the Bar cannot utilize their ECF filer account to submit an application on behalf of another attorney. Applications must be submitted using the ECF filer account of the individual seeking admission.

Non-member ECF filer accounts are activated with limited functionality. Non-members may submit an admissions application through the utilities menu, but will not have the ability to file a document in a case. Once a user is admitted to the Bar, the **File a Document** menu option will be made available.

The fee for admission to the Bar shall be waived for any applicant who has served or who is currently serving as a staff attorney or law clerk to a judge or judges of this Court. Former Court employees must submit separate documentation providing their dates of employment, title, and chamber's affiliation. Attorneys employed by the United States, the District of Columbia, or the Federal Public Defender Service are also exempt from paying the requisite admissions fee. However, pursuant to this Court's order of December 7, 1998, attorneys who leave government service are required to reapply for membership (by letter) and pay the prescribed admission fee if they desire to continue to practice in this Court.

Electronically filed documents containing original signatures, certifications, or seals must be maintained by the applicant during the tenure of their Bar membership. Upon request by the Court, the filer must provide the original documents for review.

The following pages outline the instructions for navigating the submission and payment process and other admissions related activities.

Instructions for Submitting the Application Electronically

1. Turn off your web browser's pop-up blocker or create an exception for www.pay.com.
2. Log in to [CM/ECF](#).
3. Once the CM/ECF Startup Page appears, select **Bar Admission** from the **Utilities** menu. The Bar Admission window will appear. Read the instructions.

The screenshot shows a web interface for 'Bar Admission' with the following elements:

- Header:** 'Bar Admission' in blue text.
- Jurisdiction:** 'DC Circuit Court of Appeals'.
- Section:** 'INSTRUCTIONS' in bold black text.
- Warning:** 'Disable pop-up blockers for www.pay.gov before submitting.' in red text.
- Instructions:** A bulleted list of four points regarding document upload, fee waivers, admission process, and original document requirements.
- Form Fields:**
 - 'Manner Application Received: Electronic Submission' (text)
 - 'Fee Waiver Reason: -' (dropdown menu)
 - 'State of Residence: ' (dropdown menu)
 - 'Fee Amount: \$XXX.XX' (text)
 - 'Document: ' (text input) with a 'Browse...' button
 - 'Description: ' (text input)
 - 'Add Another Document' (button)
 - 'Pay Now and Submit Application' (button)
 - 'Cancel' (button)

4. If applicable, select a **Fee Waiver Reason** from the drop-down list.
5. Select a **State of Residence** from the drop-down list.

6. Select **Browse** to upload the application and supporting documents. The **Select PDF document** dialog box will appear.

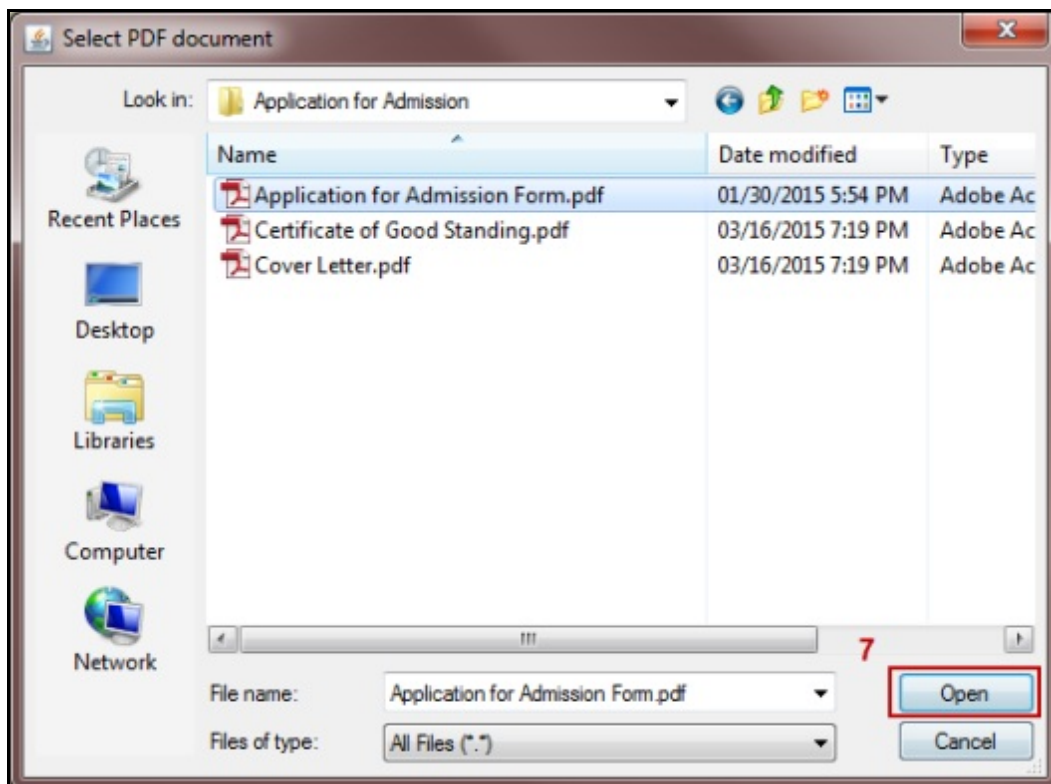
Manner Application Received: Electronic Submission ⁴

Fee Waiver Reason: ⁵ State of Residence: ⁵

Fee Amount: \$XXX.X.00 ⁶

Document: Description:

7. Locate and select the PDF file of the application, then select **Open**. The file path will appear in the **Document** text box.



8. Enter a description for the document.
9. If you have additional admissions related documents to upload, select **Add Another Document** and repeat steps 6-8 for each.

10. Once all documents have been uploaded, either:
- a. Select **Submit Application** and skip the remaining steps (when a fee waiver reason was selected and no payment is required).

Manner Application Received: Electronic Submission

Fee Waiver Reason: Government Attorney (Fed/DC) ▼ State of Residence: DC ▼

Fee Amount: \$0.00

Document: cation for Admission Form.pdf Browse... Description: Application for Admission

Document: ertificate of Good Standing.pdf Browse... Description: Certificate of Good Standing

Add Another Document

10

Submit Application Cancel

- b. Select **Pay Now and Submit Application** (when fee payment is required).

Manner Application Received: Electronic Submission

Fee Waiver Reason: - ▼ State of Residence: DC ▼

Fee Amount: \$XXX.00

Document: cation for Admission Form.pdf Browse... Description: Application for Admission

Document: ertificate of Good Standing.pdf Browse... Description: Certificate of Good Standing

Add Another Document

10

Pay Now and Submit Application Cancel

NOTE: If your web browser's pop-up blocker is turned on, the next screen will not appear. You will have to cancel and start over once you have disabled it or created an exception.

11. When the new **Online Payment** window or tab opens in your web browser, complete either the **Pay Via Bank Account** section to pay by ACH debit, or the **Pay Via Plastic Card** section to pay by credit/debit card.
- a. For ACH debit payments, select account type and enter the checking account details. Complete the Attorney Name, Name of Person Completing Transaction, and Contact Phone Number fields. Then select **Continue with ACH Payment**.

[Return to your originating application](#)

Online Payment

Step 1: Enter Payment Information 1 | 2

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$XXX.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

⑆ 0 26 94 6 7 8 3 ⑆ 9 2 4 3 7 6 7 3 9 0 ⑆ 1 2 3 4 ⑆

Payment Date: 04/06/2016

Attorney Name:

Related Case Number (if any):

Name of Person Completing Transaction: *

Contact Phone Number: *

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

- b. For credit/debit card payments, review the billing address and correct if needed. Enter the credit card details. Complete the Attorney Name, Name of Person Completing Transaction, and Contact Phone Number fields. Then select **Continue with Plastic Card Payment**.

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$XXX.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Attorney Name:

Related Case Number (if any):

Name of Person Completing Transaction: *

Contact Phone Number: *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

12. Review the payment summary information. Select **Edit this information** to make changes.
13. Enter your email address for an email confirmation of the payment.
14. Check the box next to the authorization and disclosure statement.
15. Select **Submit Payment**

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Account Holder Name: John Doe	Payment Date: 04/06/2016
Payment Amount: \$XXX.00	Attorney Name:
Account Type: Personal Checking	Related Case Number (if any):
Routing Number: 254074413	Name of Person Completing Transaction: John Doe
Account Number: *****7390	Contact Phone Number: 202-216-7000
Check Number: 1234	

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: **13**

Confirm Email Address: **13**

CC:

Authorization and Disclosure

Required fields are indicated with a red asterisk * **14**

I agree to the authorization and disclosure language. **14**

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Bureau of the Fiscal Service. As used in this document, "we" or "us" refers to the Bureau of the Fiscal Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve Bank of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

[View Authorization and Disclosure in a separate window.](#)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

15

ACH Debit Payments

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: John Doe 333 Constitution Avenue, Billing NW E Barrett Prettyman Address: US Courthouse Billing Address 2: City: Washington State / Province: DC Zip / Postal Code: 20001-2866 Country: USA	Card Type: Visa Card Number: *****1111 Attorney Name: John Doe Related Case Number (if any): Name of Person Completing Transaction: John Doe Contact Phone Number: 202-216-7000	Payment Amount: \$XXX.00 Transaction Date 04/04/2016 16:30 and Time: EDT

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: **13**

Confirm Email Address: **13**

CC:

Authorization and Disclosure

Required fields are indicated with a red asterisk * **14**

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. **14**

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

15

Credit/Debit Card Payments

16. The system will process your payment authorization and return either a success or failure message.

a. If the payment request is successful:

Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: DC-43210-947
Payment Date: 04/04/2016
Amount \$XXX.XX
Fee Type: Attorney Admission

You can click the *Close Window* button and log out of CM/ECF.

Select "**here**" to print a receipt.

b. If the payment request fails or the card is declined:

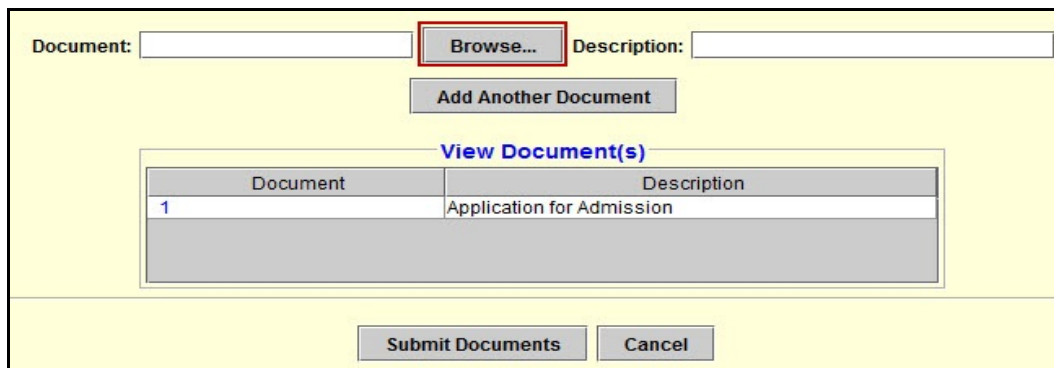
Your payment process did not complete. If you did NOT cancel the transaction, please contact your court

Verify the account information is correct and repeat the submission from the beginning.

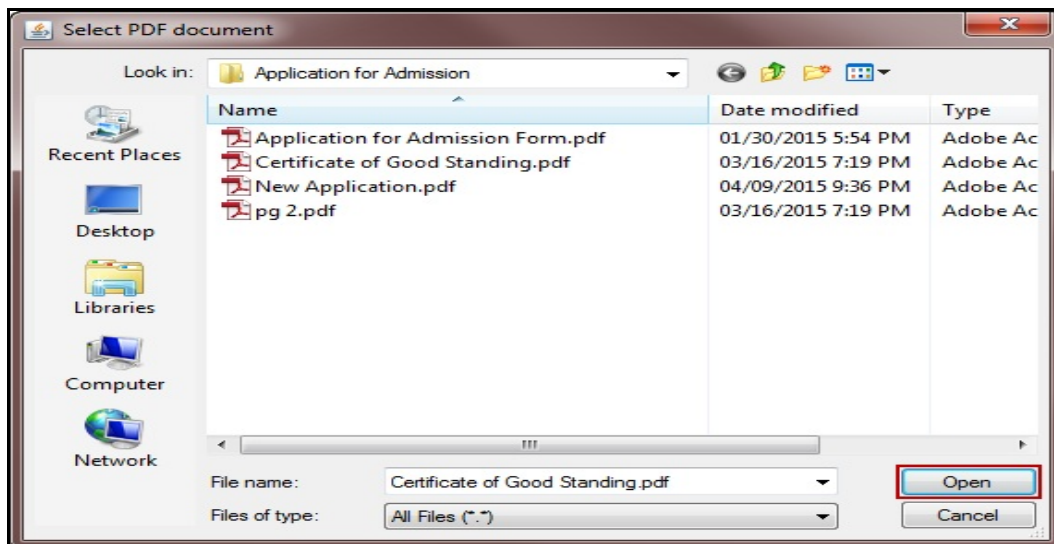
17. Select **Close Window** to complete your transaction and return to CM/ECF.

Instructions for Submitting Additional Documents for an Existing Application

1. Log in to [CM/ECF](#).
2. Once the CM/ECF Startup Page appears, select **Bar Admission** from the **Utilities** menu. The Bar Admission window will appear.
3. Select **Browse** to upload the additional documents. The **Select PDF document** dialog box will appear.



4. Locate and select the PDF file of the application, then select **Open**. The file path will appear in the **Document** text box.



5. Enter a description for the document.
6. If you have additional admissions related documents to upload, select **Add Another Document** and repeat steps 3-5 for each.
7. Select **Submit Documents**.

Instructions for Submitting Payment of the Readmission Fee after Leaving Government Service

1. Log in to [CM/ECF](#).
2. Once the CM/ECF Startup Page appears, select **Bar Admission** from the **Utilities** menu. The Bar Admission window will appear.
3. Select **Update Fee** to remove the fee waiver exemption.

Bar Admission

Jurisdiction: DC Circuit Court of Appeals

Bar Status: Pending Review

Manner Application Received: Electronic Submission

Fee Waiver Reason: Government Attorney (Fed/DC) ▾ State of Residence: DC ▾

Fee Amount: \$0.00 Fee Receipt Number:

If the fee waiver is no longer applicable, click the Update Fee button.

Update Fee

4. Select **Browse** to upload a copy of the readmission letter received by the court or your own cover letter advising of your intent. The **Select PDF document** dialog box will appear.

Document: Browse... Description:

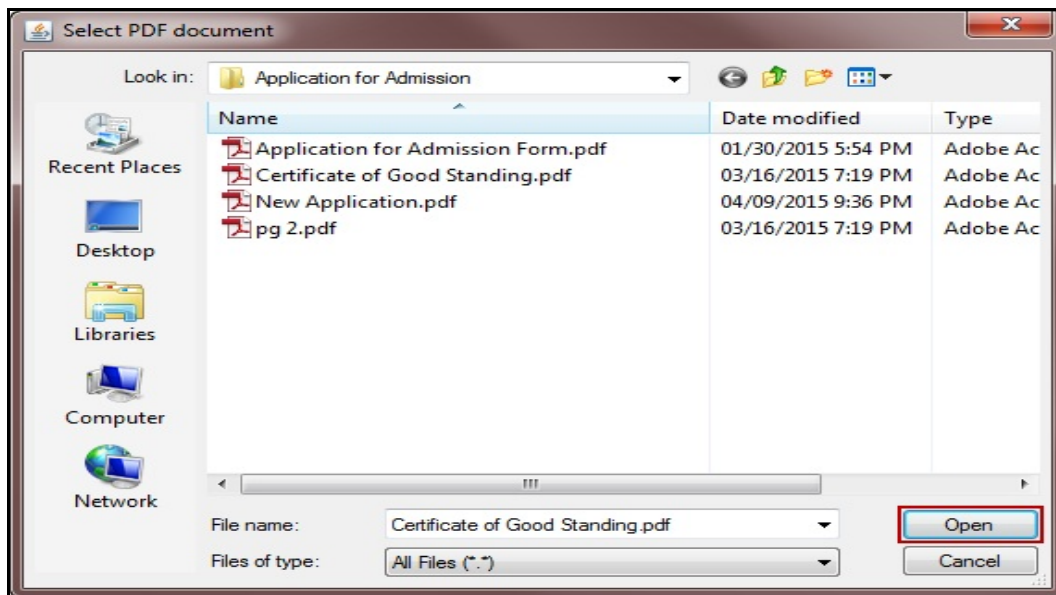
Add Another Document

View Document(s)

Document	Description
1	Application for Admission

Pay Now and Update Application
Cancel

5. Locate and select the PDF file of the application, then select **Open**. The file path will appear in the **Document** text box.



6. Enter a description for the document.
7. Select **Add Another Document** to add the new document
8. Select **Pay Now and Submit Application** (when fee payment is required).

Document	Description
1	Application for Admission

NOTE: If your web browser's pop-up blocker is turned on, the next screen will not appear. You will have to cancel and start over once you have disabled it or created an exception.

9. When the new **Online Payment** window or tab opens in your web browser, complete either the **Pay Via Bank Account** section to pay by ACH debit, or the **Pay Via Plastic Card** section to pay by credit/debit card.
- a. For ACH debit payments, select account type and enter the checking account details. Complete the Attorney Name, Name of Person Completing Transaction, and Contact Phone Number fields. Then select **Continue with ACH Payment**.

[Return to your originating application](#)

Online Payment

Step 1: Enter Payment Information 1 | 2

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$XXX.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number	Account Number	Check Number
:0 26 94 6 7 8 3 :0	9 2 4 3 7 6 7 3 9 0	1 2 3 4

Payment Date: 04/06/2016

Attorney Name:

Related Case Number (if any):

Name of Person Completing Transaction: *

Contact Phone Number: *

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

- b. For credit/debit card payments, review the billing address and correct if needed. Enter the credit card details. Complete the Attorney Name, Name of Person Completing Transaction, and Contact Phone Number fields. Then select **Continue with Plastic Card Payment**.

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$XXX.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: / *

Attorney Name:

Related Case Number (if any):

Name of Person Completing Transaction: *

Contact Phone Number: *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

10. Review the payment summary information. Select **Edit this information** to make changes.
11. Enter your email address for an email confirmation of the payment.
12. Check the box next to the authorization and disclosure statement.
13. Select **Submit Payment**

[Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Account Holder Name: John Doe	Payment Date: 04/06/2016
Payment Amount: \$XXX.00	Attorney Name:
Account Type: Personal Checking	Related Case Number (if any):
Routing Number: 254074413	Name of Person Completing Transaction: John Doe
Account Number: *****7390	Contact Phone Number: 202-216-7000
Check Number: 1234	

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: 10
 Confirm Email Address:
 CC:

Authorization and Disclosure
Required fields are indicated with a red asterisk * 11

I agree to the authorization and disclosure language. *

Authorization and Disclosure--Consumers and Businesses

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I. Consumers
A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve Bank of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

[View Authorization and Disclosure in a separate window.](#)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

12

ACH Debit Payments

[Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: John Doe 333 Constitution Avenue, Billing NW E Barrett Prettyman Address: US Courthouse Billing Address 2: City: Washington State / Province: DC Zip / Postal Code: 20001-2866 Country: USA	Card Type: Visa Card Number: *****1111 Attorney Name: John Doe Related Case Number (if any): Name of Person Completing Transaction: John Doe Contact Phone Number: 202-216-7000	Payment Amount: \$XXX.00 Transaction Date 04/04/2016 16:30 and Time: EDT

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: 10
 Confirm Email Address:
 CC:

Authorization and Disclosure
Required fields are indicated with a red asterisk * 11

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

12

Credit/Debit Card Payments

14. The system will process your payment authorization and return either a success or failure message.
- a. If the payment request is successful:

Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: DC-43210-947
Payment Date: 04/04/2016
Amount: \$XXX.00
Fee Type: Attorney Admission

You can click the *Close Window* button and log out of CM/ECF.

Select "**here**" to print a receipt.

- b. If the payment request fails or the card is declined:

Your payment process did not complete. If you did NOT cancel the transaction, please contact your court

Verify the account information is correct and repeat the submission from the beginning.

15. Select **Close Window** to complete your transaction and return to CM/ECF.

Instructions for Checking Your Bar Status and History

1. Log in to [CM/ECF](#).
2. Once the CM/ECF Startup Page appears, select **Bar History Report** from the **Utilities** menu. The Bar History Report window will appear.
3. Select the **Admission** link to view associated documents with the admissions record.

Bar History Report for John Doe						
Type	Date Admit/Renew	Projected Renewal Date	Bar Admission/Renewal Status	Payment Method	Receipt Number	Amount
Admission	04/04/2016	04/04/2016	Active	Credit Card	DC-43213-321	\$X X X .00