

WESTERN DISTRICT OF TENNESSEE

REQUESTING ATTORNEY ADMISSION THROUGH PACER

(1) Fill out and save our Application for Attorney Admission Without Personal Appearance.


<https://www.tnwd.uscourts.gov/sites/tnwd/files/AttyAdmission.pdf>

(2) Go to <https://pacer.uscourts.gov/>, and click on Manage Your Account. You will be prompted to log in if you are not already logged in.

PACER Public Access to Court Electronic Records


Register for an Account▼ Find a Case▼ File a Case▼ My Account & Billing▼ Pricing Help▼ Search▼

What can we help you accomplish?




Search for a Case

Learn options to find case information.




Filing Electronically

Find court specific information to help you file a case electronically and developer resources.



Manage Your Account

Create a PACER account or log in to manage your account and pay a bill.



Sign up for an Account

Register for a PACER account to begin searching for or filing federal court records online.

(3) On the Maintenance tab, select Attorney Admissions / E-File Registration.

PACER
Public Access To Court Electronic Records

Manage My Account

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Account Number	7034175
Username	AttorneyTestOne
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings

Maintenance

Payments

Usage

Update Personal Information	Attorney Admissions / E-File Registration
Update Address Information	Non-Attorney E-File Registration
Update E-File Email Noticing and Frequency	Check E-File Status
Display Registered Courts	E-File Registration/Maintenance History

(4) Select "U.S. District Courts" and "Tennessee Western District Court" on the drop-down menus. If you do not see "Tennessee Western District Court" on the second drop-down, this means that you are already registered to file electronically with this court.

If you have previously been admitted pro hac vice, and you now wish to apply for full admission, please contact cmecfhelpdesk@tnwd.uscourts.gov to be removed from pro hac vice status.



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In what court do you want to practice?

*** Required Information**

Court Type *

U.S. District Courts



Court *

Tennessee Western District Co




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](#).


Next

Reset

Cancel



Public Access To Court Electronic Records



Manage My Account

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Account Number

7034175

Username

AttorneyTestOne

Account Balance

\$0.00

Case Search Status

Active

Account Type

Upgraded PACER Account

Complete all sections of Attorney Admissions

Attorney Bar Information

* Required Information

FEDERAL BAR INFORMATION

☐ I am admitted to the bar in one or more federal courts.

Our data indicates that you have been admitted to the bar of the following federal court(s):

Verified Federal Bar Information			
Federal Court	Bar ID	Bar Status	Date Admitted
Tennessee Western District Court (train)			

STATE BAR INFORMATION

☐ I am admitted to the bar in one or more states.

Enter information for any federal court not listed in table on the left:

Additional Federal Bar Information		
Federal Court	Bar ID	Date Admitted
Click the "Add" button below to enter federal bar data.		
<div>+ Add</div>		

Document Upload

Attorney Admission Without Personal Appearance *


Upload

Next

Back

Reset

Cancel



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Complete all sections of E-File Registration

Filer Information

* Required Information

Role in Court	Attorney
Title	<input type="text" value="Select a title or enter your own"/> ▼
Name	Attorney TestOne

☐ 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. *

Delivery Method and Formatting

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

Primary Email *	<input type="text"/> ?
Confirm Email *	<input type="text"/> ?
Email Frequency *	<input type="text" value="At The Time of Filing (One E"/> ▼
Email Format *	<input type="text" value="HTML"/> ▼

Next
Back
Reset
Cancel

Manage My Account

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Complete all sections of E-File Registration

Cancel

(7) If you do not have a saved credit card on file with PACER, you will be prompted to add one. This is optional, but if you do not have a saved credit card, you will be prompted for one-time credit card payment information to pay your admission fee.

NOTE: The US District Court for the Western District of Tennessee does not accept ACH payments.



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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.

(8) Review the E-filing Terms and Conditions and the local court policies and procedures.

E-Filing Terms of Use

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.

[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

(9) You have now submitted your request, which will be reviewed by the attorney admissions clerk.



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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

(10) You will receive an email from the court with the subject “Request for Payment”, and a hyperlink to pay your filing fee. Click on the link to begin, then on the Pay Fee button.

[Civil](#)[Criminal](#)[Query](#)[Reports](#)[Utilities](#)[Help](#)[Logout](#)

Bar Admission

Jurisdiction

Tennessee Western

Bar Status

Active

Fee Amount

\$249.00

[View Submitted Documents](#)

Document	Description	Size
Test.pdf		61205

[Pay Fee](#)

(11) Enter your credit card information on the following screen. If you have saved credit card information associated with your PACER account, you will not need to enter payment information. You will receive an emailed receipt for your payment.


Pay Attorney Admission/Renewal Fee for Tennessee Western District Court (test)

*** Required Information**

Payment Amount

Amount Due * **\$249.00**

Enter Payment Method



Account Holder Name * ?

Card Type * ▼

Account Number * ?

Card Expiration Date * ▼ / ▼

☐ Use billing address

Address *

City *

State * ▼ ?

Zip/Postal Code *

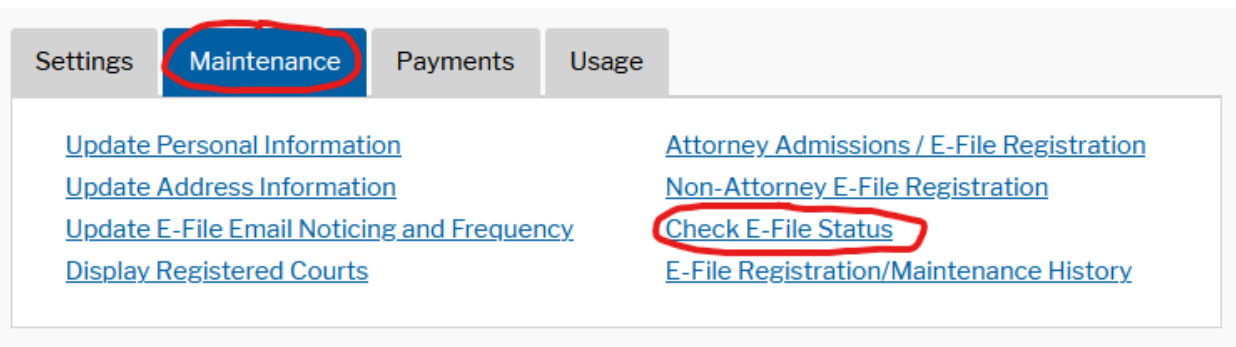
Country * ▼

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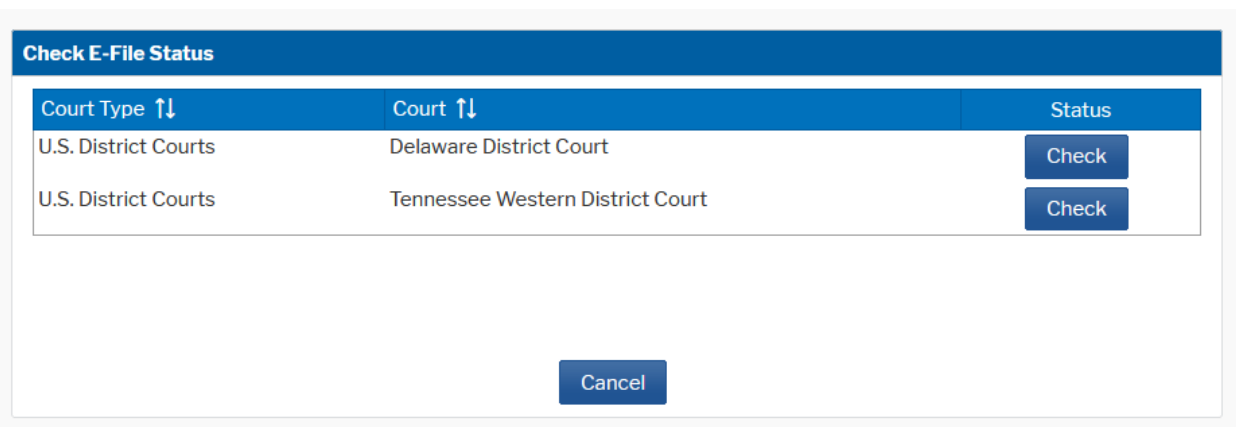
(11) In the Western District of Tennessee, all admission requests are required to be approved by a judge. This may take several days after you have paid your admission fee.

You may check on the status of your admission request on the PACER website by going to the Manage My Account screen.

Click on the Maintenance tab, and then on Check E-File Status.



You will see a list of courts where you have requested E-filing privileges. Click on the Check button next to Tennessee Western District Court.



(12) Once your admission request has been approved, you will see “Active” under “Status”.

Check E-File Status

Court Type ↑↓	Court ↑↓	Status
U.S. District Courts	Delaware District Court	<div>Check</div>
U.S. District Courts	Tennessee Western District Court	<div>Active</div> <div>Request Deactivation</div>

Cancel

(13) You may now file in the Western District of Tennessee using your PACER login.

<https://ecf.tnwd.uscourts.gov/>