

WESTERN DISTRICT OF TENNESSEE REQUESTING ATTORNEY ADMISSIONS THRU PACER

1. Go to PACER and click on Manage My Account

The screenshot shows the PACER website homepage. At the top right, the navigation bar contains links for "Manage My Account", "Manage My Appellate Filer Account", and "Case Search Sign In". The "Manage My Account" link is circled in red. Below the navigation bar is a header with the PACER logo, "Training" in a red box, and "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS". A secondary navigation bar includes "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", "CONTACT US", "RSS", and "Login". The main content area features a description of PACER, a "COMING SOON!" announcement for the updated PACER Case Locator, a "NEXTGEN CM/ECF" announcement, and a "PACER ANNOUNCEMENTS" section with a list of recent updates and a "More »" link.

2. If you are not already logged in, do so.

The screenshot shows the "MANAGE MY ACCOUNT" page on the PACER website. On the left is a "PACER Links" sidebar with options like "Court Links", "Search PACER Case Locator", and "Manage My Account". The main content area is titled "MANAGE MY ACCOUNT" and includes a description of account management functions. A "Login" form is displayed with fields for "Username" (containing "AtticusFinch1960") and "Password" (masked with dots). Below the form are "Login", "Clear", and "Cancel" buttons. Links for "Need an Account?", "Forgot Your Password?", and "Forgot Username?" are provided. A "NOTICE" at the bottom states that the site is for official PACER use only.

3. Click on the Maintenance tab.

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The screenshot shows the PACER Training 'MANAGE MY ACCOUNT' page. The user is logged in as Atticus Finch. The 'Maintenance' tab is selected and circled in red. The account details are as follows:

| | |
|--------------------|------------------------|
| Account Number | 7034105 |
| Username | AtticusFinch1960 |
| Account Balance | \$0.00 |
| Case Search Status | Inactive |
| Account Type | Upgraded PACER Account |

Under the 'Maintenance' tab, the following links are visible:

- [Change Username](#)
- [Change Password](#)
- [Set Security Information](#)
- [Update PACER Billing Email](#)
- [Set PACER Billing Preferences](#)

4. Click on Attorney Admissions / E-File Registration.

The screenshot shows the PACER Training 'MANAGE MY ACCOUNT' page. The user is logged in as Atticus Finch. The 'Maintenance' tab is selected. The 'Attorney Admissions / E-File Registration' link is circled in red. The account details are as follows:

| | |
|--------------------|------------------------|
| Account Number | 7034105 |
| Username | AtticusFinch1960 |
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| Account Type | Upgraded PACER Account |

Under the 'Maintenance' tab, the following links are visible:

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

5. Select "U.S. District Courts" and "Tennessee Western District Court", and click Next.

WESTERN DISTRICT OF TENNESSEE
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Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER Training
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, Atticus Finch [Logout](#)

| | |
|--------------------|------------------------|
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IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type *

Court *

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. Select the type of admission you will be applying for. The rest of this document assumes you are applying for full admission, i.e. "Attorney Admissions and E-file".

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER Training
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
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- Manage My Account

MANAGE MY ACCOUNT

Welcome, Atticus Finch [Logout](#)

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WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

[Attorney Admissions and E-File](#)

[Pro Hac Vice](#)

[Multi-District Litigation](#)

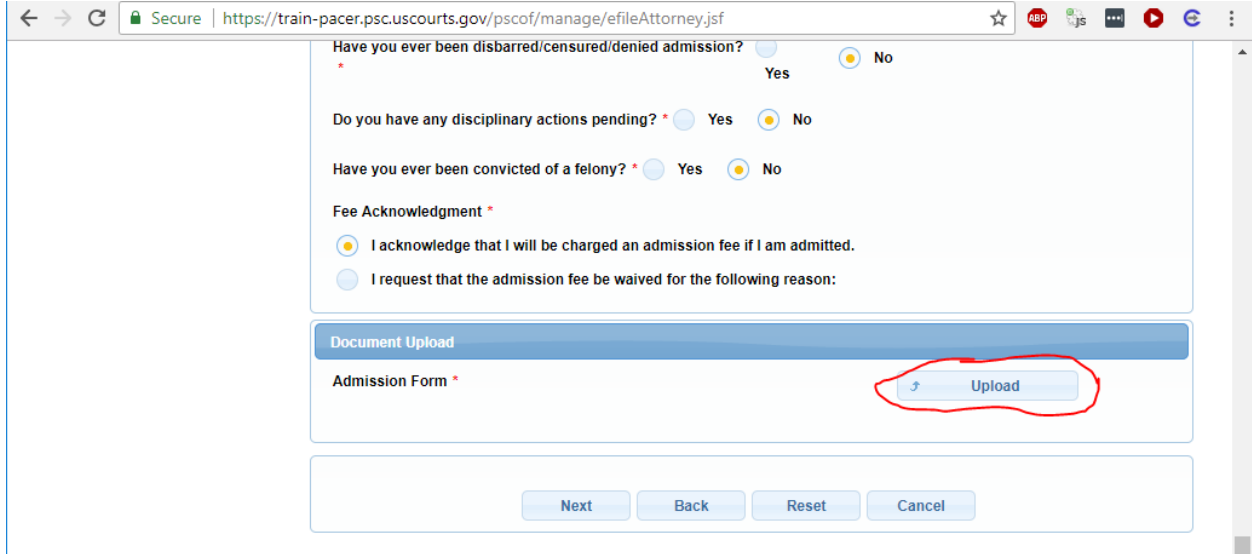
[Federal Attorney](#)

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7. Fill out the online form on the court's website and save to your desktop.

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

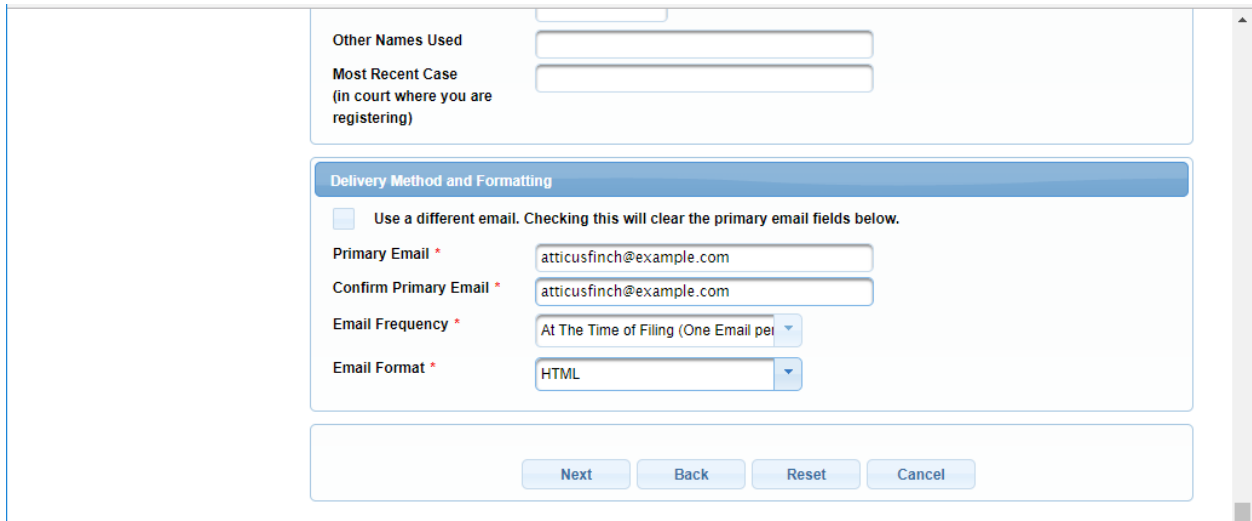
At the bottom of the form, click "Upload" to attach your TNWD Attorney Admission form, which is available here:



The screenshot shows a web browser window with the URL <https://train-pacer.psc.uscourts.gov/pscof/manage/efileAttorney.jsf>. The form contains several sections:

- Have you ever been disbarred/censured/denied admission? *** with radio buttons for Yes and No (No is selected).
- Do you have any disciplinary actions pending? *** with radio buttons for Yes and No (No is selected).
- Have you ever been convicted of a felony? *** with radio buttons for Yes and No (No is selected).
- Fee Acknowledgment *** with two radio button options:
 - 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** section with a sub-section **Admission Form *** containing an **Upload** button, which is circled in red.
- Navigation buttons at the bottom: **Next**, **Back**, **Reset**, and **Cancel**.

8. On the next screen, make sure your address information is correct, and enter your email delivery preferences. You will need to select something from the "Email Frequency" and "Email Format" drop-down menus.



The screenshot shows the next screen of the PACER form, containing the following fields and sections:

- Other Names Used** and **Most Recent Case (in court where you are registering)** - both with empty text input fields.
- Delivery Method and Formatting** section:
 - Use a different email. Checking this will clear the primary email fields below.
 - Primary Email *** with input field containing `atticusfinch@example.com`.
 - Confirm Primary Email *** with input field containing `atticusfinch@example.com`.
 - Email Frequency *** with a dropdown menu set to `At The Time of Filing (One Email per`.
 - Email Format *** with a dropdown menu set to `HTML`.
- Navigation buttons at the bottom: **Next**, **Back**, **Reset**, and **Cancel**.

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9. Optionally, add credit card information which will be stored at PACER, which may be used to pay your admission fee and other filing fees. This is optional. If you do not add credit card information, you will be prompted for credit card information for payment of filing fees when required.

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

Manage My Account - At: X

Secure | <https://train-pacer.psc.uscourts.gov/pscof/manage/efileAttorney.jsf>

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.

[Add Credit Card](#)
[Add ACH Payment](#)

Next Back Cancel

WESTERN DISTRICT OF TENNESSEE
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10. Click the checkboxes to acknowledge that you have read and agree to PACER terms and conditions, and TNWD local requirements for e-filing. Then click "Submit".

- 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](#).

[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.


11. You're done for now. You should receive an email response from the Court within two business days.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In



PACER

Training



PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

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MANAGE MY ACCOUNT

Welcome, Atticus Finch

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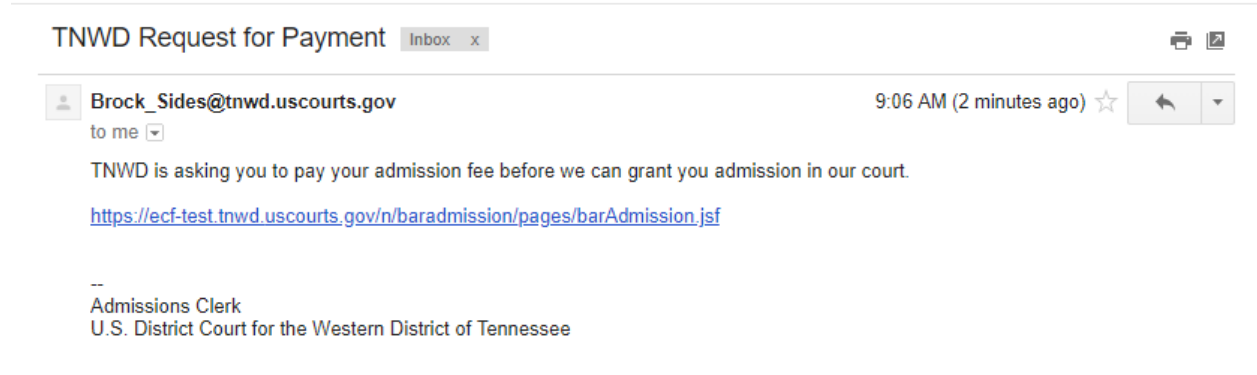
Confirmation Page

THANK YOU FOR REGISTERING!

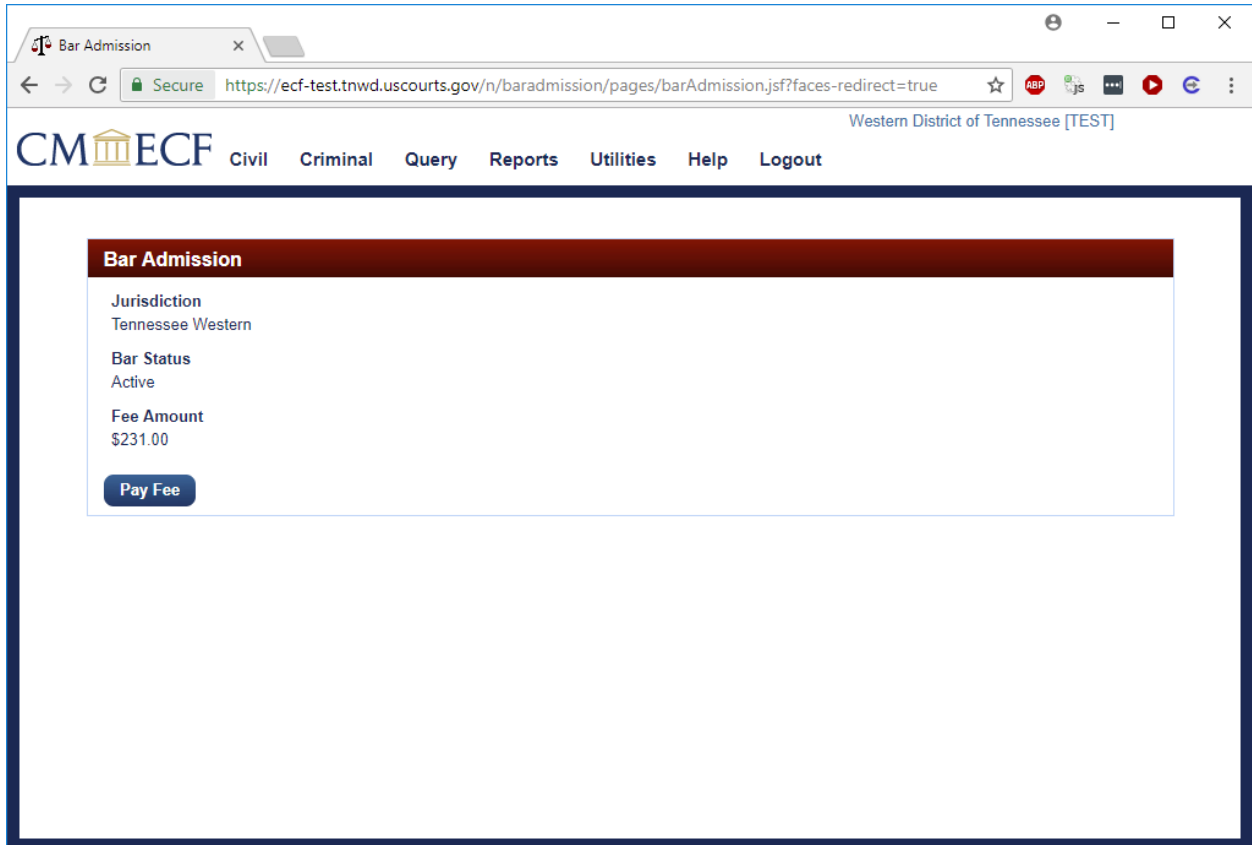
Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to [Manage My Account](#) and select the [E-File Registration/Maintenance History](#) from the [Maintenance Tab](#).

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12. When you receive the email from the court, click on the hyperlink in the email to pay your admission fee. You will be prompted to login with your PACER credentials, unless you are already logged in.



13. Click on "Pay Fee" to begin the payment process.



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14. You will be prompted again for your password.

The screenshot shows the PACER Training website interface. At the top, there are navigation links: "Manage My Account | Manage My Appellate Filer Account | Case Search Sign In". The PACER logo is on the left, and the "Training" banner is in the center. Below the banner is a navigation menu with "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", and "CONTACT US". On the right, there is an "RSS" icon. A sidebar on the left lists "PACER Links" including "Court Links", "Search PACER Case Locator", "Announcements", "Frequently Asked Questions", "Resources", and "Manage My Account". The main content area is titled "MANAGE MY ACCOUNT" and contains a login form. The form has a "Login" header and a "* Required Information" section. The "Username" field is pre-filled with "AtticusFinch1960". The "Password" field is masked with dots. Below the fields are "Login", "Clear", and "Cancel" buttons. There are also links for "Not AtticusFinch1960? Click here to login as a different user", "Need an Account?", "Forgot Your Password?", and "Forgot Username?". A notice at the bottom states: "NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

15. If you entered credit card information to be stored at PACER, the next screen will be pre-populated. If not, you will need to enter your credit card information.

The screenshot shows a credit card information form. The fields are: "Account Holder Name" (Atticus Finch), "Card Type" (Visa), "Account Number" (empty), "Card Expiration Date" (01 / 2020), "Use billing address" (checkbox), "Address" (167. N Main St.), "City" (Memphis), "State" (Tennessee), "Zip/Postal Code" (38103), and "Country" (United States of America). A tooltip for the "Account Number" field says: "Enter your account number. This should contain only digits. Do not include spaces, hyphens, or any other delimiters." At the bottom, there is a note: "Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit." and "Next" and "Cancel" buttons.

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16. Check the box to authorize your credit card payment, and click "Submit".

Memphis, TN
38103
USA

Email Receipt

Email

Confirm Email Re-enter your email address.

Additional Email Addresses

Authorization

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

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

17. You will be taken to a screen acknowledging receipt of your payment.

Western District of Tennessee [TEST]

CM ECF Civil Criminal Query Reports Utilities Help Logout


Your payment is complete. [Print](#) the payment receipt.

| | |
|--------------|--------------------|
| Receipt | ATNWXDC-10040 |
| Payment Date | 04/27/2018 |
| Amount | \$231.00 |
| Fee Type | attorney admission |

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18. Within two business days, you will receive acknowledgment from the PACER Service Center that your registration has been processed by the court.

NextGen CM/ECF Registration Status Inbox x 🖨️ 📧

 do_not_reply@psc.uscourts.gov 9:16 AM (50 minutes ago) ☆ ⏪ ⏩
to me ▾

This originated on a test/development server.

This email is notification that your NextGen CM/ECF electronic filing registration has been processed. You may check your E-Filing Status by visiting the "Manage My Account" section of the PACER web site and selecting "Check E-File Status" option from the "Maintenance" tab or use this link, <https://train-pacer.psc.uscourts.gov/pscof/manage/efileStatus.jsf>.

Account Number: 7034105
Court: TENNESSEE WESTERN DISTRICT COURT
Date/Time Submitted: 04/27/2018 08:58:25 CDT
Transaction ID: 10121
Request: Registration
Transaction Status: Processed

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 admissions@tnwd.uscourts.gov.

19. When the court verifies that payment has been made, your admission request will be sent to a judicial officer for final approval. When approval is granted, you will be notified by email that your filing privileges are granted. Your Certificate of Admission will be mailed to the address on file.