Petition for Admission to Practice

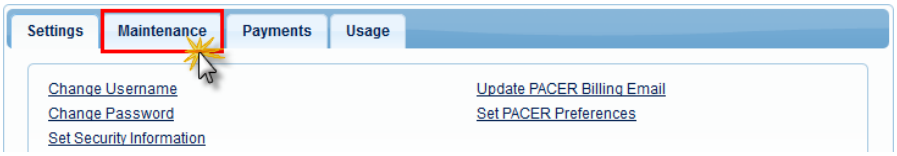
The U.S. District Court for the Eastern District of Wisconsin is a NextGen CM/ECF court. **To request admission to practice, you must have an upgraded individual PACER account**. If you do not have an upgraded individual PACER Account, click HERE. Log in with your PACER username and password, and click on the Upgrade link. Once you have a PACER Account, follow the steps below to request filing access, and/or admission to practice

1. Review the Attorney Admission procedures for the Eastern District of Wisconsin and complete the Attorney Admission Application found at https://www.wied.uscourts.gov/forms/all-forms/Attorney Admission. After completing the Application and having proof of eligibility, both in PDF format, navigate to www.pacer.gov

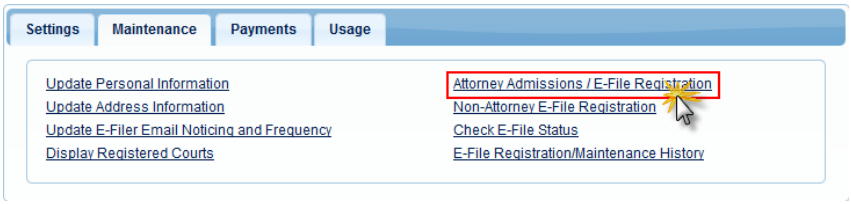
2. Click **Manage My Account** at the very top of the page

3. **Login** with your upgraded individual PACER account username and password

4. Click on the "**Maintenance"** tab



5. Select **Attorney Admission/E-File Registration**

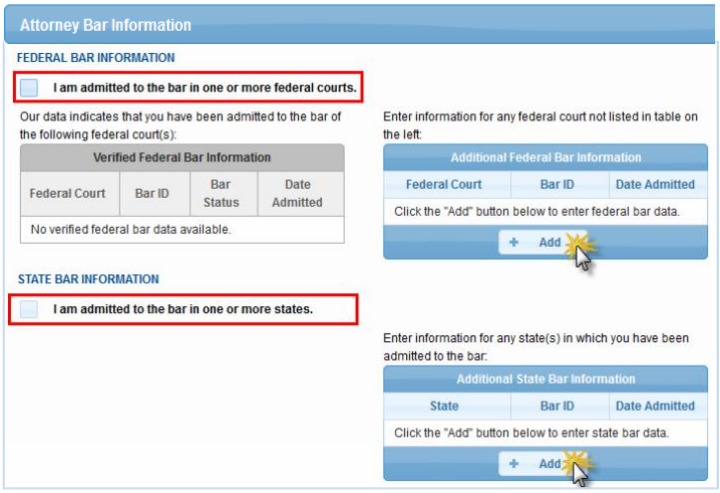


6. Select **U.S. District Courts** as the Court Type and **Wisconsin Eastern District** as the Court. Click **Next**.

7. Select **Attorney Admissions and E-File**

8. Complete all five sections of the required registration information:

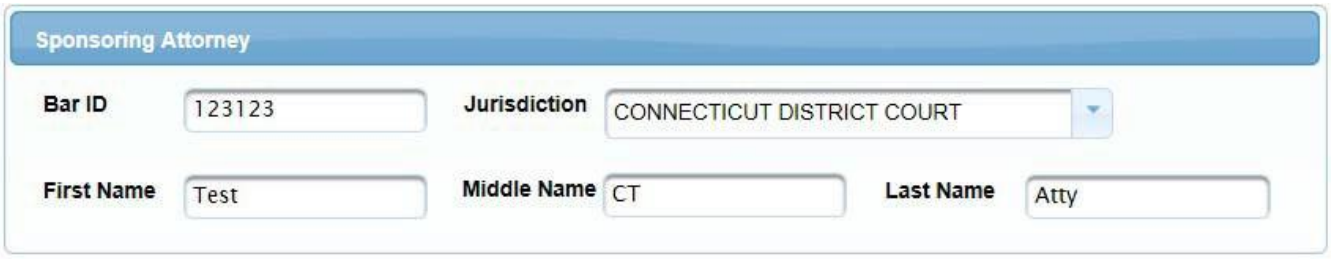
Attorney Bar Information:



a. Check one or both boxes to indicate the federal or state courts to which you are admitted.
b. Click on the **+Add** button to select and add the state and/or federal court(s) to which you are admitted.

Sponsoring Attorney:

a. Enter the required information for one of the attorneys sponsoring you.

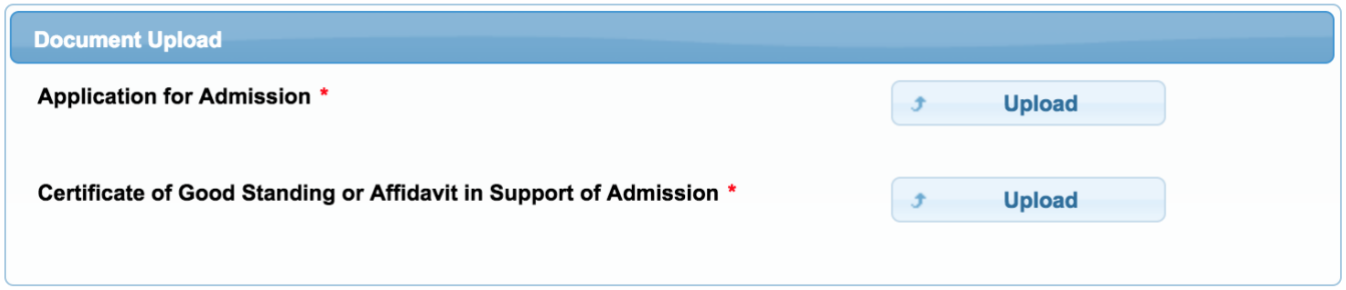


Attorney Information:

a. Enter your **personal information** and acknowledge the admission fee, or request a waiver of fees.

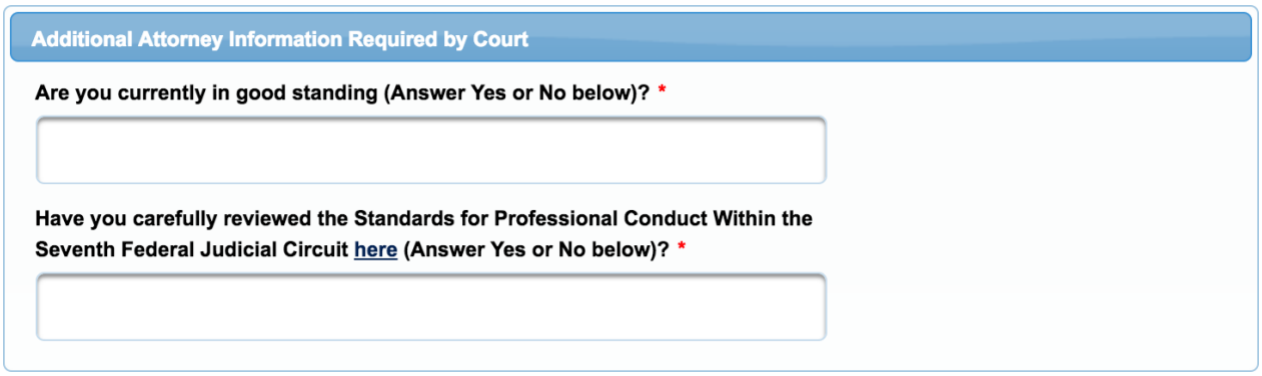
Document Upload:

a. Click the **Upload** button, then **+Browse** to attach the **Application for Admission** and **Certificate of Good Standing** or **Affidavit****Note that all documents for each category should be saved and uploaded as one PDF document**



Additional Attorney Information Required by Court:

a. Answer all questions and click **Next**.

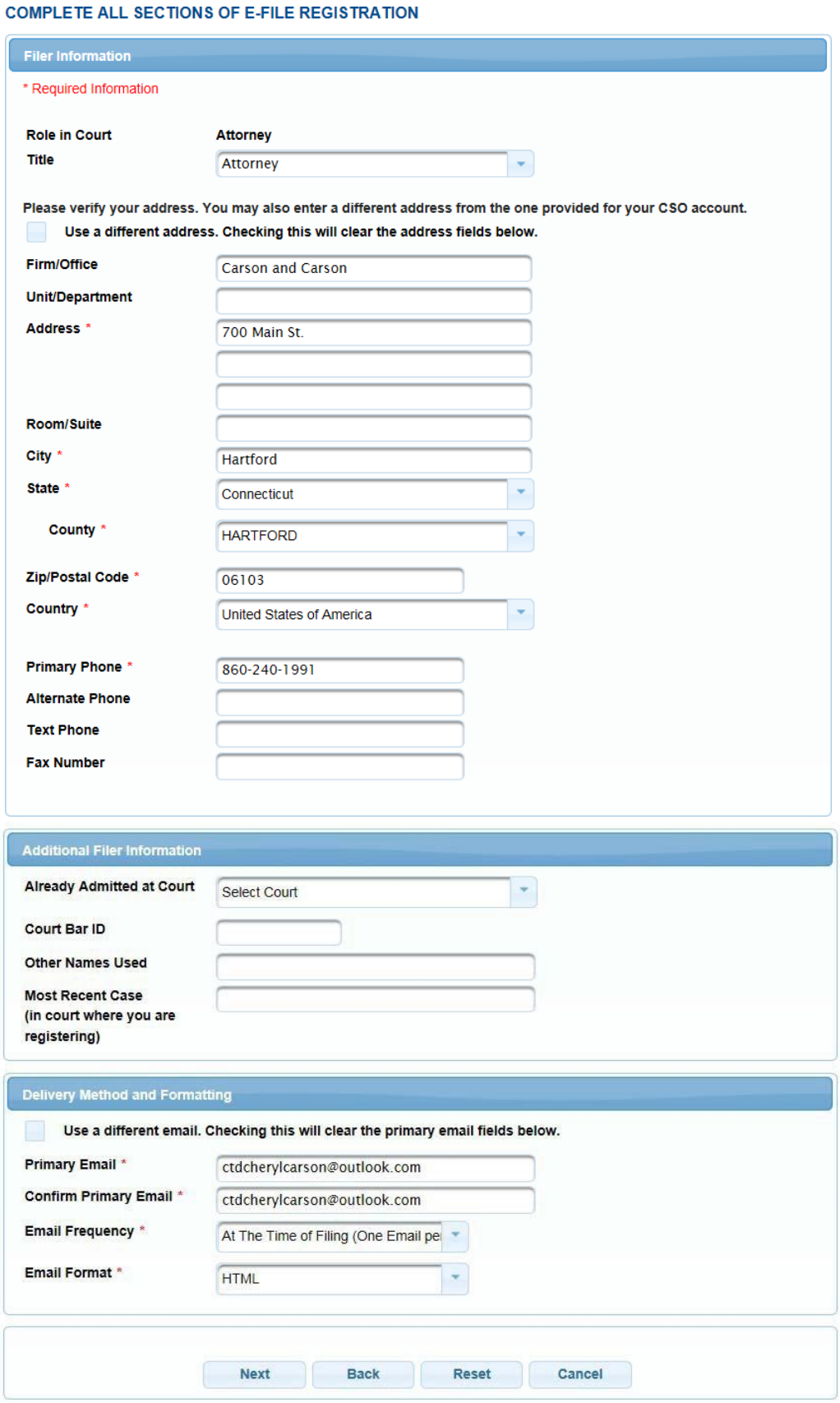


Additional Attorney Information Required by Court

Are you currently in good standing (Answer Yes or No below)? *

Have you carefully reviewed the Standards for Professional Conduct Within the Seventh Federal Judicial Circuit here (Answer Yes or No below)? *

9. Complete the personal information on the **E-File Registration** screen and click **Next**. Note that HTML is the preferred Email Format.



COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

* Required Information

Role in Court	**Attorney**
Title	Attorney

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.**

Firm/Office	Carson and Carson
Unit/Department	
Address *	700 Main St.
Room/Suite	
City *	Hartford
State *	Connecticut
County *	HARTFORD
Zip/Postal Code *	06103
Country *	United States of America
Primary Phone *	860-240-1991
Alternate Phone	
Text Phone	
Fax Number	

Additional Filer Information

Already Admitted at Court	Select Court
Court Bar ID	
Other Names Used	
Most Recent Case (in court where you are registering)	

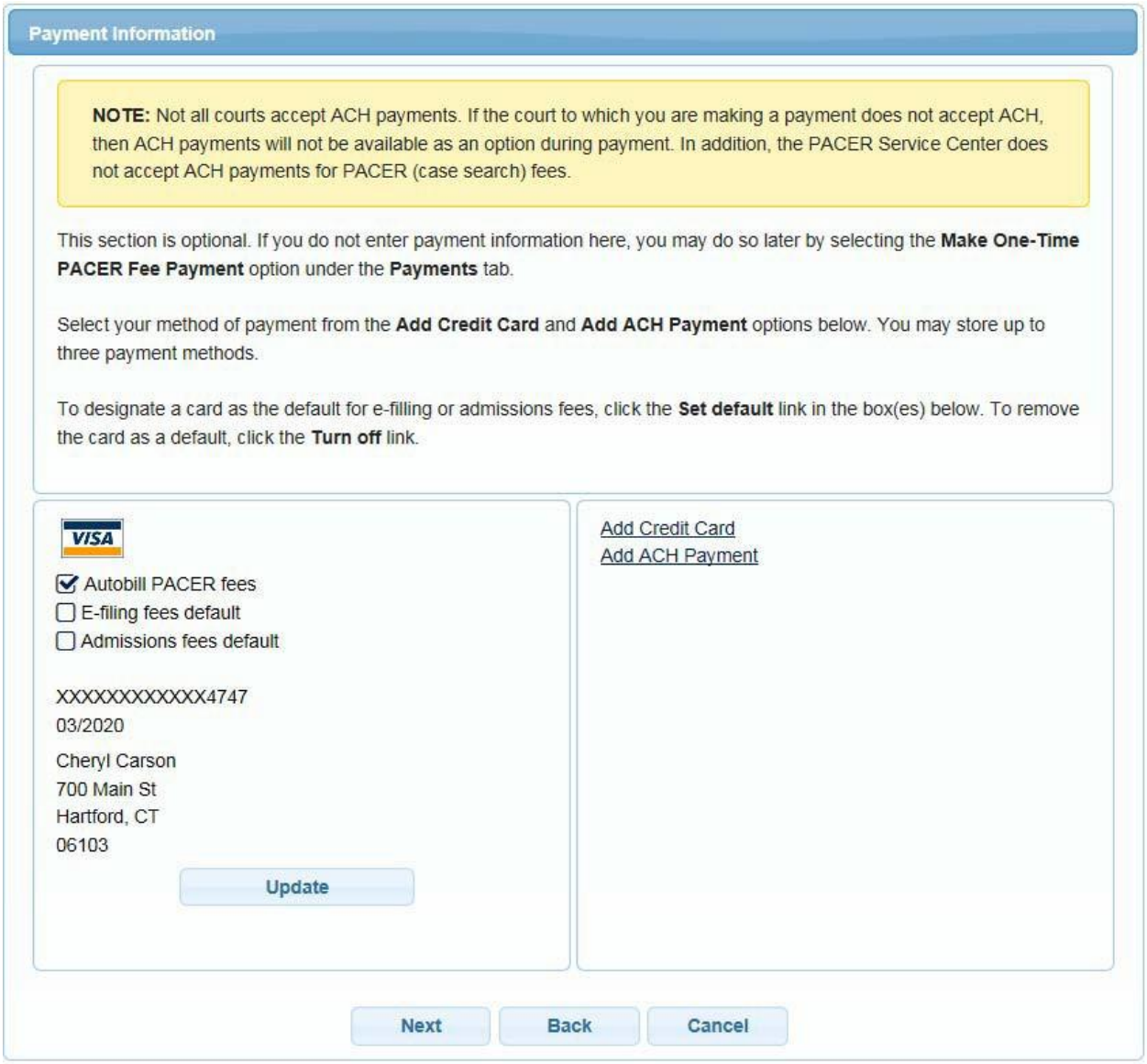
Delivery Method and Formatting

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

Primary Email *	ctdcherylcarson@outlook.com
Confirm Primary Email *	ctdcherylcarson@outlook.com
Email Frequency *	At The Time of Filing (One Email pe
Email Format *	HTML

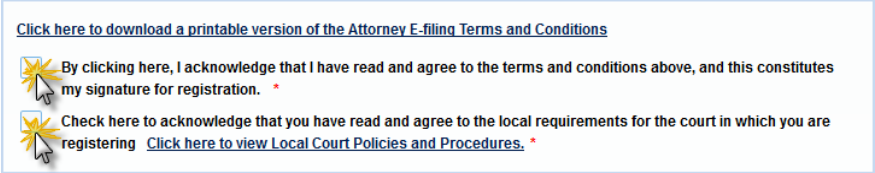
Next | Back | Reset | Cancel

10. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen. You can add a credit card or ACH payment method for each of the following fee types:
    - **P**: PACER search fees
    - **E**: Filing fees
    - **A**: Admissions/renewal fees



To use the same account for multiple fee types, once account information is entered, click on the letter(s) on the left to designate the entered payment method to that account. The letter icon will turn from grey to blue once it has been designated an account.

11. Check the **Acknowledgment of Policies and Procedures for Attorney Admissions** box and the two **Attorney E-Filing Terms of Use** acknowledgment boxes.



12. Click **Submit**. The Court will review your admission request and provide you with further instructions (including a link to pay the admission fees online) via email. Please note that you must pay your admission fee online. After your admission fee is paid, your application will be reviewed for eligibility and you may be contacted for further information or to correct deficiencies if any exist. Once you have been formally admitted, your account will be activated, and you will be able to file.