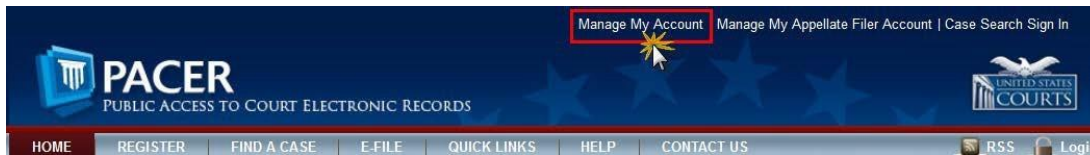


Petition for Admission to Practice

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

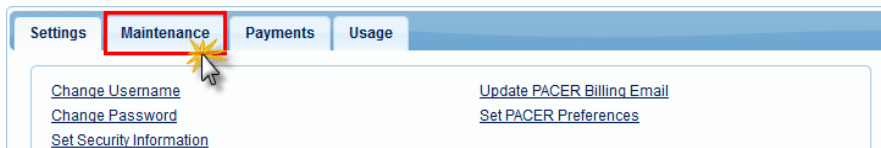
1. Review the Attorney Admission procedures for the Eastern District of Wisconsin and complete the Attorney Admission Application found at [https://www.wied.uscourts.gov/forms/all-forms/Attorney Admission](https://www.wied.uscourts.gov/forms/all-forms/Attorney%20Admission). After completing the Application 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**.

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](#).

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

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

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

Attorney Bar Information:

Attorney Bar 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
No verified federal bar data available.			

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.		
<input type="button" value="+ Add"/>		

STATE BAR INFORMATION

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

Enter information for any state(s) in which you have been admitted to the bar:

Additional State Bar Information		
State	Bar ID	Date Admitted
Click the "Add" button below to enter state bar data.		
<input type="button" value="+ Add"/>		

- 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.

Sponsoring Attorney

Bar ID Jurisdiction

First Name Middle Name Last Name

Attorney Information:

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

Attorney Information

Attorney Type (check all that apply) * Civil Criminal Bankruptcy

Have you ever been disbarred/censured/denied admission? * Yes No

Do you have any disciplinary actions pending? * Yes No

Have you ever been convicted of a felony? * Yes No

Fee Acknowledgment *

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:

- 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**

Document Upload

Application for Admission *

Certificate of Good Standing or Affidavit in Support of Admission *

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. Click **Next** when finished. 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


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.

 <input checked="" type="checkbox"/> Autobill PACER fees <input type="checkbox"/> E-filing fees default <input type="checkbox"/> Admissions fees default XXXXXXXXXXXX4747 03/2020 Cheryl Carson 700 Main St Hartford, CT 06103 <input type="button" value="Update"/>	Add Credit Card Add ACH Payment
--	--


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.

Acknowledgment of Policies and Procedures for Attorney Admissions

 Check 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.](#) *

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

 By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *

 Check 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.](#) *

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.