Application for Admission to Practice Southern District of Texas

Requirements

Requirements for admission are available on the <u>Attorney Admissions Requirements</u> page of the court's website. Completed applications for admission to practice can be submitted and paid for electronically through the District CM/ECF application following the instructions below.

Note: This function is not available in the Bankruptcy ECF system as all attorney admissions records are maintained in the District ECF system. Our district is consolidated, so once admitted, it will be to both District and Bankruptcy Courts. A separate e-file registration request should be submitted for Bankruptcy Court upon admission if needed.

Submission of Application

Follow the steps below to submit to the court your application for admission to practice in the Southern District of Texas.

Steps	Screens	
Log into PACER using an account unique to you, the	Composition Composition Composition Composition Composition Composition Composition Composition	
attorney applying for	PACER Case Locator PACER Log in Manage PACER Account	
shared, law firm PACER account	An official website of the United States government Here's how you know ~	
for e-filing purposes.	PACER Public Access to Court Electronic Records	
https://pacer.uscourts.gov		
If you do not have a PACER account for e-filing, register for one at that site. This account will serve as your Central Sign-On for filing in all federal courts that have migrated to NextGen.	Use the Manage PACER Account login.	
Under the Maintenance tab, select Attorney Admissions / E-File Registration	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	
Complete the registration	In what court do you want to practice?	
<i>Court</i> for the Southern District of	Court Type * U.S. District Courts	
Texas	Court * Texas Southern District Court	
(If you plan to practice before the Bankruptcy Court, you will be able to register for e-filing with that court separately, but	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 <u>Court CM/ECF Lookup page</u> .	
maintained in the District Court system.)		

Steps	Screens		
Await an email with the subject " NextGen CM/ECF Registration Status " The email body should include these messages:	Comment: We have registered you to file an application for admission to practice or a motion pro hac vice. If you experience problems, please contact us. After your application is granted, please contact us at <u>district_ecf_helpdesk@txs.uscourts.gov</u> to enable your full filing privileges. 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 <u>houston_operation@txs uscourts.gov</u> . *The court will process the request (in order that it is received) to grant access to electronically file the application to practice or pro hac vice motion. You can check the status of your request at any time by selecting the E-File Registration/Maintenance History option under the Maintenance tab of the Manage My Account page.		
Return to the PACER website and go to the PACER login. <u>https://pacer.uscourts.gov</u>	An official website of the United States government <u>Heat's how</u> PAACE R Public Access	A C Serch. P C Serch. Close × P P C Serch. Close × P P C Serch. Close × P C Serch. Close × P C Serch. Close × Serch. Serch. Close × Serch. Ser	
Log in and select the <i>District</i> <i>Court</i> for the Southern District of Texas.	 Login * Required Information Username * Password * Client Code Court 	YOURLOGINNAMEHERE Texas Southern District Court Login Clear t2 Forgot password? Forgot username?	
 Under <i>Civil</i> tab, select Application for Admission to Practice under <i>Attorney</i> Admissions section. Under <i>Available Events*</i>, click Application for Admission to Practice, causing it to appear in the <i>Selected Event</i> field. Click Next to continue. Click Next to continue. 	CMMMECF Civil+ Criminal+ Query Reports+ Utilities+ Search Help Log Out Application for Admission to Practice To submit your Application for Admission to practice in the Southern District of Texas, you must complete all of the prompts in this event You will be prompted to - attach your application to practice and all required documents, which should be saved as a single PDF, - fill-in the attorney name, e-mail address, and phone number, and - pay the required application fee. Select the event, then click the Next button to continue. Select the event, then click the Next button to continue. Select the event, then click the Next button to continue. Next Clear *Note: If you do not see this page, then click Clivil+ on the top menu bar. On the Civil page, click the Application for Admission to Practice 4.22-mc-90000 Applications for Admission to Practice Application for Admission to Practice - Click the Next button to continue. Next Clear Click the Next button to continue. Next Clear		

	Steps	Screens
1.	For Main Document , browse to and select the PDF of your application. All related documents should be included with the application in one PDF file.	CMmercipe Civil - Criminal - Query Reports - Utilities - Search Help Log Out Application for Admission to Practice Attach the single PDF of your application to practice and all required documents as the Main Document. Additional attachments are optional. Select the PDF document and any attachments. Main Document Choose File No file chosen Attachments Category Description 1. Choose File No file chosen
2.	Click Next to continue.	Next Clear
1.	Complete all fields displayed with the relevant information.	CM ECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out Application for Admission to Practice You MUST complete all fields, then click the Next button to continue. Attorney name Johnny Appleseed
2.	Click Next to continue.	Email address [johnny@appleseeds.tv Phone number [713-555-5000 Next] Clear
1.	Read the message describing attorneys who are exempt from paying the admission fee. Answer the question	CMMEECF CIVIL. Criminal. Query Reports. Utilities. Search Help Log Out Application for Admission to Practice There is a fee for applying for admission. Government attorneys employed by the United States Attorneys Office, Federal Public Defenders Office, any federal agency appearing on behalf of the United States, or the Office of the Attorney General of the State of Texas are exempt from paying the admission fee. Non-exempt attorneys will be prompted to pay the fee. Is the attorney applying for admission employed by one of the described offices?
 regarding whether the attorney applying for admission is employed by an office that qualifies the attorney for the exemption. Click Next to continue. 	 Yes, the attorney works for one of the described offices that exempts the attorney from paying the fee. No - If this application is for an attorney who does not qualify for the exemption, then No should be selected. The next page will display the current fee for an application for admission. Proceed to the next step. Yes - If this application is for an attorney who qualifies for the exemption based on being employed by a qualifying office, then Yes should be selected. The system will skip the web pages with 	
		the fee and the payment processing. You may skip the steps for non-exempt attorneys; however, be sure to continue with the steps after to ensure your application is submitted to the court.
Non-e Next t proce	exempt attorneys, click to load the payment ssing page - <i>pay.gov</i> .	CIVII- Criminal Query Reports Utilities Search Help Log Out Application for Admission to Practice The fee for this transaction is displayed. Clicking Next will load the payment processing screen. After processing your payment, click the Next button on each screen until you reach the Notice of Electronic Filing (NEF). The application is NOT submitted to the court until the NEF is displayed. Fee: \$199 Next Clear

Steps	Screens
 Non-exempt attorneys complete the admissions fee payment through PACER. 1. The system may prompt you for your PACER password as it hands you off to their payment section. 2. You may use the payment options you set up within PACER for this purpose. 	Enter Payment Method Image:
Click Next to continue to the Notice of Electronic Filing (NEF).	CMMEECF Civil, Criminal, Query Reports, Utilities, Search Help Log Out Application for Admission to Practice Continue to click the Next button until you reach the Notice of Electronic Filing (NEF). The event is NOT submitted to the court until the NEF is displayed. Next Clear
Click Next to commit the transaction to CM/ECF and continue to the NEF.	Image: Search Help Log Out Application for Admission to Practice Docket Text: Final Text APPLICATION FOR ADMISSION to Practice for attorney Johnny Appleseed, johnny@appleseeds.tv, phone # 713-555-5000. (Fee Exempt), filed. Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted? Source Document Path (for confirmation only): C::fakepath/testdocument.pdf Pages: 1 Next Clear Note: For non-exempt attorneys, there will be a fee amount and receipt number in the docket entry text.

Steps	Screens	
The Notice of Electronic Filing	CM mECF CIVIL- Criminal- Query Reports- Utilities- Search Help Log Out Application for Admission to Practice	
	U.S. District Court	
	SOUTHERN DISTRICT OF TEXAS	
Your application has been	Notice of Electronic Filing The following transaction was entered by Testtrustee, Bill on 2/16/2022 at 1:38 PM CST and filed on 2/16/2022 Applications for Admission to Practice	
submitted to the court.		
	Case Name: Only applications for admission to practice in the Southern District of Texas should be docketed in this case.	
	Case Number: 4:22-mc-90000	
	Document Number: 129	
	Docket Text: APPLICATION FOR ADMISSION to Practice for attorney Johnny Appleseed, johnny@appleseeds.tv, phone # 713-555-5000. (Fee Exempt), filed.	