

Application for Admission to Practice

Southern District of Texas

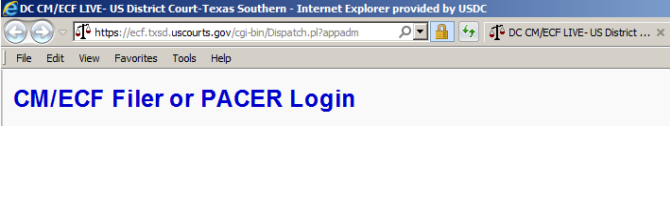
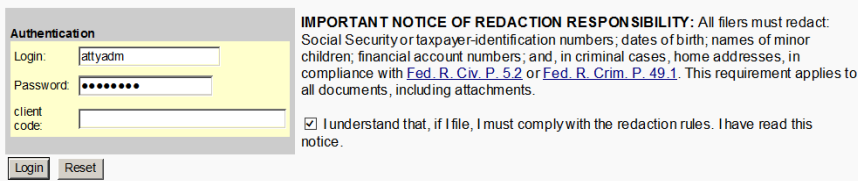
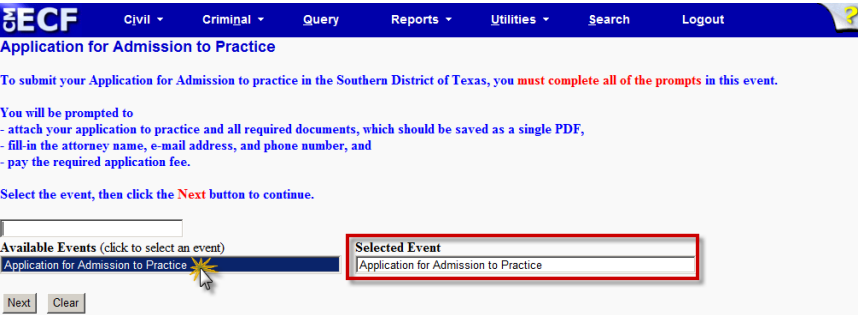
Requirements


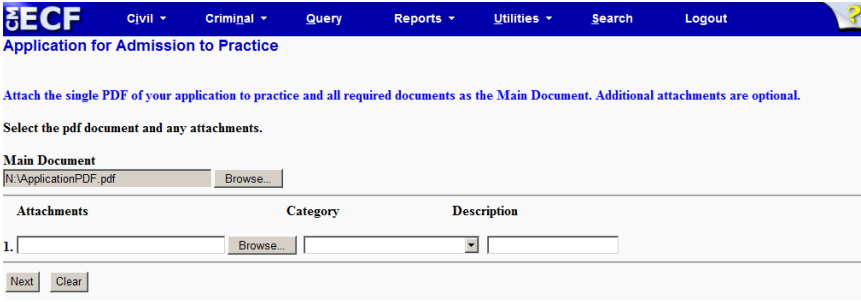

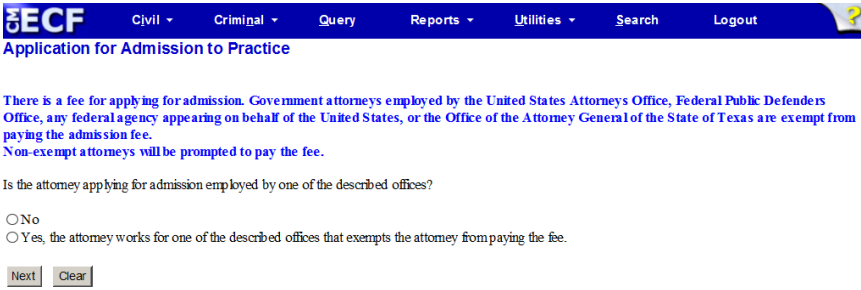
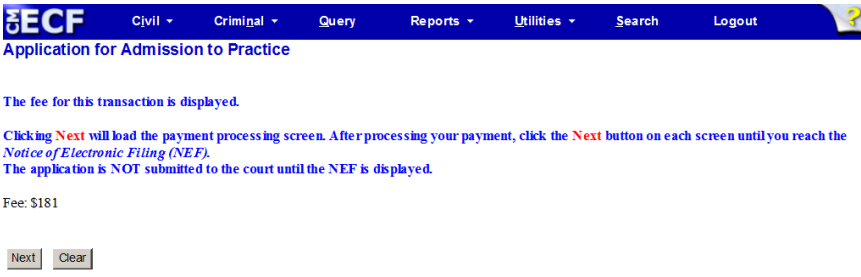
Requirements for admission are available on the [Attorney Admissions Requirements](#) page of the court's web site. Completed applications for admission to practice can be submitted and paid for electronically through the District CM/ECF application following the instructions below.

Note: This function is not available in the Bankruptcy ECF system. All attorney admissions records are maintained in the District ECF system. Even if you are applying for admission to the Bankruptcy Court, proceed with these instructions.


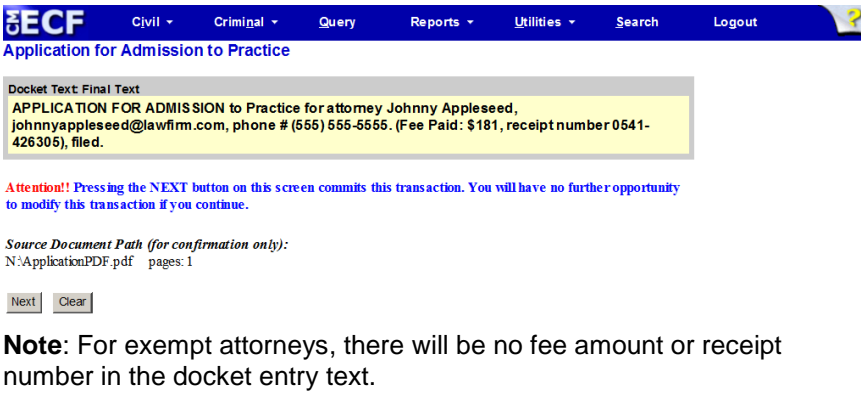
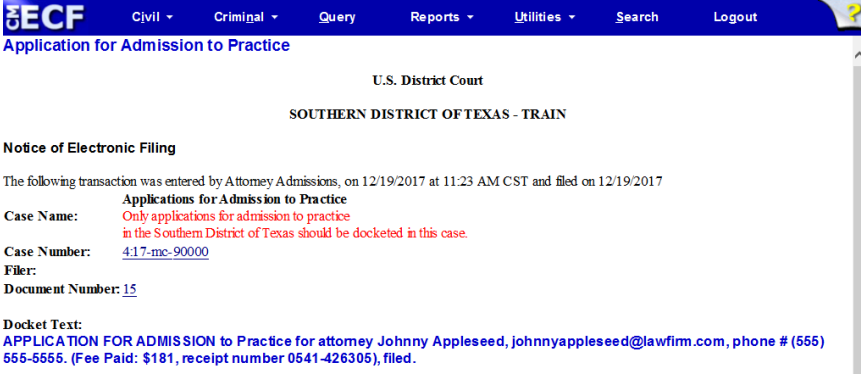
Submission of Application

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

Steps	Screens
<p>Click the link to go to Live District CM/ECF, or enter web address https://ecf.txsd.uscourts.gov/cgi-bin/Dispatch.pl?appadm.</p> <p>The CM/ECF Filer or PACER Login page displays.</p>	
<p>Complete the prompts:</p> <ol style="list-style-type: none"> 1. Login: Enter attyadm 2. Password: Enter Atty2018 3. Check the box confirming you understand the redaction rules. 4. Click Login. 	 <p>WARNING: The use of a single login/password for this process means that when a second user logs in, the initial user will be logged out. If any time during the docketing of the application you are warned that the account is already logged in, click the Continue login button, if provided, and if you are prompted for the login/password, then you must re-enter the same login and password from this step.</p>
<ol style="list-style-type: none"> 1. Under Available Events, click Application for Admission to Practice, causing it to appear in the Selected Event field. 2. Click Next to continue. 	

Steps	Screens
Click Next to continue.	
<ol style="list-style-type: none"> 1. For Main Document, browse to and select the PDF of your application. You may also attach related documents if needed. 2. Click Next to continue. 	
<ol style="list-style-type: none"> 1. Complete all fields displayed with the relevant information. 2. Click Next to continue. 	
<ol style="list-style-type: none"> 1. Read the message describing attorneys who are exempt from paying the admission fee. 2. Answer the question regarding whether the attorney applying for admission is employed by an office that qualifies the attorney for the exemption. 3. Click Next to continue. 	 <ul style="list-style-type: none"> • 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-exempt attorneys, click Next to load the payment processing page - <i>pay.gov</i> .	

Steps	Screens						
<p>Non-exempt attorneys complete the admissions fee payment through <i>pay.gov</i>.</p> <ol style="list-style-type: none"> 1. Enter all of the necessary information associated with the type of payment you are making. 2. Click the Continue button associated with your type of payment. 	<div data-bbox="618 203 1477 283"> <p>System Message</p> <ul style="list-style-type: none"> The system has populated the Payment Date with the next available payment date. </div> <div data-bbox="618 289 1477 787"> <p>Online Payment Return to your originating application</p> <p>Step 1: Enter Payment Information 1 2</p> <p>Pay Via Bank Account (ACH) About ACH Debit</p> <p>Required fields are indicated with a red asterisk *</p> <p>Account Holder Name: Johnny Appleseed *</p> <p>Payment Amount: \$181.00</p> <p>Account Type: [Dropdown] *</p> <p>Routing Number: [Text] *</p> <p>Account Number: [Text] *</p> <p>Confirm Account Number: [Text] *</p> <p>Check Number: [Text]</p> <p style="text-align: center;">Routing Number Account Number Check Number</p> <p style="text-align: center;">:0 26 94 6 7 6 3 : 9 2 4 3 7 6 7 3 9 0 : 1 2 3 4</p> <p>Payment Date: 12/20/2017</p> <p>Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.</p> <p style="text-align: center;"><input type="button" value="Continue with ACH Payment"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="618 793 1477 1291"> <p>Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)</p> <p>Required fields are indicated with a red asterisk *</p> <p>Account Holder Name: Johnny Appleseed *</p> <p>Payment Amount: \$181.00</p> <p>Billing Address: 555 Street St *</p> <p>Billing Address 2: [Text]</p> <p>City: Houston</p> <p>State / Province: Texas - TX</p> <p>Zip / Postal Code: 77002</p> <p>Country: United States *</p> <p>Card Type: Visa * </p> <p>Card Number: [Text] * (Card number value should not contain spaces or dashes)</p> <p>Security Code: [Text] * Help finding your security code</p> <p>Expiration Date: [Dropdown] * / [Dropdown] *</p> <p>Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.</p> <p style="text-align: center;"><input type="button" value="Continue with Plastic Card Payment"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="618 1297 1477 1360"> <p>Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.</p> </div>						
<p>Non-exempt attorneys continue with the admissions fee payment through <i>pay.gov</i>.</p> <ol style="list-style-type: none"> 1. Enter an email address. 2. Check the authorization check box. 3. Click Submit Payment. 	<div data-bbox="618 1367 1477 1638"> <p>Online Payment Return to your originating application</p> <p>Step 2: Authorize Payment 1 2</p> <p>Payment Summary Edit this information</p> <table border="1"> <thead> <tr> <th>Address Information</th> <th>Account Information</th> <th>Payment Information</th> </tr> </thead> <tbody> <tr> <td>Account Holder Name: Johnny Appleseed Billing Address: 555 Street St Billing Address 2: City: Houston State / Province: TX Zip / Postal Code: 77002 Country: USA</td> <td>Card Type: Visa Card Number: *****1111</td> <td>Payment Amount: \$181.00 Transaction Date 12/19/2017 12:16 and Time: EST</td> </tr> </tbody> </table> </div> <div data-bbox="618 1644 1477 1795"> <p>Email Confirmation Receipt</p> <p>To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.</p> <p>Email Address: johnnyappleseed@lawfirm.com</p> <p>Confirm Email Address: johnnyappleseed@lawfirm.com</p> <p>CC: [Text] <small>Separate multiple email addresses with a comma</small></p> </div> <div data-bbox="618 1801 1477 1921"> <p>Authorization and Disclosure</p> <p>Required fields are indicated with a red asterisk *</p> <p>I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input checked="" type="checkbox"/> *</p> <p>Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.</p> <p style="text-align: center;"><input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="618 1927 1477 1990"> <p>Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.</p> </div>	Address Information	Account Information	Payment Information	Account Holder Name: Johnny Appleseed Billing Address: 555 Street St Billing Address 2: City: Houston State / Province: TX Zip / Postal Code: 77002 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$181.00 Transaction Date 12/19/2017 12:16 and Time: EST
Address Information	Account Information	Payment Information					
Account Holder Name: Johnny Appleseed Billing Address: 555 Street St Billing Address 2: City: Houston State / Province: TX Zip / Postal Code: 77002 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$181.00 Transaction Date 12/19/2017 12:16 and Time: EST					

Steps	Screens
Click Next to continue to the Notice of Electronic Filing (NEF).	 <p>The screenshot shows the ECF interface with a blue header containing 'ECF' and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, Logout. Below the header is the title 'Application for Admission to Practice'. A blue instruction box states: 'Continue to click the Next button until you reach the <i>Notice of Electronic Filing (NEF)</i>. The event is NOT submitted to the court until the NEF is displayed.' At the bottom are 'Next' and 'Clear' buttons.</p>
Click Next to commit the transaction to CM/ECF and continue to the NEF.	 <p>The screenshot shows the same ECF interface. A yellow box highlights the 'Docket Text: Final Text' area: 'APPLICATION FOR ADMISSION to Practice for attorney Johnny Appleseed, johnnyappleseed@lawfirm.com, phone # (555) 555-5555. (Fee Paid: \$181, receipt number 0541-426305), filed.' Below this is a red warning: 'Attention! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' It also shows the 'Source Document Path' as 'N:\Application\PDF.pdf pages: 1'. At the bottom are 'Next' and 'Clear' buttons. A note below the buttons states: 'Note: For exempt attorneys, there will be no fee amount or receipt number in the docket entry text.'</p>
The Notice of Electronic Filing (NEF) displays. Your application has been submitted to the court.	 <p>The screenshot shows the ECF interface displaying the 'Notice of Electronic Filing'. The header is the same. The main content area shows: 'U.S. District Court', 'SOUTHERN DISTRICT OF TEXAS - TRAIN', and 'Notice of Electronic Filing'. A message states: 'The following transaction was entered by Attorney Admissions, on 12/19/2017 at 11:23 AM CST and filed on 12/19/2017'. Below this, it lists: 'Case Name: Applications for Admission to Practice', 'Case Number: 4:17-mc-90000', and 'Document Number: 15'. A 'Docket Text' section at the bottom repeats the application details: 'APPLICATION FOR ADMISSION to Practice for attorney Johnny Appleseed, johnnyappleseed@lawfirm.com, phone # (555) 555-5555. (Fee Paid: \$181, receipt number 0541-426305), filed.'</p>