

Application for Admission to Practice

Southern District of Texas

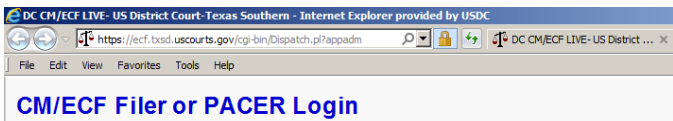
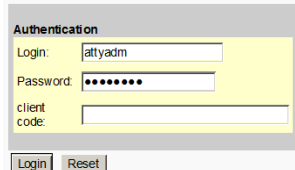
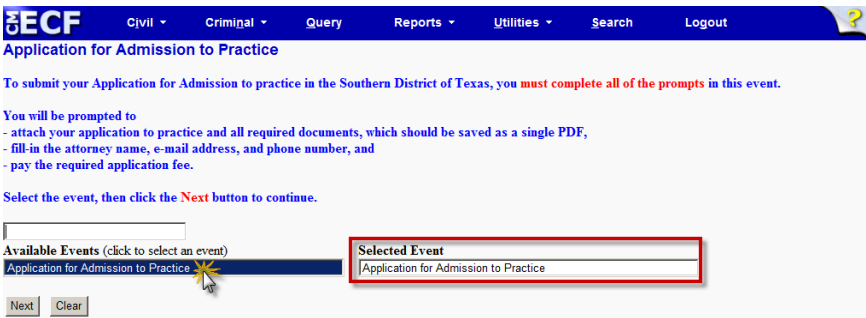
Requirements


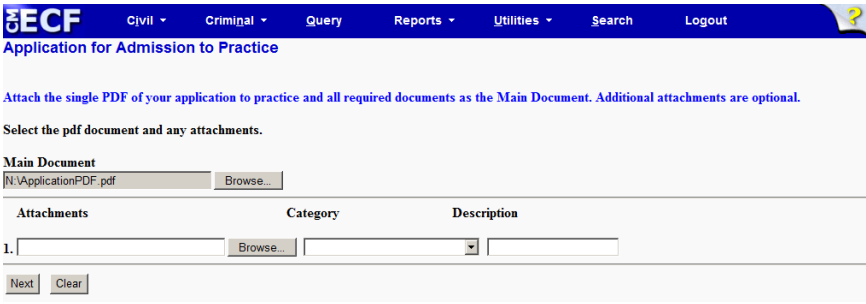

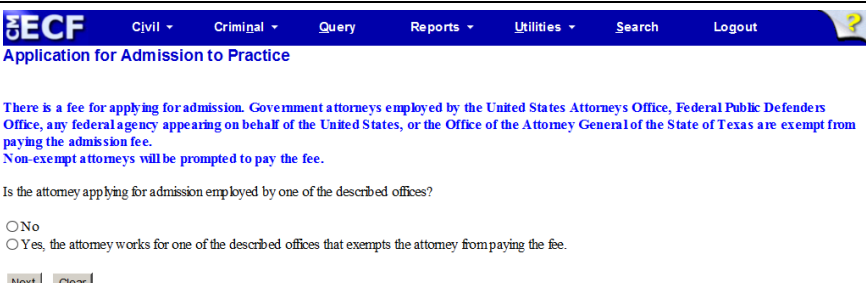
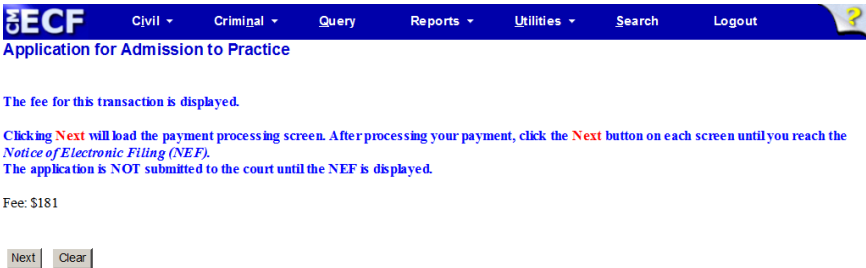
Requirements for admission are available on the [Attorney Admissions Requirements](#) page of the court's web site. Completed applications for admission to practice can be submitted and paid for electronically through the District CM/ECF application following the instructions below.

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.


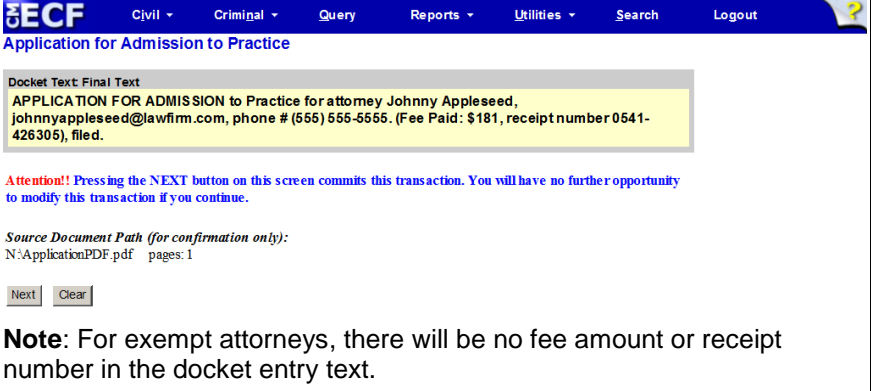
Submission of Application

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

Steps	Screens
Enter this web address or click the link https://ecf.txsd.uscourts.gov/cgi-bin/Dispatch.pl?appadm . The CM/ECF Filer or PACER Login page displays.	
Complete the prompts: 1. Login: Enter attyadm 2. Password: Enter Atty2019 3. Check the box confirming you understand the redaction rules. 4. Click Login .	 IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with Fed. R. Civ. P. 5.2 or Fed. R. Crim. P. 49.1 . This requirement applies to all documents, including attachments. <input checked="" type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice. 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.
1. Under Available Events *, click Application for Admission to Practice , causing it to appear in the Selected Event field. 2. Click Next to continue.	 *Note: If you do not see this page, then click Civil on the blue menu bar. On the Civil page, click the Application for Admission to Practice link.

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="621 205 1474 1344"> <div> System Message </div> <div> <ul style="list-style-type: none"> The system has populated the Payment Date with the next available payment date. </div> <div> <div>Online Payment</div> <div>Return to your originating application</div> <div>Step 1: Enter Payment Information</div> <div>1 2</div> <div>Pay Via Bank Account (ACH) About ACH Debit</div> <div>Required fields are indicated with a red asterisk *</div> <div> <div>Account Holder Name: Johnny Appleseed *</div> <div>Payment Amount: \$181.00</div> <div>Account Type: <input type="text"/> *</div> <div>Routing Number: <input type="text"/> *</div> <div>Account Number: <input type="text"/> *</div> <div>Confirm Account Number: <input type="text"/> *</div> <div>Check Number: <input type="text"/></div> <div> <div>Routing Number</div> <div>Account Number</div> <div>Check Number</div> <div> 0269467831 9243767390 1234 </div> </div> <div>Payment Date: 12/20/2017</div> <div>Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.</div> <div>Continue with ACH Payment Cancel</div> </div> <div> <div>Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)</div> <div>Required fields are indicated with a red asterisk *</div> <div> <div>Account Holder Name: Johnny Appleseed *</div> <div>Payment Amount: \$181.00</div> <div>Billing Address: 555 Street St *</div> <div>Billing Address 2: <input type="text"/></div> <div>City: Houston</div> <div>State / Province: Texas - TX</div> <div>Zip / Postal Code: 77002</div> <div>Country: United States *</div> <div>Card Type: Visa *</div> <div>Card Number: <input type="text"/> * <small>(Card number value should not contain spaces or dashes)</small></div> <div>Security Code: <input type="text"/> * Help finding your security code</div> <div>Expiration Date: <input type="text"/> / <input type="text"/> *</div> <div> <div>VISA</div> <div>MasterCard</div> <div>AMEX</div> <div>DISCOVER</div> </div> </div> <div>Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.</div> <div>Continue with Plastic Card Payment Cancel</div> </div> <div> 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. </div> </div> </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="621 1369 1474 1974"> <div> <div>Online Payment</div> <div>Return to your originating application</div> <div>Step 2: Authorize Payment</div> <div>1 2</div> <div>Payment Summary Edit this information</div> <div> <div>Address Information</div> <div>Account Information</div> <div>Payment Information</div> </div> <div> <div>Account Holder Name: Johnny Appleseed</div> <div>Billing Address: 555 Street St</div> <div>Billing Address 2:</div> <div>City: Houston</div> <div>State / Province: TX</div> <div>Zip / Postal Code: 77002</div> <div>Country: USA</div> </div> <div> <div>Card Type: Visa</div> <div>Card Number: *****1111</div> </div> <div> <div>Payment Amount: \$181.00</div> <div>Transaction Date 12/19/2017 12:16 and Time: EST</div> </div> </div> <div> <div>Email Confirmation Receipt</div> <div>To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.</div> <div> <div>Email Address: johnnyappleseed@lawfirm.com</div> <div>Confirm Email Address: johnnyappleseed@lawfirm.com</div> <div>CC: <input type="text"/></div> <div>Separate multiple email addresses with a comma</div> </div> <div> <div>Authorization and Disclosure</div> <div>Required fields are indicated with a red asterisk *</div> <div>I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input checked="" type="checkbox"/> *</div> <div>Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.</div> <div>Submit Payment Cancel</div> </div> <div> 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. </div> </div> </div>

Steps	Screens
Click Next to continue to the Notice of Electronic Filing (NEF).	
Click Next to commit the transaction to CM/ECF and continue to the NEF.	
<p>The Notice of Electronic Filing (NEF) displays.</p> <p>Your application has been submitted to the court.</p>	