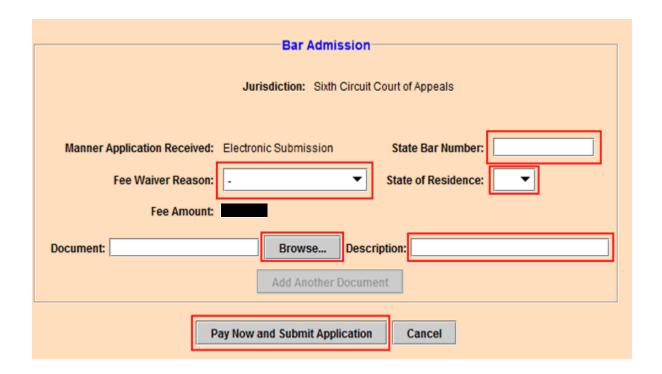
The Application for Admission to Practice may be submitted electronically or mailed to the Clerk's Office. To submit an application electronically, counsel must register for an ECF account.

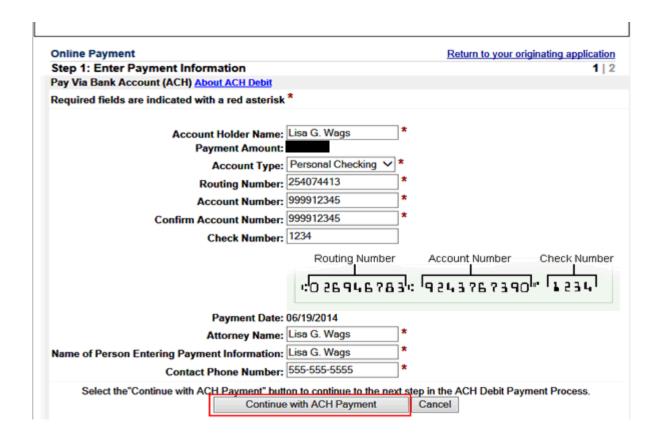
Non-bar ECF accounts are activated with limited functionality. Non-bar members may submit an Application for Admission to the Bar through the CM/ECF utilities menu but do not have access to case document filing. Once a user is admitted to the bar, the File a Document menu option will be made available on the ECF menu. Counsel will be notified once they have been admitted and case document filing has been activated for their account.

Instructions for Submitting a Bar Application Electronically

- 1. Turn off pop-up blockers in your browser.
- 2. Log in to CM/ECF
- 3. Once the CM/ECF Startup Page appears, select Utilities.
- 4. Select Bar Admission.
- 5. The Bar Admission window will appear.
- 6. Read the instructional text.
- 7. Enter the State Bar Number.
- 8. If applicable, select a Fee Waiver Reason.
- 9. Select State of Residence.
- 10. Select Browse to upload the application for admission.
- 11. The Select PDF document dialog box will appear.
- 12. Locate and select the application PDF file.
- 13. Select Open.
- 14. The file path will appear in the Document text box.
- 15. Enter a description of the document.
- 16. If you have additional admission related documents to upload, select Add Another Document.
- 17. Once all documents have been uploaded, select Pay Now and Submit Application OR if you selected a fee waiver reason, select Submit and skip the remaining steps. NOTE: If your pop-up blockers are turned on, the next screen will not appear. You will have to cancel and start over once you have turned off your browser pop-up blockers.



- 18. The Initiate Payment window will open.
- 19. Review the billing address, correct if needed.
- 20. Paying from a bank account.
- 21. Enter all requested information under Option 1: Pay Via Bank Account (ACH). Select the Account Type from the pull-down menu. All account and contact information must be entered in the boxes marked with red asterisks.
- 22. When all required information is entered, click the Continue with ACH Payment button.



- 23. The Authorize Payment screen opens. Review the information entered to ensure its accuracy. If any information is incorrect, click Edit this information to make changes.
- 24. To receive an email confirmation of the payment, enter and confirm the filer's email address in the designated boxes below the payment-summary information.
- 25. To authorize the payment, click in the check box above the authorization and disclosure agreement. A green check mark appears in the check box.
- 26. Scroll down to the Submit Payment button below the authorization and disclosure agreement. Click the Submit Payment button to complete the payment.

Online Payment		Return to your originating application
Step 2: Authorize	Payment	1 2
Payment Summary	Edit this information	
Рауп А Rou Acco	Holder Name: Lisa G. Wags ment Amount: Account Type: Personal Checking uting Number: 254074413 ount Number: ***********2345 heck Number: 1234	Payment Date: 06/19/2014 Attorney Name: Lisa G. Wags Name of Person Entering Payment Lisa G. Wags Information: 555-555- Contact Phone Number: 5555
Email Confirmation	Receipt	
En	on sent to you upon completion of this tomail Address: mail Address: CC:	Separate multiple email addresses with a
Authorization and D)isclosure	
Required fields are	indicated with a red asterisk *	
agree to the authori	ization and disclosure language. 🗹 *	
	and DisclosureConsumers and	Businesses
The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Bureau of the Fiscal Service. As used in this document, "we" or "us" refers to the Bureau of the Fiscal Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.		
I. Consumers		
A. Authorization	n	
authorize the Fo account. This a notification of	ederal Reserve Bank of Clevel authorization is to remain in tits termination in such time	stand the consumer disclosure language and and to debit the named financial institution full force and effect until we have received and in such manner as to afford Pay.gov a ss otherwise terminated for any reason by
View Authorization o		
view Muulonzauon al	nd Dicelecture in a consente window	
Droce the "Cubmit	nd Disclosure in a separate window.	the button more than once could result in multiple transactions.

27. The next screen verifies that the payment is completed and the admission application submitted. To retain a record of the payment, click on the hyperlink to print the receipt.

Your payment is complete, and your request has been sent to the court. Click here to print this receipt.

Transaction ID: 06-58062-822 Payment <u>Date: 06/1</u>7/2014

Amount:

Fee Type: Attorney Admission

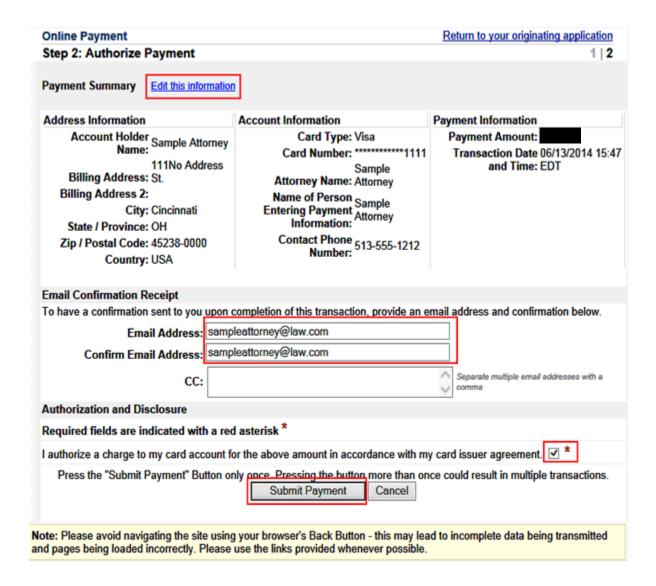
You can click the Close Window button and log out of CM/ECF.

Close Window

- 28. Paying by credit or debit card.
- 29. Select Continue with Plastic Card Payment.

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)			
Required fields are indicated with a red asterisk *			
	Sample Atterney		
Account Holder Name:			
Payment Amount:			
Billing Address:	111No Address St. *		
Billing Address 2:			
City:	Cincinnati		
State / Province:	Ohio - OH		
Zip / Postal Code:	45238-0000		
Country: United States *			
Card Type:	Visa * VISA AMEX DISCENTE		
Card Number:	* (Card number value should not contain spaces or dashes)		
Security Code:	999 * Help finding your security code		
Expiration Date:	03 🗸 * / 2018 🗸 *		
Attorney Name:	Sample Attorney *		
Name of Person Entering Payment Information:	Sample Attorney *		
Contact Phone Number:	\$13-555-1212 *		
Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process. Continue with Plastic Card Payment Cancel			

- 30. Review the Payment Summary information. Select Edit this information to make changes.
- 31. Enter your email address for an email confirmation of the payment.
- 32. Check the authorization box.
- 33. Select Submit Payment.



- 34. The System will process your request.
- 35. The payment completion window will appear.
- 36. Select "here" to print a receipt.

37. Select Close Window to complete your transaction and return to CM/ECF.

Your payment is complete, and your request has been sent to the court. Click here to print this receipt.

Transaction ID: 06-58044-957 Payment <u>Date: 06/1</u>3/2014

Amount:

Fee Type: Attorney Admission

You can click the Close Window button and log out of CM/ECF.

Close Window