

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 - CJA Attorney, Federal Law Clerk or Federal Public Defender

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. Open the Fee Waiver Reason pull-down menu and select CJA Attorney, Federal Law Clerk or Federal Public Defender.
9. The Fee Amount changes to zero, and the button at the bottom of the screen changes to Submit Application.
10. Select State of Residence.
11. Select Browse to upload the application for admission.
12. The Select PDF document dialog box will appear.
13. Locate and select the completed application from your computer.
14. Select Open.
15. The file path will appear in the Document text box.
16. Enter a description of the document.
17. If you have additional admission related documents to upload, select Add Another Document.

Bar Admission

Jurisdiction: Sixth Circuit Court of Appeals

Manner Application Received: Electronic Submission State Bar Number: 12345

Fee Waiver Reason: CJA Attorney State of Residence: OH

Fee Amount: \$0.00

Document: striga\Desktop\Document1.pdf Browse... Description: Bar Admission

Add Another Document

Submit Application Cancel

18. The Application submitted screen opens to verify that the filer's application is submitted.

Bar Admission

Jurisdiction: Sixth Circuit Court of Appeals

Manner Application Received: State Bar Number: 12345

Fee Waiver Reason: State of Residence: OH

Fee Amount: Description: Bar Admission

Document: striga\Desktop\Doc Add Another Document

Submit Application Cancel

Bar Admission

Application submitted.

OK