

## **Instructions for Filing an Electronic Application for Admission to the Bar of the U.S. Court of Appeals for the Sixth Circuit**

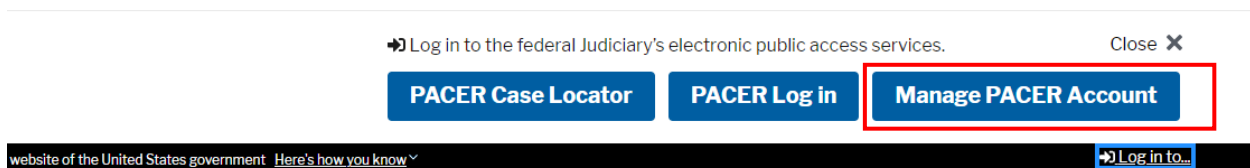
Applications for admission to this Court's bar may be made electronically using PACER. As part of the application process, you will be required to upload a Certificate of Good Standing or a completed Sponsor's Motion with the Oath of Admission. Please follow these instructions to submit an electronic application.

**STEP ONE:** Create or upgrade your PACER account, if necessary. Before you can make an electronic application for admission, you must have an upgraded PACER account.

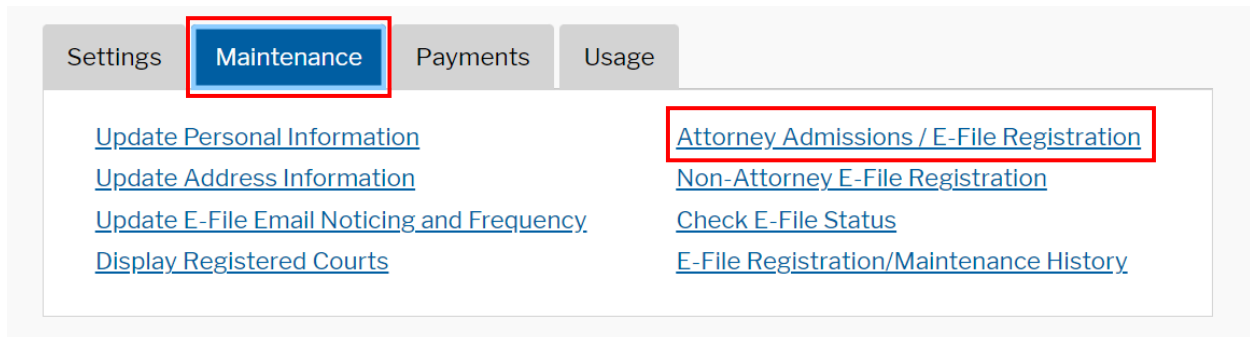
1. If you have an existing upgraded PACER account (compatible with NextGen CM/ECF), you may proceed to [STEP TWO](#).
2. If you have not upgraded your existing PACER account to be compatible with NextGen CM/ECF systems, go to PACER's [website](#).
3. If you do not have a registered PACER account, you may create one by following the instructions found [here](#).

**STEP TWO:** Use your PACER account to register for e-filing privileges with the Sixth Circuit. You must have e-filing privileges in order to practice and file case documents in this court. *See* 6 Cir. R. 25. Additionally, you will need e-filing privileges to submit your application through CM/ECF.

1. Log on to PACER and click [Manage My Account](#) at the top of the screen.



2. Then select **Attorney Admissions / E-File Registration** under the Maintenance Tab



3. Select **U.S. Appellate Courts** for Court Type and **U.S. Court Of Appeals, Sixth Circuit - NextGen**. Click **Next**.

### In what court do you want to practice?

\* Required Information

Court Type \*

U.S. Appellate Courts



Court \*

U.S. Court Of Appeals, Sixth Circuit



**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 [Court CM/ECF Lookup page](#).

Next



Reset

Cancel

4. As the answer to the question **WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?** select **E-File Registration Only**. This means you will be registering as a Filing User with the Court's electronic filing system.

### What would you like to apply/register for?

E-File Registration Only



Pro Hac Vice

Federal Attorney

5. The next page serves as your registration to e-file with the Sixth Circuit. All sections should be completed as fully as possible, but those with a red asterisk must be answered before your application can be submitted. **It is strongly encouraged to use your full, legal name during registration in order to keep your CM/ECF profile easily identifiable as yours.**
6. Once your registration is submitted, you must wait for the Clerk's Office to process your registration. After submitting your registration, you should receive an email similar to the one below:

do\_not\_reply@psc.uscourts.gov  
to me ▾

This email is notification that your NextGen CM/ECF electronic filing registration has been processed. You may check your E-Filing Status by visiting the "Manage My Profile" tab or use this link, <https://pacer.psc.uscourts.gov/pscot/manage/efileStatus.jsf>.

Account Number:  
Court: U.S. COURT OF APPEALS, SIXTH CIRCUIT  
Date/Time Submitted: 07/30/2024 10:57:55 CDT  
Transaction ID: ...  
Request: Registration  
Transaction Status: Processed

**STEP THREE:** After you apply for e-filing privileges, you must then apply for admissions to the bar. You are not a member of the bar until you complete this Step Three. Application for admission is made by filing form 6CA-14 via CM/ECF, in person, or by mail, with the Office of the Clerk of the United States Court of Appeals for the Sixth Circuit. (Form 6CA-14 may be obtained from the Clerk’s Office or on the Sixth Circuit’s [website](#).)

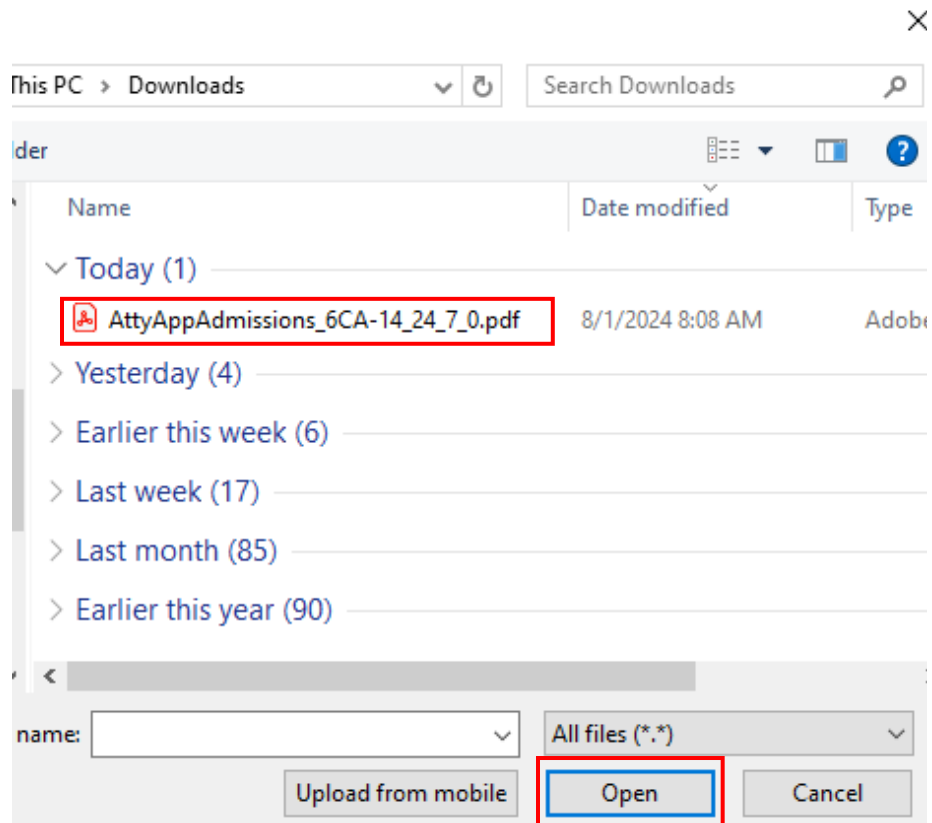
1. To file the form electronically, applications for admission should be submitted through the court's e-filing system using the applicant's NextGen PACER filing account. Attorneys who do not have an e-filing account may sign up for one using the directions in [STEP ONE](#); Attorneys do not need to be bar members to sign up for an e-filing account. If an attorney already has a NextGen account but does not have e-filing privileges with the Sixth Circuit, he/she will need to add the Sixth Circuit to the account by following the directions in [STEP TWO](#).
  - a. Even though your application can be filed electronically, the notary signature must be a wet signature while the attorney and movant signature can be electronic.
2. Login to the court’s [CM/ECF Document Filing System](#) using the applicant’s NextGen login and password.
3. Under the Utilities Menu at the top of the page, click Bar Admissions.



4. Fill out the “State Bar Number” and “State of Residence” fields. If an applicable fee waiver applies, select the reason.
5. In order to attach your completed Form 6CA-14, Click Browse in the ‘Submit Documents’ Box

A screenshot of the 'Submit Documents' section of the CM/ECF system. It features a 'Description' label above a text input field containing the text 'Main Document: Bar Admission'. Below this field is a 'Browse' button, which is highlighted with a red box and a yellow starburst icon.

6. When you get to your File Explorer, click the attachment that contains your completed Form 6CA-14 and click open. In the alternative, you can double click the file.



7. Once your document has been attached, the “View Submitted Documents” box should look like this. If you have any supporting documentation such as a Certificate of Good Standing, these can be attached as an additional document going through the same process as attaching your application. Once all necessary documents are attached, click the “Pay Fee and Submit Documents”.



8. In the next screen enter your payment information. After you’ve submitted, the Sixth Circuit will process your application. After the application has been accepted, you will receive an email confirmation and a certificate in the mail signifying your admittance.

Welcome to the Sixth Circuit's Bar!