

GUIDELINES FOR ATTORNEY APPEARANCES

ADMISSION TO THE SIXTH CIRCUIT Any attorney who wishes to appear, file, or argue in the Court of Appeals for the Sixth Circuit must meet the admission requirements of Sixth Circuit Rule 46(a)(1)(A). An attorney who has been admitted to practice before and is in good standing with the Supreme Court of the United States, the highest court of a state, another United States Court of Appeals, or a United States District Court and who is of good moral and professional character is eligible for admission to the Bar of the United States Court of Appeals for the Sixth Circuit. The application is available on the court's website. Sixth Circuit rules and practices do not provide for *pro hac vice* admission.

PACER ACCOUNTS In the Sixth Circuit, electronic filing via the court's CM/ECF system is mandatory for attorneys. Once admitted to the bar of this Court, in order to file electronically, an attorney must: (1) establish a PACER account, and (2) register through PACER to e-file with the Sixth Circuit. Both steps are necessary.

When this court receives notice from PACER of registration as an appellate filer, it will take the necessary steps to allow filing. Even if registered to file in other courts, the attorney *must* complete an appellate filer registration for this Circuit.

CONTACT INFORMATION *It is the responsibility of the attorney to maintain the correct contact information with PACER.* Notifications in all cases will go to the email address that the attorney has on file in the PACER account. The attorney may maintain only a single physical address, but may include multiple email addresses. This court will not change addresses for attorneys.

FILING AN APPEARANCE To file documents or to participate in oral argument, an admitted attorney *must* file an appearance in the specific appellate case. Sixth Cir. Rule 46(a)(1)(A). An appearance is made by filing the Sixth Circuit appearance form in the specific case. Sixth Cir. Rule 12(a). The appearance form can be downloaded from the court's website.

CONSEQUENCES OF FAILING TO FILE APPEARANCE FORM Upon filing of a proper appearance form, counsel will be noted on the court's docket as counsel of record. Failure of the appellant's counsel to file an appearance may be grounds for dismissal of the appeal for want of prosecution. Sixth Cir. Rule 12(a). If counsel has been indicated as an attorney for a party but has not filed an appearance, that counsel may be terminated from the docket and will not receive further notifications in the case. *If counsel is included as a signator to a brief but has not filed an appearance form, that counsel will not be listed as counsel of record in any published opinion that this court issues.*