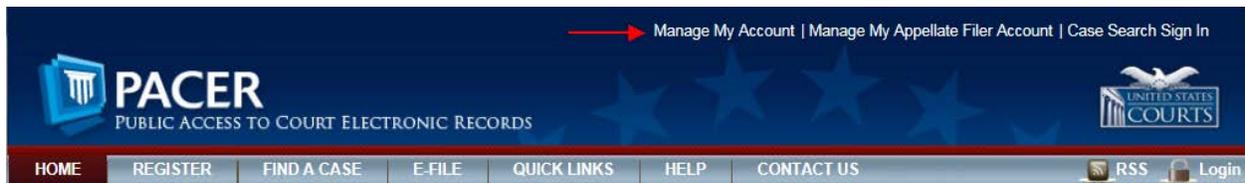


# WESTERN DISTRICT OF ARKANSAS ATTORNEY ADMISSION TO PRACTICE

The following instructions are for attorneys with existing upgraded PACER accounts. If you do not have an *individual* PACER account, click this [link](#) for instructions on creating an account. If you do not have an *upgraded individual* PACER Account, click on this [link](#) for instructions on how to upgrade your account. Once you have an upgraded individual PACER Account, follow the steps below to request filing access.

## 1. Go to [www.pacer.gov](http://www.pacer.gov) and click Manage My Account



## 2. Login if you have not done so already.

### MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

#### Login

**\* Required Information**

**Username \***

**Password \***

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

**NOTICE:** This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

3. Click the Maintenance tab then click the Attorney Admissions/E-File Registration link

### MANAGE MY ACCOUNT

Welcome, Andrew Beckett

Logout

Account Number	7034637
Username	andybeckett1993
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account



Settings Maintenance Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) [Non-Attorney E-File Registration](#)

4. Select U.S. District Courts as the Court Type and Arkansas Western District Court as the Court. Click Next.

### MANAGE MY ACCOUNT

Welcome, Andrew Beckett

Logout

Account Number	7034637
Username	andybeckett1993
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

#### IN WHAT COURT DO YOU WANT TO PRACTICE?

\* Required Information

Court Type \*  ←

Court \*  ←

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. For a listing of all court websites visit the [Court Links Page](#).

## 5. Select Attorney Admissions and E-File

### WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?



Attorney Admissions and E-File

E-File Registration Only

Pro Hac Vice

Multi-District Litigation

Federal Attorney

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

Any attorney requesting filing access in the U.S. District Court, Western District of Arkansas, must be admitted by an approved enrollment petition or pro hac vice motion.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

Admission information is available on the Court's public website:  
[www.arwd.uscourts.gov](http://www.arwd.uscourts.gov) -> Attorney Information tab. Please review Local Rule 83.5  
prior to submitting any petition or motion to appear pro hac vice.

## 6. Complete all the sections with the red \*asterisk

### MANAGE MY ACCOUNT

Welcome, Andrew Beckett

Logout

Account Number	7034637
Username	andybeckett1993
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

### COMPLETE ALL SECTIONS OF ATTORNEY ADMISSIONS

Attorney Bar Information

\* Required Information



## 7. Attorney Information

Attorney Information

Attorney Type (check all that apply) \*  Civil  Criminal  Bankruptcy

Have you ever been disbarred/censured/denied admission? \*  Yes  No

Do you have any disciplinary actions pending? \*  Yes  No

Have you ever been convicted of a felony? \*  Yes  No

Fee Acknowledgment \*

I acknowledge that I will be charged an admission fee if I am admitted.

I request that the admission fee be waived for the following reason:

## 8. Document Upload

Upload the certificate(s) of good standing. The certificate(s) should be scanned and converted into one PDF document.

Click the Upload button

Document Upload

Certificate(s) of Good Standing - State and/or Federal \*

←

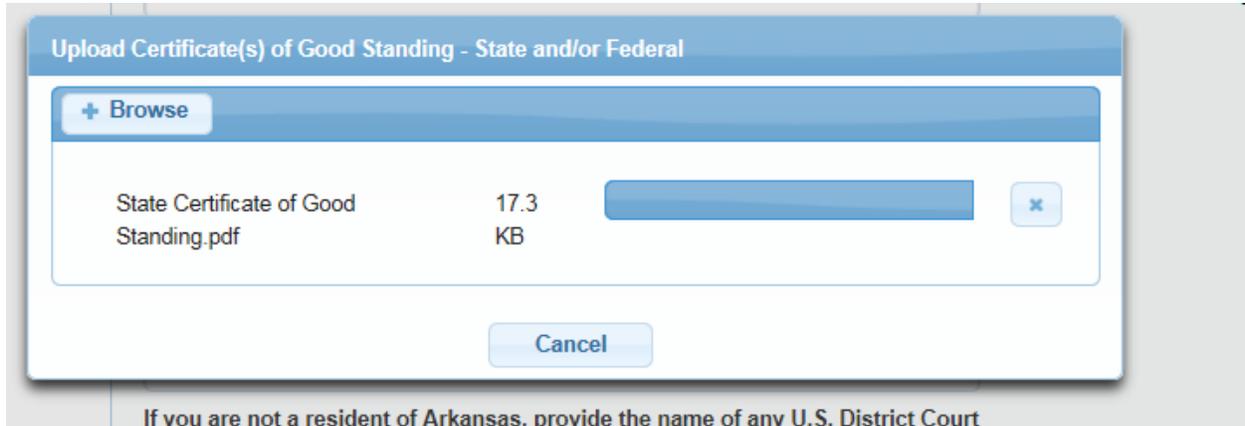
9. Click the Browse button to locate the saved PDF of the certificate(s) of good standing and attach

Upload Certificate(s) of Good Standing - State and/or Federal

←

number. \*

**10. Upload the certificate.**



**11. Click Done after the certificate PDF has been successfully uploaded.**



**12. Additional Attorney Information Required by Court**  
You MUST answer all questions. Click Next.

**Additional Attorney Information Required by Court**

Are you admitted to practice in the Eastern District of Arkansas? If yes, you may put NA for the remainder of the questions. You automatically qualify for enrollment to the Western District. \*

An attorney must be admitted to the highest court of the state in which he/she principally practices in order to be eligible for admission to the U. S. District Court for the Western District of Arkansas. Are you admitted and in good standing with the highest court of the state where you principally practice law? \*

In which state do you principally practice law? Provide the state and bar number. \*

If you are not a resident of Arkansas, provide the name of any U.S. District Court in which you are authorized to practice and the date of each admission. (Arkansas residents put NA for the answer to this question.) \*

List legal education, date(s) of attendance, and degree(s) received. \*

Enter the address for your residence. (Include street, city and state.) \*

Have you ever been sanctioned? If yes, please provide the details including the court and case number in which you were sanctioned, the reason for the sanction, and the date the sanction was imposed. \*

Are you applying for admission in anticipation of filing in this Court? If so, in what case or division? \*

Next

Back

Reset

Cancel

**13. Complete all required sections of E-File Registration (most sections will be auto populated by PACER)**

**COMPLETE ALL SECTIONS OF E-FILE REGISTRATION**

Filer Information	
<b>* Required Information</b>	
Role in Court	Attorney
Title	Select a title or enter your own
Please verify your address. You may also enter a different address from the one provided for your CSO account.	
<input type="checkbox"/> Use a different address. Checking this will clear the address fields below.	
Firm/Office	
Unit/Department	
Address *	35 E. Mountain
Room/Suite	510
City *	Fayetteville
State *	Arkansas
County *	WASHINGTON
Zip/Postal Code *	72701
Country *	United States of America
Primary Phone *	479-521-6980
Alternate Phone	
Text Phone	
Fax Number	

#### 14. Delivery Method and Formatting

Enter your Email address

Email Frequency and Email Format. Note that HTML is the preferred Email format.

**Delivery Method and Formatting**

Use a different email. Checking this will clear the primary email fields below.

Primary Email \*

Confirm Primary Email \*

Email Frequency \*

Email Format \*

[Next](#) [Back](#) [Reset](#) [Cancel](#)

#### 15. Set default payment information if desired (it is not required). Click Next after adding payment information or click Next to bypass this screen.

**Payment Information**

**NOTE:** Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

[Add Credit Card](#)  
[Add ACH Payment](#)

 [Next](#) [Back](#) [Cancel](#)

**16. Check the Acknowledgement of Policies and Procedures for Attorney Admissions box and the two Attorney E-Filing Terms of Use acknowledgement boxes. Click Submit.**

**Acknowledgment of Policies and Procedures for Attorney Admissions**

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) \*

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. \*

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) \*

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

**Note:** We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.



**17. The Court will review your admission request and provide you with further instructions via email.**