

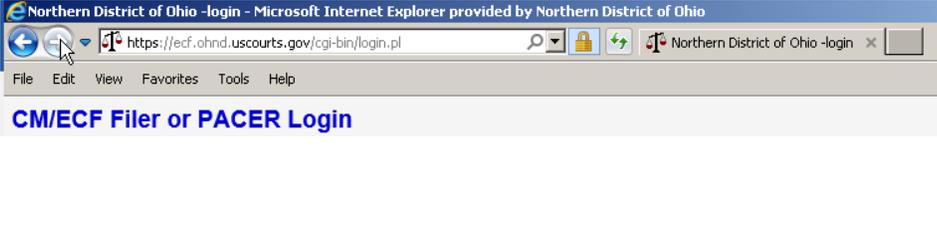
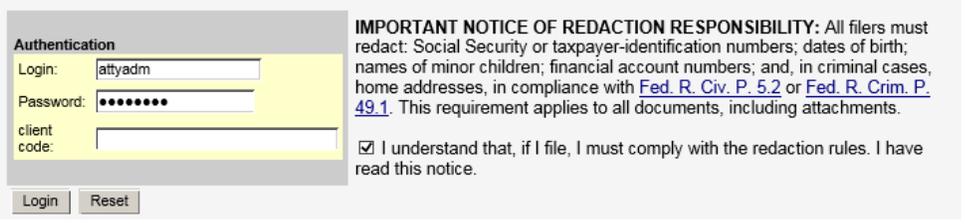
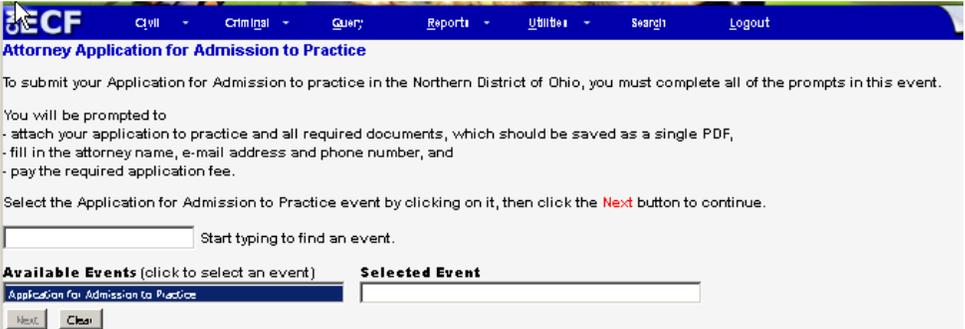
Application for Admission to Practice Northern District of Ohio

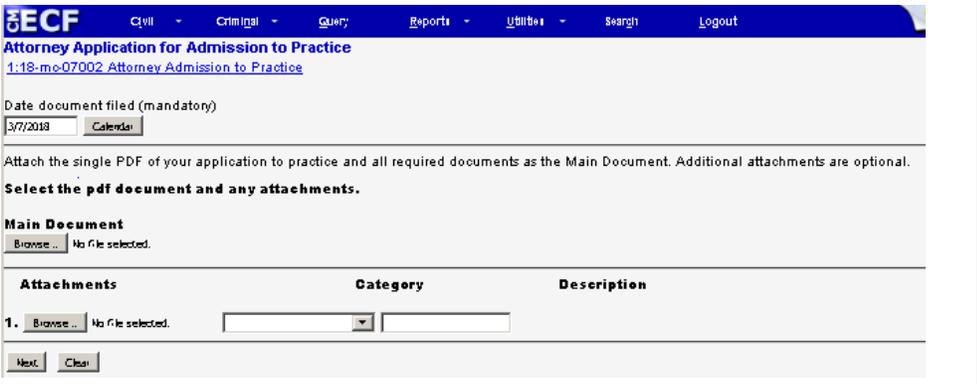
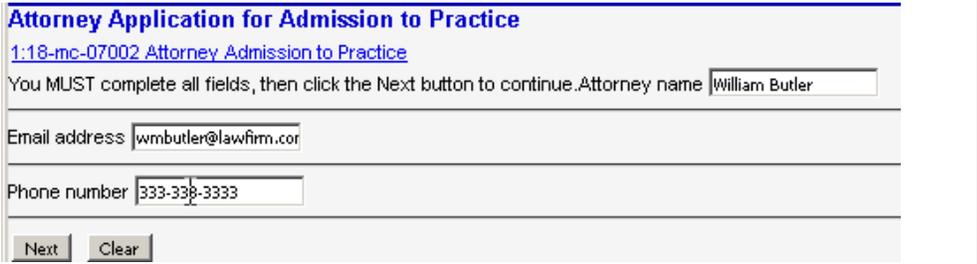
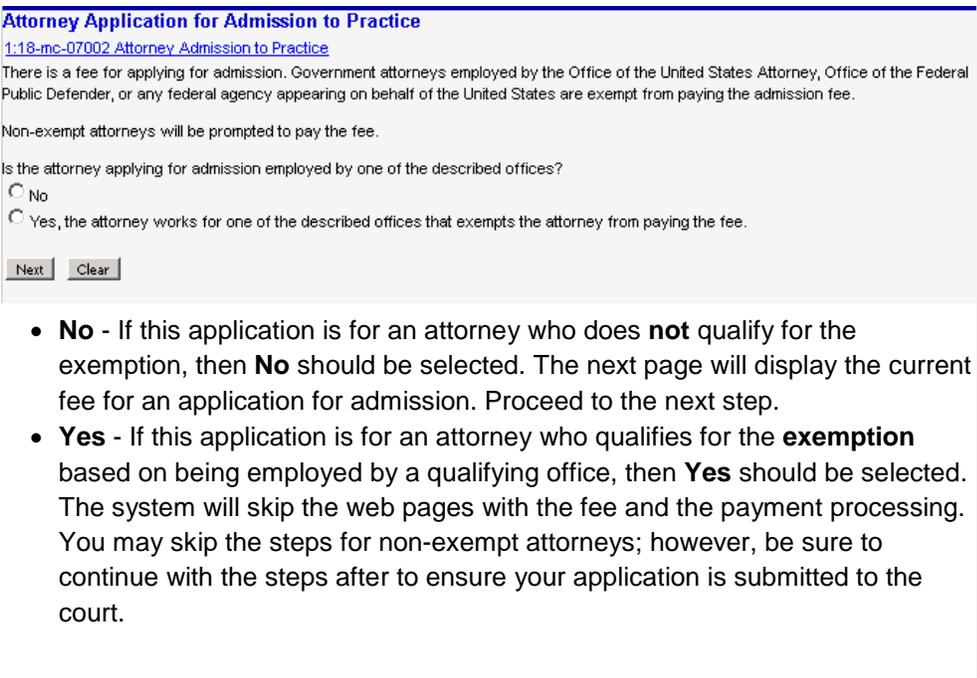
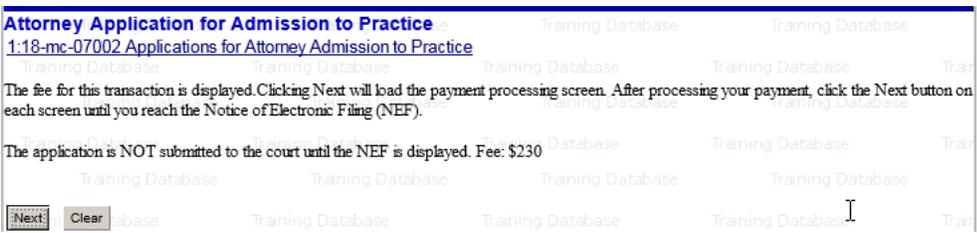
Requirements

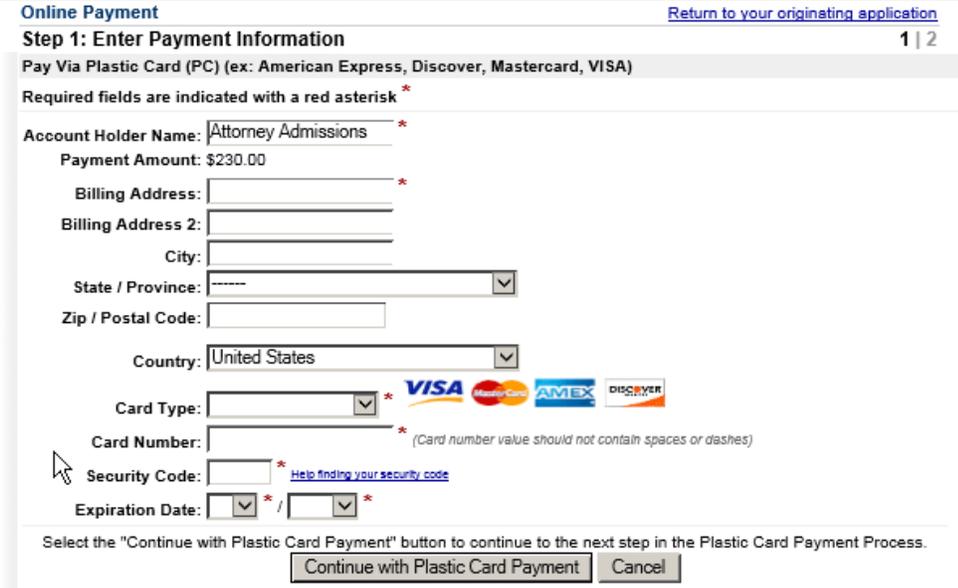
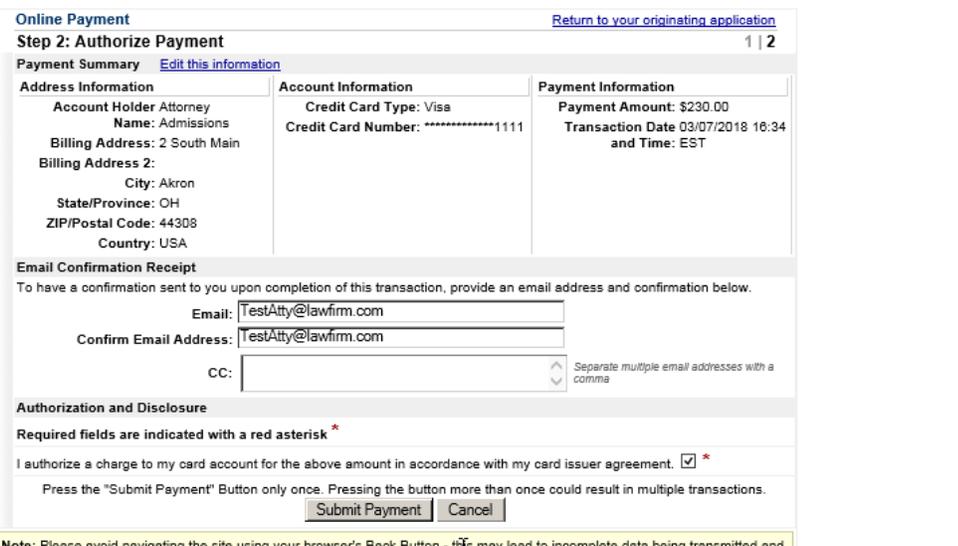
Requirements for admission are available on the [Attorney Info](#) page of the court's web site. Completed applications for admission to practice can be submitted and paid for electronically through the District CM/ECF application following the instructions below.

Submission of Application

Follow the steps below to submit to the court your application for admission to practice in the Northern District of Ohio.

Steps	Screens
<p>Click the link to go to Live District CM/ECF, or enter web address https://ecf.ohnd.uscourts.gov/cgi-bin/Dispatch.pl?attyappadmis.</p> <p>The CM/ECF Filer or PACER Login page displays.</p>	
<p>Complete the prompts:</p> <ol style="list-style-type: none"> 1. Login: Enter attyadm 2. Password: Enter Atty2018 3. Check the box confirming you understand the redaction rules. 4. Click Login. 	 <p>IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with Fed. R. Civ. P. 5.2 or Fed. R. Crim. P. 49.1. This requirement applies to all documents, including attachments.</p> <p><input checked="" type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.</p> <hr/> <p>WARNING: The use of a single login/password for this process means that when a second user logs in, the initial user will be logged out. If any time during the docketing of the application you are warned that the account is already logged in, click the Continue login button, if provided, and if you are prompted for the login/password, then you must re-enter the same login and password from this step.</p>
<ol style="list-style-type: none"> 1. Under Available Events, click Application for Admission to Practice, causing it to appear in the Selected Event field. 2. Click Next to continue. 	

Steps	Screens
<ol style="list-style-type: none"> 1. For Main Document, browse to and select the PDF of your application. You may also attach related documents if needed. 2. Click Next to continue. 	
<ol style="list-style-type: none"> 1. Complete all fields displayed with the relevant information. 2. Click Next to continue. 	
<ol style="list-style-type: none"> 1. Read the message describing attorneys who are exempt from paying the admission fee. 2. Answer the question regarding whether the attorney applying for admission is employed by an office that qualifies the attorney for the exemption. 3. Click Next to continue. 	 <ul style="list-style-type: none"> • No - If this application is for an attorney who does not qualify for the exemption, then No should be selected. The next page will display the current fee for an application for admission. Proceed to the next step. • Yes - If this application is for an attorney who qualifies for the exemption based on being employed by a qualifying office, then Yes should be selected. The system will skip the web pages with the fee and the payment processing. You may skip the steps for non-exempt attorneys; however, be sure to continue with the steps after to ensure your application is submitted to the court.
<p>Non-exempt attorneys, click Next to load the payment processing page - <i>pay.gov</i>.</p>	

Steps	Screens						
<p>Non-exempt attorneys complete the admissions fee payment through <i>pay.gov</i>.</p> <ol style="list-style-type: none"> 1. Enter all of the necessary information for the payment being made. Required fields are noted with *. 2. Click the Continue with Plastic Card Payment button. 	 <p>Online Payment Return to your originating application</p> <p>Step 1: Enter Payment Information 1 2</p> <p>Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)</p> <p>Required fields are indicated with a red asterisk *</p> <p>Account Holder Name: <input type="text" value="Attorney Admissions"/> *</p> <p>Payment Amount: \$230.00</p> <p>Billing Address: <input type="text"/> *</p> <p>Billing Address 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State / Province: <input type="text"/></p> <p>Zip / Postal Code: <input type="text"/></p> <p>Country: <input type="text" value="United States"/></p> <p>Card Type: <input type="text"/> * </p> <p>Card Number: <input type="text"/> * (Card number value should not contain spaces or dashes)</p> <p>Security Code: <input type="text"/> * Help finding your security code</p> <p>Expiration Date: <input type="text"/> * / <input type="text"/> *</p> <p>Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.</p> <p><input type="button" value="Continue with Plastic Card Payment"/> <input type="button" value="Cancel"/></p> <p>Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.</p>						
<p>Non-exempt attorneys continue with the admissions fee payment through <i>pay.gov</i>.</p> <ol style="list-style-type: none"> 1. Enter an email address. 2. Check the authorization check box. 3. Click Submit Payment. 	 <p>Online Payment Return to your originating application</p> <p>Step 2: Authorize Payment 1 2</p> <p>Payment Summary Edit this information</p> <table border="1"> <thead> <tr> <th>Address Information</th> <th>Account Information</th> <th>Payment Information</th> </tr> </thead> <tbody> <tr> <td>Account Holder Attorney Name: Admissions Billing Address: 2 South Main Billing Address 2: City: Akron State/Province: OH ZIP/Postal Code: 44308 Country: USA</td> <td>Credit Card Type: Visa Credit Card Number: *****1111</td> <td>Payment Amount: \$230.00 Transaction Date 03/07/2018 16:34 and Time: EST</td> </tr> </tbody> </table> <p>Email Confirmation Receipt</p> <p>To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.</p> <p>Email: <input type="text" value="TestAtty@lawfirm.com"/></p> <p>Confirm Email Address: <input type="text" value="TestAtty@lawfirm.com"/></p> <p>CC: <input type="text"/> <small>Separate multiple email addresses with a comma</small></p> <p>Authorization and Disclosure</p> <p>Required fields are indicated with a red asterisk *</p> <p>I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input checked="" type="checkbox"/> *</p> <p>Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.</p> <p><input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/></p> <p>Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.</p>	Address Information	Account Information	Payment Information	Account Holder Attorney Name: Admissions Billing Address: 2 South Main Billing Address 2: City: Akron State/Province: OH ZIP/Postal Code: 44308 Country: USA	Credit Card Type: Visa Credit Card Number: *****1111	Payment Amount: \$230.00 Transaction Date 03/07/2018 16:34 and Time: EST
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<p>Click Next to continue to the Notice of Electronic Filing (NEF).</p>	 <p>ECF Civil Criminal Query Reports Utilities Search Logout</p> <p>Application for Admission to Practice</p> <p>Continue to click the Next button until you reach the <i>Notice of Electronic Filing (NEF)</i>. The event is NOT submitted to the court until the NEF is displayed.</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>						

Steps	Screens
<p>Click Next to commit the transaction to CM/ECF and continue to the NEF.</p>	<p>Attorney Application for Admission to Practice</p> <p>1:18-mc-07002 Attorney Admission to Practice Only Applications for Admission to Practice in the Northern District of Ohio should be docketed in this case.</p> <p>Docket Text: Final Text</p> <p>APPLICATION FOR ADMISSION to Practice for attorney William Butler, wmbutler@lawfirm.com, phone # 333-333-3333. (Fee Paid: \$230, receipt number 0647-9586145), filed.</p> <p>Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.</p> <p>Source Document Path (for confirmation only): C:\fakepath\va sample pdf.PDF pages: 1</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> <p>Note: For exempt attorneys, there will be no fee amount or receipt number in the docket entry text.</p>
<p>The Notice of Electronic Filing (NEF) displays.</p> <p>Your application has been submitted to the court.</p>	<p>U.S. District Court Northern District of Ohio (train)</p> <p>Notice of Electronic Filing</p> <p>The following transaction was entered on 3/8/2018 at 2:37 PM EST and filed on 3/8/2018</p> <p>Attorney Admission to Practice</p> <p>Case Name: Only Applications for Admission to Practice in the Northern District of Ohio should be docketed in this case.</p> <p>Case Number: 1:18-mc-07002</p> <p>Filer:</p> <p>Document Number: 2</p> <p>Docket Text: APPLICATION FOR ADMISSION to Practice for attorney William Butler, wmbutler@lawfirm.com, phone # 333-333-3333. (Fee Paid: \$230, receipt number 0647-9586145), filed.</p>