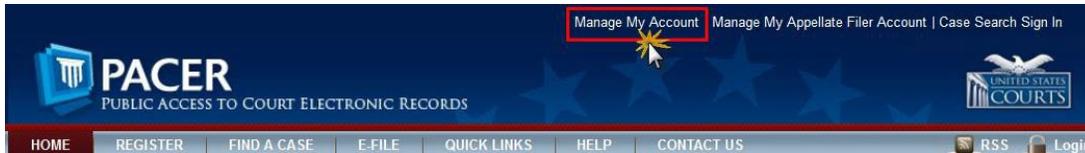


PETITION FOR ADMISSION TO PRACTICE

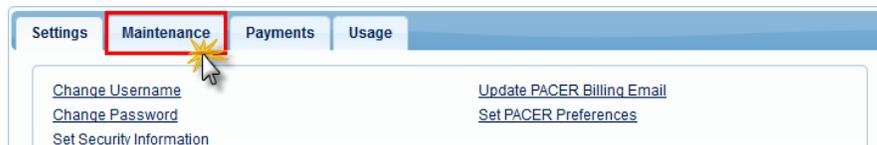
The U.S. District Court for the Northern District of Ohio is a NextGen CM/ECF court. **In order to request admission to practice, you must have an upgraded individual PACER account.** If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures. Once you have a PACER Account, follow the steps below to request admission to practice.

1. Navigate to www.pacer.gov
2. Click **Manage My Account** at the very top of the page



3. **Login** with your upgraded individual PACER account username and password

4. Click on the **Maintenance** tab



5. Select **Attorney Admission/E-File Registration**



6. Select **U.S. District Courts** as the Court Type and **Ohio Northern District Court** as the Court. Click **Next**.

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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](#).

- Click on the two links to review the **Electronic Filing Policies and Procedures** and the **Attorney Admission Policies and Procedures for the Northern District of Ohio**.

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

Registered attorneys will have privileges to electronically submit and view the electronic docket sheets and documents. By registering, attorneys consent to receiving electronic notice of filings through the system.

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

See Local Rule 83.5 and Local Criminal Rule 57.5 for admission requirements. Complete the Attorney Admission Application. Gather the other required documents, which vary by method of admission, as explained on the application. Submit the completed application and supporting documents as one PDF file.
<https://www.ohnd.uscourts.gov/sites/ohnd/files/ApplicationAdmissionToPractice.pdf>

- 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

- Complete all five sections of the Attorney Admissions page:

Attorney Bar Information:

COMPLETE ALL SECTIONS OF ATTORNEY ADMISSIONS

Attorney Bar Information

* Required Information

FEDERAL BAR INFORMATION

I am admitted to the bar in one or more federal courts.

Our data indicates that you have been admitted to the bar of the following federal court(s):

Verified Federal Bar Information			
Federal Court	Bar ID	Bar Status	Date Admitted
No verified federal bar data available.			

Enter information for any federal court not listed in table on the left:

Additional Federal Bar Information		
Federal Court	Bar ID	Date Admitted
Click the "Add" button below to enter federal bar data.		
<input type="button" value="+ Add"/>		

STATE BAR INFORMATION

I am admitted to the bar in one or more states.

Enter information for any state(s) in which you have been admitted to the bar:

Additional State Bar Information		
State	Bar ID	Date Admitted
Click the "Add" button below to enter state bar data.		
<input type="button" value="+ Add"/>		

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- a. Check one or both boxes to indicate the federal or state courts to which you are admitted.
- b. Click on the **+Add** button to select and add the state and/or federal court(s) to which you are admitted.

Sponsoring Attorney:

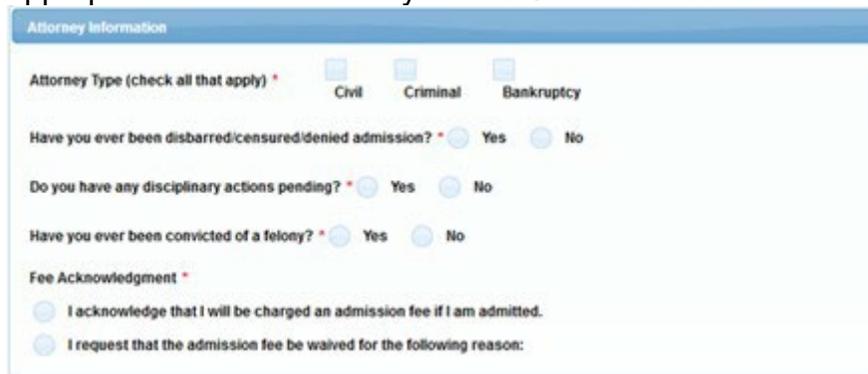
- a. Enter the required information for one of the attorneys sponsoring you.



The screenshot shows a form titled "Sponsoring Attorney". It contains the following fields: "Bar ID" (text input), "Jurisdiction" (dropdown menu with "Select Court" selected), "First Name" (text input), "Middle Name" (text input), and "Last Name" (text input).

Attorney Information:

- a. Enter your **personal information** and acknowledge the admission fee or request a waiver of fees if you are an Attorney Funded from Judiciary Appropriations or an Attorney for the United States.



The screenshot shows a form titled "Attorney Information". It contains the following sections: "Attorney Type (check all that apply) *" with checkboxes for "Civil", "Criminal", and "Bankruptcy"; "Have you ever been disbarred/censured/denied admission? *" with radio buttons for "Yes" and "No"; "Do you have any disciplinary actions pending? *" with radio buttons for "Yes" and "No"; "Have you ever been convicted of a felony? *" with radio buttons for "Yes" and "No"; and "Fee Acknowledgment *" with two radio button options: "I acknowledge that I will be charged an admission fee if I am admitted." and "I request that the admission fee be waived for the following reason:".

Document Upload: Fill out the Application for Admission to Practice located on the court's website and save to your desktop with all supporting documents.
https://www.ohnd.uscourts.gov/sites/ohnd/files/Application_Admission_To_Practice.pdf

- a. Click the **Upload** button, then **+Browse** to attach the **Petition for Admission** and the **all supporting documents**. ****Note that the application and documents should be saved and uploaded as one PDF document****



The screenshot shows a form titled "Document Upload". It contains a text input field with the placeholder text "Admission Application with supporting documents *" and an "Upload" button with a folder icon.

Additional Attorney Information Required by Court:

- a. Answer the final question and click **Next**.

PETITION FOR ADMISSION TO PRACTICE

Additional Attorney Information Required by Court

ALL questions MUST be answered.
(Answer "N/A" if the question does not apply.)

How do you want your name listed on the certificate of admission? *Please note if you are an Attorney Funded from Judiciary Appropriations or an Attorney for the United States you will not be receive a certificate of admission. *

10. Complete all sections on the **E-File Registration** page – this includes **Filer Information; Additional Filer Information and Delivery Method and Formatting** and click **Next**. 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 *

11. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen. You can add a credit card method for each of the following fee types:

- **P**: PACER search fees; **E**: Filing fees **A**: Admissions/renewal fees
- NOTE: The US District Court for the Northern District of Ohio does not accept ACH payments.

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](#)

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12. Read and check the **Acknowledgment of Policies and Procedures for Attorney Admissions** box.

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.](#) *

13. Read and check the **Attorney E-Filing Terms and Conditions** and the **Court Policies and Procedures** boxes.

[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.](#) *

14. Click **Submit**.

Attorney admission to the Northern District of Ohio requires a \$248.00 application fee. The Court will review your application and provide you with further instructions via e-mail and if approved, a link to submit your payment. Attorneys will be admitted to practice before this court upon verification that all attorney admission requirements have been satisfied.

Last update: 3/28/25 HRS