



**UNITED STATES DISTRICT COURT**  
Southern District of Mississippi  
Office of the Clerk

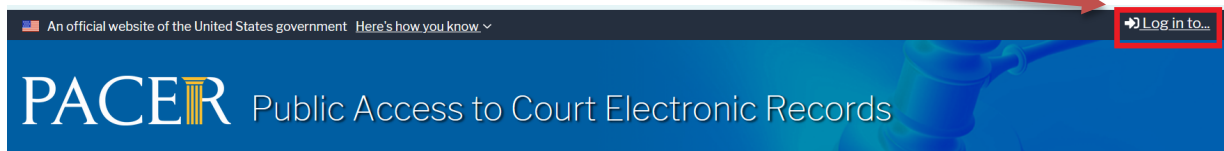
## ATTORNEY PROCEDURES

### *Getting Admitted to Practice through Bar Admissions Ceremony and Registering for NextGen of CMECF*

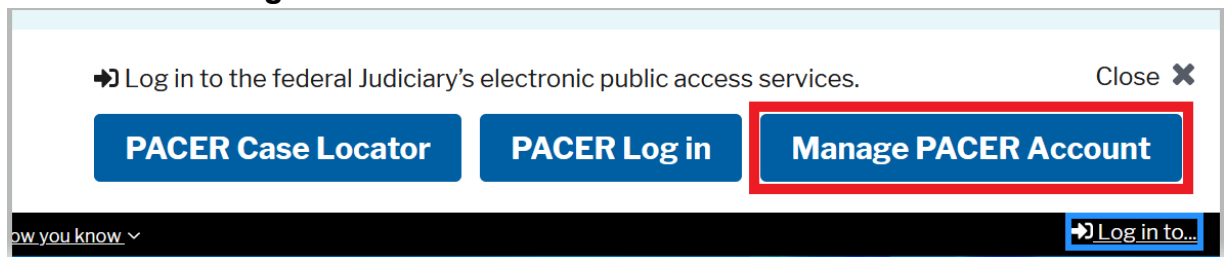
**TO:** All Attorneys  
**FROM:** Arthur Johnston, Clerk  
**DATE:** June 28, 2021  
**SUBJECT:** **Getting Admitted to Practice through Bar Admissions Ceremony and Registering for NextGen of CM/ECF**

The U.S. District Court for the Southern District of Mississippi 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 filing access.

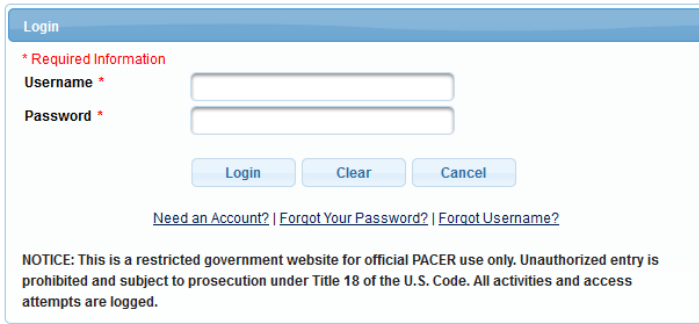
1. Navigate to [www.pacer.gov](http://www.pacer.gov)
2. Click **Log in to...** at the very top of the page...



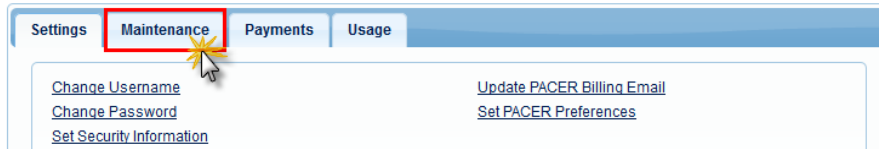
...then click **Manage PACER Account**




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



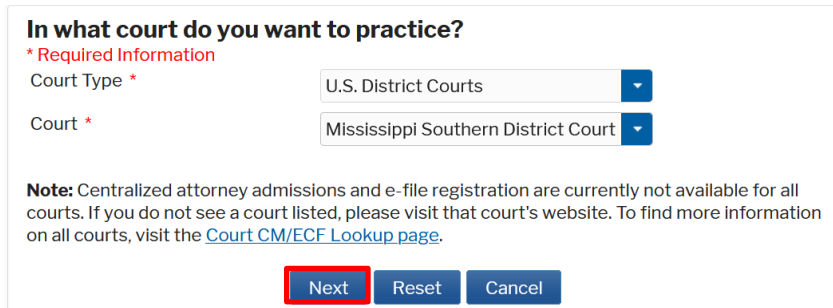
4. Click on the **Maintenance** tab



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




6. Select **U.S. District Courts** as the Court Type and **Mississippi Southern District Court** as the Court. Click **Next**.



NOTE: If you are an attorney who has previously appeared Pro Hac Vice or who has appeared as a Government Attorney, and you now want to apply for full admission, you will not see MSSD as an option for admission in PACER because you have already been “admitted” Pro Hac Vice or as a Government attorney. In this situation, please contact the court’s Attorney Admissions Clerks (Whitney Dilmore 601-608-4028 or Pat Green 601-608-4018) for further instructions.

## 7. 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

Federal Attorney

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

All filers must have read and be familiar with the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, Federal Rules of Evidence and the Local Rules of the Court, including the Electronic Case Filing Procedures.

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

USDC SOUTHERN DISTRICT OF MISSISSIPPI ATTORNEY ADMISSIONS - SEE LOCAL RULE 83.1(d). Attorneys seeking full admission to the court should select "Attorney Admissions and E-File." Pro Hac Vice Attorneys should select "Pro Hac Vice." Federal Government Attorneys seeking Special Permission to Practice should select "Federal Attorney."

**Back** **Cancel**

## 8. Complete all five sections of the required registration information:

### **Attorney Bar Information:**

**Attorney Bar 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.		
<b>+ Add</b>		

**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.		
<b>+ Add</b>		

- 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 the attorney sponsoring you.

The screenshot shows a form titled "Sponsoring Attorney" with a blue header. It contains four input fields: "Bar ID", "Jurisdiction" (a dropdown menu currently showing "MISSISSIPPI SOUTHERN DISTRICT"), "First Name", "Middle Name", and "Last Name".

**Attorney Information:**

- a. Enter your **personal information** and acknowledge the admission fee or request a waiver of fees. Note: a waiver of fees is granted only in very limited circumstances. [Contact the clerk's office](#) if you believe you are eligible for a waiver.

The screenshot shows a form titled "Attorney Information" with a blue header. It includes several 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: (Rare)".

**Document Upload:**

- a. Click the **Upload** button, then **+Browse** to attach your Certificate of Admission from the Mississippi Supreme Court or the Mississippi Bar.  
b. Click **Done** after file upload completes.

The screenshot shows a "Document Upload" interface. At the top, it says "Certificate of Admission \*" with an "Upload" button. Below this is a modal window titled "Upload Certificate of Admission" which contains a "+ Browse" button, a text input field, and a "Max File Size: 10MB" label. A "Cancel" button is at the bottom of the modal.

**Additional Attorney Information Required by Court:**

- a. Answer all questions and then click **Next**.

**Additional Attorney Information Required by Court**

Attorneys must be admitted to the Mississippi Supreme Court and/or the Mississippi Bar in order to be eligible for admission to the U.S. District Court for the Southern District of Mississippi. Are you admitted and in good standing with the Mississippi Supreme Court or the Mississippi Bar? \*

What is your Mississippi Attorney License Number? \*

What date were you admitted to the Mississippi Supreme Court or the Mississippi Bar? \*

List all other courts where you are admitted. If none, enter N/A. \*

Please enter the name of your sponsoring attorney here and in the section above. \*

9. Complete the personal information on the **E-File Registration** screen 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 Email \*

Email Frequency \* 

Email Format \*

**Next** **Back** **Reset** **Cancel**

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

- Autobill PACER fees
- E-filing fees default
- Admissions fees default

**To use the same account for multiple fee types, once account information is entered, click on the check box to designate the entered payment method to that account.**


**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.


 Autobill PACER fees  
 E-filing fees default  
 Admissions fees default

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

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Rooster Cogburn  
39083 South Main Street  
Jackson, MS  
39202

[Update](#)


[Next](#)   [Back](#)   [Cancel](#)


11. Check the **Acknowledgment of Policies and Procedures for Attorney Admissions** box and the two **Attorney E-Filing Terms of Use** acknowledgment boxes.

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

 Check 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](#)

 By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. \*

 Check 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.](#) \*

12. Click **Submit**. The court will review and process your admission request and email you with confirmation information or provide you with further instructions. If you have not paid your admission fee at the ceremony, the email will contain a link to pay the admission fee online if you so desire. **NOTE:** Your admission is not complete, and you will not be permitted to file or practice in this court until payment of the admission fee is received either by check at the ceremony or by online payment.

13. Once you are approved, the court will so notify you by e-mail and the clerk's office will mail your admission certificate to you.