



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

ATTORNEY PROCEDURES

Getting Admitted to Practice and Registering for NextGen of CMECF

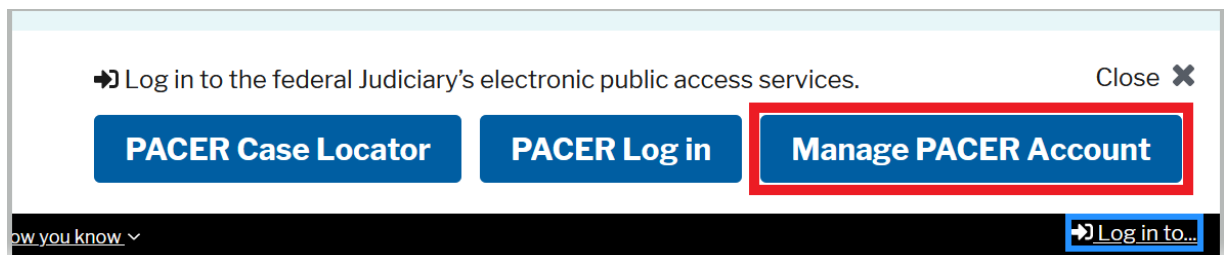
TO: All Attorneys
FROM: Arthur Johnston, Clerk
DATE: June 28, 2021
SUBJECT: **Getting Admitted to Practice and Registering for NextGen of CM/ECF**

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 be admitted and request filing access.

1. Navigate to 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

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.

4. Click on the **Maintenance** tab

Settings **Maintenance** Payments Usage

[Change Username](#) [Update PACER Billing Email](#)

[Change Password](#) [Set PACER Preferences](#)

[Set Security Information](#)

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

Settings Maintenance **Payments** Usage

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

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

[Update E-File Email Noticing and Frequency](#) [Check E-File Status](#)

[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

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

In what court do you want to practice?

*** Required Information**

Court Type *

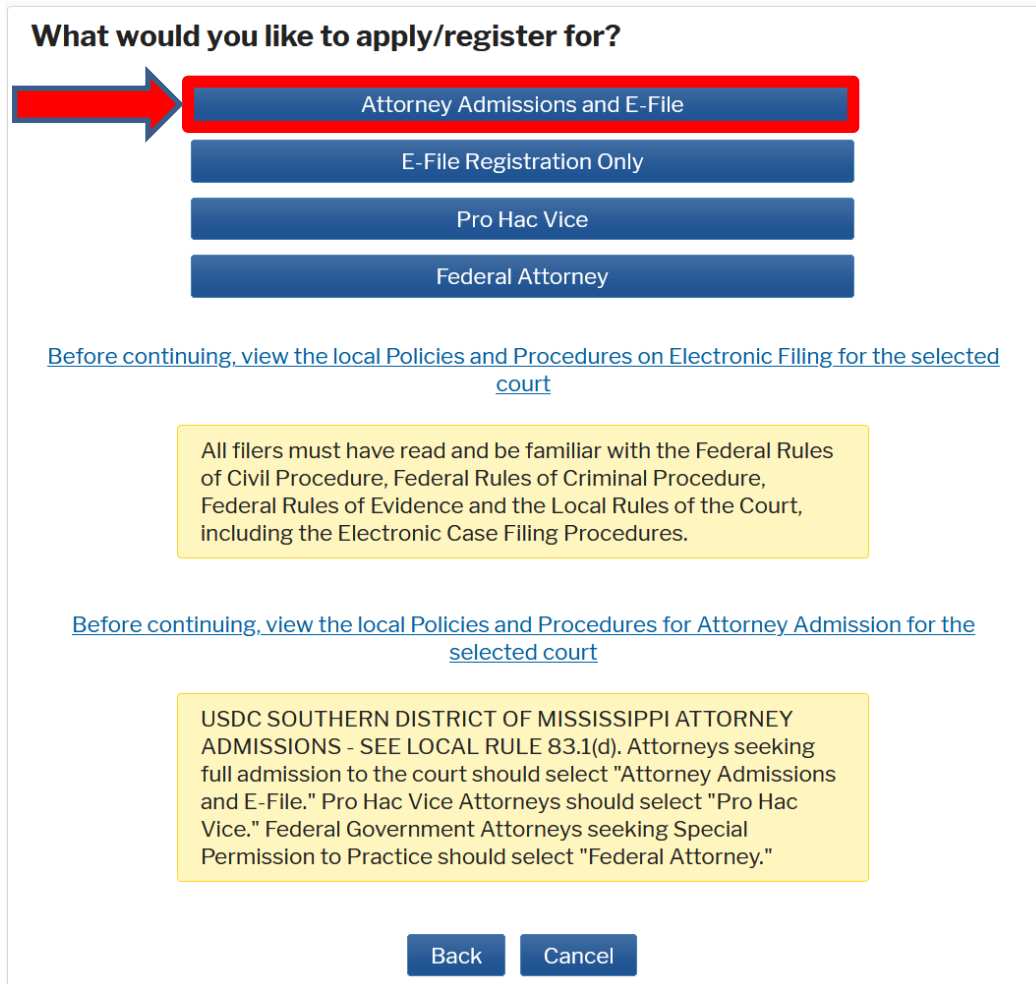
Court *

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. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

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. In this situation, please contact the court’s Attorney Admissions Clerks (currently Katherine Alexander 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:

- 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:

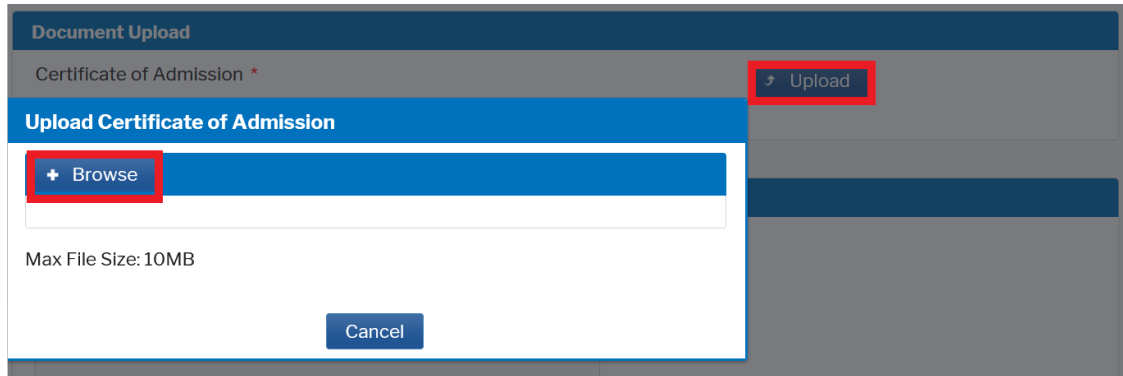
- a. Enter the required information for the attorney sponsoring you.

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.

Document Upload:

- a. Click the **Upload** button, then **+Browse** to attach your Certificate of Good Standing from the Mississippi Supreme Court or the Mississippi Bar. Your certificate must be dated within 60 days of your applying for admission to this court.



Additional Attorney Information Required by Court:

- a. Answer all questions and 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

XXXXXXXXXXXX4747
01/2024

Rooster Cogburn
39083 South Main Street
Jackson, MS
39202

Update

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

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.

The screenshot shows three distinct acknowledgment boxes. The top box is titled "Acknowledgment of Policies and Procedures for Attorney Admissions" and contains a mouse cursor icon pointing to a text area that says "Check here to acknowledge that you have read and agree to the Local requirements for the court in which you are registering" followed by a link "Click here to view Local Court Policies and Procedures." with a red asterisk. Below this are two more boxes. The first of these contains a link "Click here to download a printable version of the Attorney E-filing Terms and Conditions" and a mouse cursor icon pointing to a text area that says "By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration." with a red asterisk. The second of these boxes contains a mouse cursor icon pointing to a text area that says "Check here to acknowledge that you have read and agree to the local requirements for the court in which you are registering" followed by a link "Click here to view Local Court Policies and Procedures." with a red asterisk.

12. Click **Submit**. The court will review and process your admission request and provide you with further instructions via email, including a link to pay the admission fee online if you so desire. Alternatively, you may bring a check and present it to the clerk's office as set forth in Step 15 below.
13. Contact the chambers of a district or magistrate judge of your choosing and schedule a date and time for your personal appearance. Chambers contact information may be found here: <https://www.mssd.uscourts.gov/judges-information>
14. Navigate to the [Attorney Admission – Oath on Admission](https://www.mssd.uscourts.gov) under *Forms ... All Forms* on our web site (<https://www.mssd.uscourts.gov>) and print it, preferably on cardstock. Fill it out completely (excluding the judge's signature), including the name and MS Bar number of your sponsoring attorney, and **bring it with you for your personal appearance** as scheduled in Step 13 above. Neat, handwritten print is acceptable; however, all blanks on both sides of the card must be legible. The sponsoring attorney is to appear with the attorney being admitted. The card will be signed by the federal judge who administers your Oath.
15. Once you are sworn in at your personal appearance, please deliver your completed Oath on Admission Card (Form A0-153 MSSD Rev 3/21) signed by the judge who administered the Oath **to the Clerk's office** along with your check (unless you elect to pay electronically, in which case you will receive an email with instructions). 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.
16. 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.