



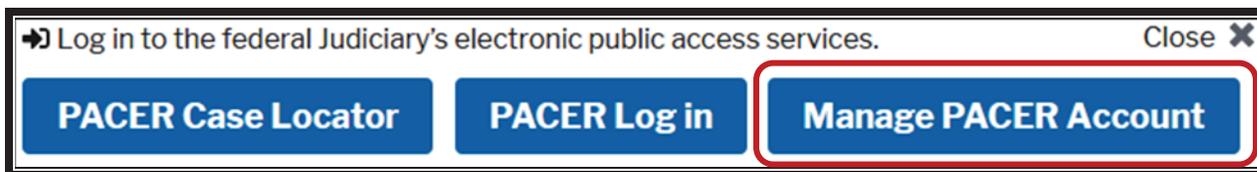
The instructions below will provide you with the steps required to request e-filing permission in the District of New Mexico.

NOTE: A PACER account is required

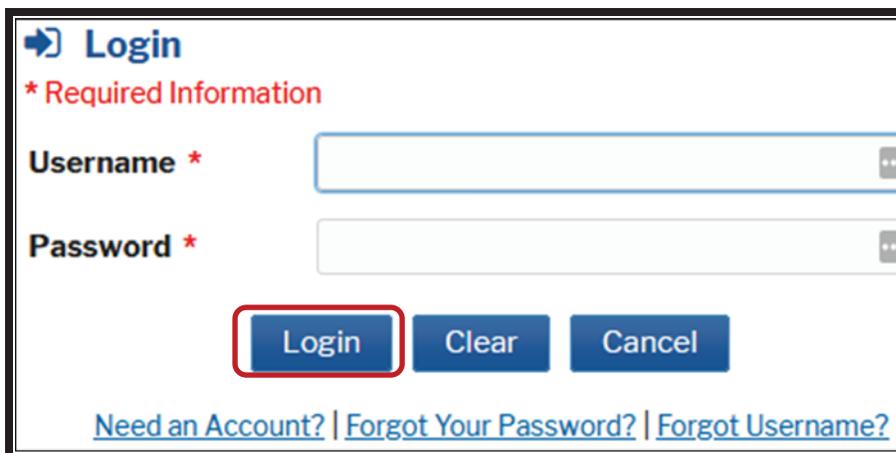
1. Navigate to PACER: <https://pacer.uscourts.gov> and Click **Log in to** in the top right corner.



2. Click the **Manage PACER Account** button.



3. Enter your **PACER** Username and Password then click the Login button.



4. Click the **Maintenance** tab, then click on **Attorney Admissions/E-file Registration**.



5. For the Court Type, select **U.S. District Courts** and for Court select **New Mexico District Court**.

In what court do you want to practice?
* Required Information

Court Type * U.S. District Courts

Court * New Mexico District Court

6. Next select the **E-File Registration Only**.
- **NOTE:** If you want to apply to be admitted to practice in the District Court of New Mexico, select **Admissions and E-File** button. If you are just wanting e-filing permission select **E-File Registration Only**.

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

7. Complete all sections listed under the **E-File Registration** screen.

Complete all sections of E-File Registration

Filer Information

* Required Information

Role in Court Attorney

Title Select a title or enter your own

8. Click the **Acknowledge** box.

Check the “*I acknowledge that I am submitting the e-file registration for the individual listed above.*” You can also use a different address, or leave the box unchecked to pull in the address information already on file.

Title is not required.

Filer Information

*** Required Information**

Role in Court Attorney

Title

Name William Robinson

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. ***

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

9. If applicable, enter information as needed in the **Additional Filer Information** section.

Additional Filer Information

Already Admitted at Court

Court Bar ID

Other Names Used

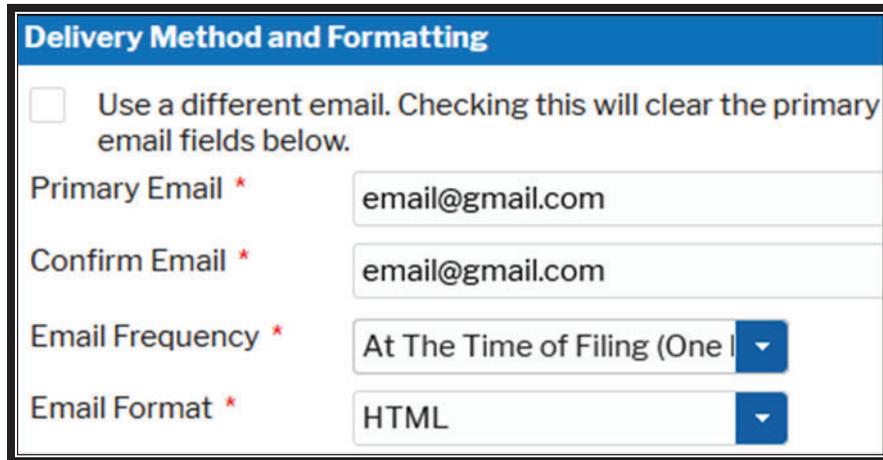
Most Recent Case (in court where you are registering)

10. In the **Deliver Method and Formatting** section, verify your email address.

If you need to change this, click the box *“Use a different email.”*

Select the **Email Frequency** that you prefer (At Time of Filing or Daily Summary Email).

Select the **Email Format** you prefer – this is typically HTML, but if your email program cannot process HTML you can select text only. Then click the Next button.



The screenshot shows a form titled "Delivery Method and Formatting" with a blue header. Below the header, there is a checkbox labeled "Use a different email. Checking this will clear the primary email fields below." which is currently unchecked. Below this are four input fields, each with a red asterisk indicating it is required:

- Primary Email ***: A text input field containing "email@gmail.com".
- Confirm Email ***: A text input field containing "email@gmail.com".
- Email Frequency ***: A dropdown menu with "At The Time of Filing (One I" selected and a blue downward arrow.
- Email Format ***: A dropdown menu with "HTML" selected and a blue downward arrow.

11. In the **E-Filing Terms of Use**, review the conditions, then click both boxes:

“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.”

Then click Submit.

E-Filing Terms of Use

Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.

[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.

12. Next you will see the confirmation page, click Done.

Confirmation Page

Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

A notification will be sent to our court for review. The attorney will receive an email notifying them when their e-filing request has been approved.