



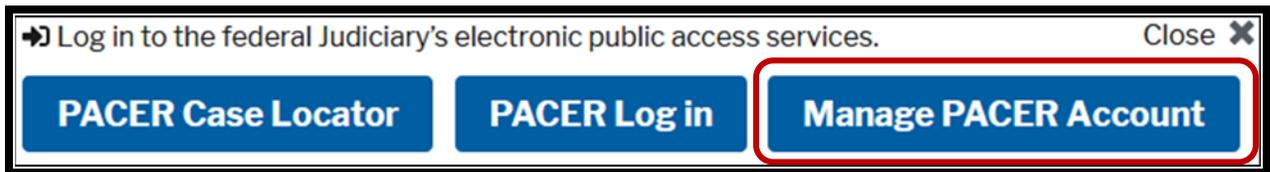
The instructions below will provide you with the steps required to apply to be admitted to practice in the District of New Mexico.

**NOTE:** A PACER account is required

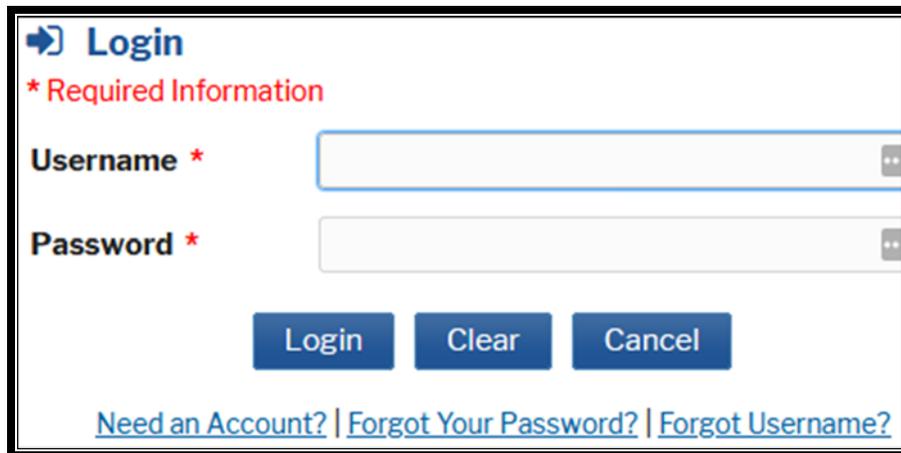
1. Navigate to PACER: <https://pacer.uscourts.gov> and Click **Log in to** in the top right corner.



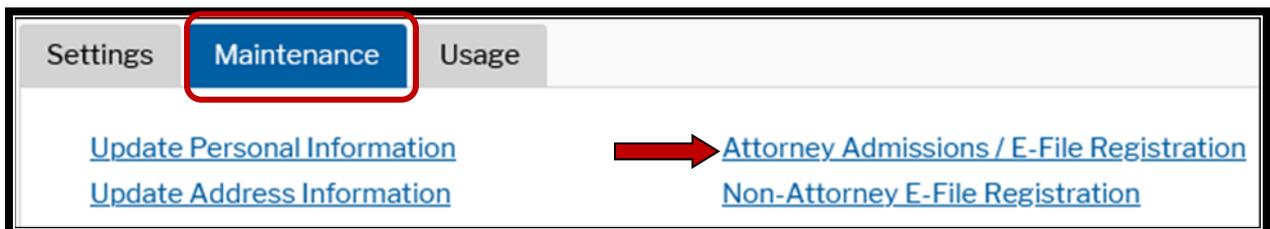
2. Click the **Manage PACER Account** button.



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**.



- 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 \*

Court \*

- Next select the **Attorney Admissions and E-File** button.

**What would you like to apply/register for?**

- In the **Attorney Bar Information** section, as appropriate, select the box next to “I am admitted to the bar in one or more federal courts” and/or the box next to “I am admitted to the bar in one or more states”.

**Note:** If you are admitted to practice in a NextGen Court your bar information for those Courts will be displayed.

**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"/>		

8. Enter **Additional Federal** or **State Bar Information** as appropriate by clicking the Add button.

The screenshot shows a form titled "Enter Additional Federal Bar Information". It contains three input fields: "Court" with a dropdown menu set to "TENTH CIRCUIT", "Bar ID" with the value "123456", and "Date Admitted" with the value "01/04/2021" and a calendar icon. At the bottom right, there are two buttons: "+ Add" and "Close".

The screenshot shows a form titled "Enter Additional State Bar Information". It contains three input fields: "State" with a dropdown menu set to "Colorado", "Bar ID" with the value "1234567", and "Date Admitted" with the value "01/04/2021" and a calendar icon. At the bottom right, there are two buttons: "+ Add" and "Close".

Once finished click the Close button.

9. The **Sponsoring Attorney** section is not a mandatory field. Leave this section blank if it is not applicable.

The screenshot shows a form titled "Sponsoring Attorney". It contains four input fields: "Bar ID", "Jurisdiction" with a dropdown menu set to "Select Court", "First Name", "Middle Name", and "Last Name".

10. In the **Attorney Information** section, fill out the information appropriately.

The screenshot shows a form titled "Attorney Information". It contains several sections:

- Attorney Type (check all that apply) \***: Three checkboxes are shown: "Civil" (checked), "Criminal" (checked), and "Bankruptcy" (unchecked).
- Have you ever been disbarred/censured/denied admission? \***: Two radio buttons are shown: "Yes" (unchecked) and "No" (checked).
- Do you have any disciplinary actions pending? \***: Two radio buttons are shown: "Yes" (unchecked) and "No" (checked).
- Have you ever been convicted of a felony? \***: Two radio buttons are shown: "Yes" (unchecked) and "No" (checked).
- Fee Acknowledgment \***: Two radio buttons are shown: "I acknowledge that I will be charged an admission fee if I am admitted." (checked) and "I request that the admission fee be waived for the following reason:" (unchecked).

11. Next is the **Additional Attorney Information Required by Court**. These questions are mandatory and must be answered as directed.

After completion, click the Next button.

### Additional Attorney Information Required by Court

Do you certify that you are an attorney and meet all the eligibility requirements to be a member of the Court's bar? (Indicate Yes/No) \*

Do you certify that you are in good standing in all attorney licensing jurisdictions or courts to which you have been admitted and you agree to provide any Certificates of Good Standing anytime the court requests it? \*

12. Enter the information required in the **Filer Information** section.

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     

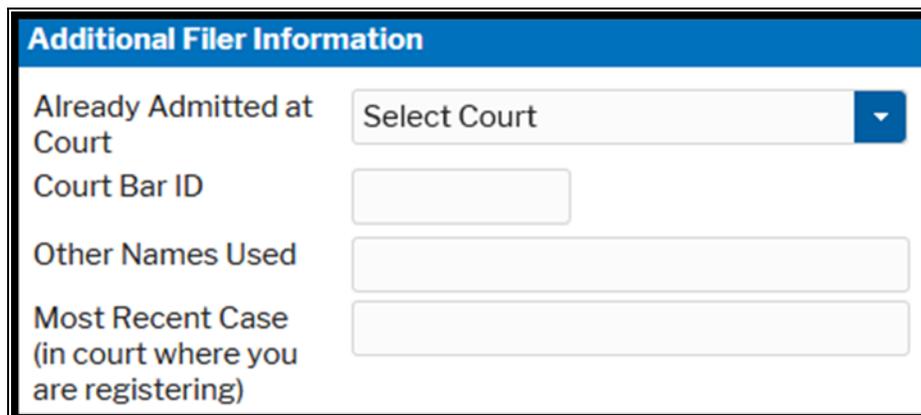
Name      William Robinson

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.

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



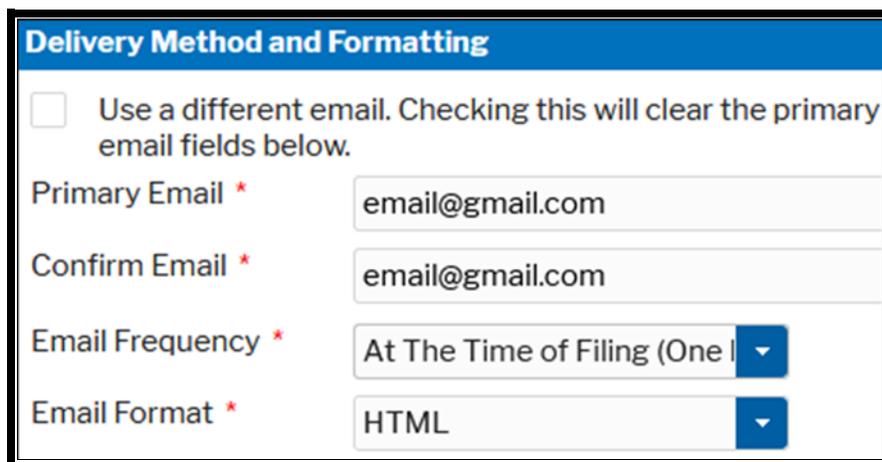
The screenshot shows a form titled "Additional Filer Information" with a blue header. It contains four input fields: "Already Admitted at Court" with a dropdown menu showing "Select Court"; "Court Bar ID" with a text input field; "Other Names Used" with a text input field; and "Most Recent Case (in court where you are registering)" with a text input field.

14. 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. It includes a checkbox labeled "Use a different email. Checking this will clear the primary email fields below." Below this are four input fields: "Primary Email \*" with the value "email@gmail.com"; "Confirm Email \*" with the value "email@gmail.com"; "Email Frequency \*" with a dropdown menu showing "At The Time of Filing (One |"; and "Email Format \*" with a dropdown menu showing "HTML".

15. Verify your **Payment Information**. Make any changes as needed, then click Next.

### 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.

 <input checked="" type="checkbox"/> Autobill PACER fees <input type="checkbox"/> E-filing fees default <input type="checkbox"/> Admissions fees default  XXXXXXXXXXXXXXXX4747	<a href="#">Add Credit Card</a> <a href="#">Add ACH Payment</a>
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16. On the next screen, click the box “*Acknowledgment of Policies and Procedures for Attorney Admissions.*”

### 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.](#) \*

17. 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.**

18. 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**.

You will be returned to the Maintenance tab. The Attorney Admission process is now complete.

The court will receive the admission application and once it is processed, the attorney will be notified.

**For information on admission, payment or status, please submit your requests to [attorneyadmissions@nmd.uscourts.gov](mailto:attorneyadmissions@nmd.uscourts.gov).**