

# HOW TO SUBMIT AN APPLICATION FOR BAR ADMISSION OR REQUEST FOR A CERTIFICATE OF GOOD STANDING WITH FEE PAYMENT

The court's Electronic Case Filing system (ECF), along with Pay.gov to pay the fee, may be used to submit your application for bar admission or your request for a certificate of good standing. You must be a registered ECF user with this court to submit your application/request and payment in this manner.

Make sure you have your application to the bar and any supporting documents ready to upload. All documents must be in searchable PDF format and no PDF may exceed 20 MB in size.

1. On the start-up page after logging into ECF, select Utilities to see the submission options. Select *Bar Admission* or *Request Certificate of Good Standing*
2. In this example, we will use Bar Admission to submit a payment with the application (note: the steps for requesting a certificate of good standing are essentially identical to what is outlined here). After making your selection, the Bar Admission page will open.

CM ECF Filing Reports Utilities Help Getting Started Log Out Tenth Circuit Court of Appeals

### Bar Admission

PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY

1. Enter your State Bar Number and select your State of Residence.
2. If applicable, select the Fee Waiver Reason from the drop down menu. Contact the court at 303-335-3157 if you are unsure if you qualify for a waiver.
3. Type the word "Application" in the description field and attach your Application for Admission in PDF format by clicking the "Browse" button.
4. You may attach a Certificate of Good Standing or other documents in PDF format by completing the description field and clicking the "Browse" button.
5. After attaching your documents you must click on "Pay Fee and Submit Application" to start the payment process.
6. You will be automatically directed to the Pacer website where you will be required to log into your ECF account to continue the payment process.
7. Once your payment has been submitted you will be redirected back to the ECF filing system.

Jurisdiction  
10th Circuit Court of Appeals

State Bar Number  
123456

State of Residence  
Colorado

Reason for Fee Waiver  
-

Fee Amount  
\$225.00

Submit Documents

Description  
Application for Admission

Browse...

3. Enter your State Bar Number, and select your State of Residence from the drop down menu.
4. If you are a CJA attorney with an appointment in this court, or a federal government attorney, you may select the applicable *Reason for Fee Waiver* from the drop down menu.

Tenth Circuit Court of Appeals

CM ECF Filing Reports Utilities Help Getting Started Log Out

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**Bar Admission**

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6. You will be automatically directed to the Pacer website where you will be required to log into your ECF account to continue the payment process.
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Jurisdiction  
10th Circuit Court of Appeals

State Bar Number  
123456

State of Residence  
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Reason for Fee Waiver  
-

Fee Amount  
\$225.00

Submit Documents

Description

**Browse...** Click Browse to add another document.

Document	Description	Size	Sequence	Remove All
<a href="#">ASEOA.pdf</a>	Application	36 KB	↓	✘
<a href="#">A-12BRF.PDF</a>	Certificate of Good Standing	7 KB	↑	✘

**Pay Fee and Submit Application**

5. Type "Application" in the Description field for the document and click the **Browse** button to select your PDF attachments.
  - a. Search for the PDF file that contains your bar application.
  - b. Select the appropriate file and click the **Open** button.

6. If you need to attach further documentation or attachments, complete the Description field and click the **Browse** button to select your PDF attachments.
7. After attaching your documentation, click the **Pay Fee and Submit** button to begin the submission of the credit card payment. You will now be connected to Pacer.gov where you must log in using your ECF username and Password.

The screenshot displays the PACER Training website interface. At the top, there is a navigation bar with the PACER logo and the text 'PACER Training PUBLIC ACCESS TO COURT ELECTRONIC RECORDS'. To the right, there are links for 'Manage My Account', 'Manage My Appellate Filer Account', and 'Case Search Sign In'. Below the navigation bar is a menu with options: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, Browse Aloud, and RSS. On the left side, there is a 'PACER Links' sidebar with categories like Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account. The main content area is titled 'MANAGE MY ACCOUNT' and contains a login form. The form has a title 'Login' and a sub-header '\* Required Information'. It includes fields for 'Username \*' (containing 'atty\_tenthcoa') and 'Password \*'. Below the fields are buttons for 'Login', 'Clear', and 'Cancel'. There are also links for 'Not attya\_tenthcoa? Click here to login as a different user', 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. A notice at the bottom of the form states: '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.' At the bottom of the page, there is a footer with links for 'Contact Us', 'Privacy', 'Policies and Procedures', 'Browse Aloud', and 'About Us', along with a disclaimer and the U.S. Courts logo.

- PACER Links**
- Court Links
  - Search PACER Case Locator
  - Announcements
  - Frequently Asked Questions
  - Resources
  - Manage My Account

**MANAGE MY ACCOUNT**

Welcome, Attyd Tenthcoa

**Logout**

Account Number	7031656
Username	attyd_tenthcoa
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account


Pay Attorney Admission/Renewal Fees for U.S. Court Of Appeals, Tenth Circuit (train) - NextGen

**\* Required Information**

**Payment Amount**

Amount Due \*      \$225.00

**Select a Payment Method**

 Attyd Tenthcoa  
XXXXXXXXXXXX9424  
01/2021

Enter a credit card

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

- Verify the amount due is correct.
- You may use the credit card on file or enter another credit card to make the payment.
- Click *Next* to continue.
- Complete the Court Specific section, including Attorney Name, Contact Phone Number and Person Completing Transaction fields so that the court may contact you if there are any issues with the payment.
- You must complete the Email Receipt section in order to receive an emailed receipt for the transaction.

**PACER Links**

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

**MANAGE MY ACCOUNT**

Welcome, Attyd Tenthcoa

[Logout](#)

<b>Account Number</b>	7031656
<b>Username</b>	attyd_tenthcoa
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Upgraded PACER Account

Pay Attorney Admission/Renewal Fees for U.S. Court Of Appeals, Tenth Circuit (train) - NextGen

**Payment Summary**

<p><b>PAYMENT METHOD</b></p> <p>XXXXXXXXXXXX9424 01/2021</p> <p>Attyd Tenthcoa 555 Tester Lane Denver, CO 80202 USA</p>	<p><b>PAYMENT DETAILS</b></p> <p><b>Payment Amount</b> \$225.00</p> <p><b>Fee Type</b> Attorney Admission/Renewal Fees</p>
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**Court Specific**

**Attorney Name \***

**Contact Phone Number \***

**Person Completing Transaction \***

**Email Receipt**

**Email**

**Confirm Email**

**Additional Email Addresses**

**Authorization**

I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. \*

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

- Check the Authorization box and click the **Submit** button to complete the transaction.
- A notification screen indicating the payment was successful will appear briefly and you will then be redirected automatically to the ECF system.

The screenshot shows the PACER Training website interface. At the top, there are navigation links: "Manage My Account | Manage My Appellate Filer Account | Case Search Sign In". The PACER logo and "Training" banner are prominent. A navigation bar includes "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", "CONTACT US", "Browse Aloud", and "RSS".

The main content area is titled "MANAGE MY ACCOUNT" and displays a welcome message: "Welcome, Attyd Tenthcoa". A "Logout" button is visible. Below this, account details are listed:

Account Number	7031656
Username	attyd_tenthcoa
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Below the account details is a section titled "Pay Attorney Admission/Renewal Fees for U.S. Court Of Appeals, Tenth Circuit (train) - NextGen". It contains a "Payment Successful" notification:

**Payment Successful**

Your payment was successful. You will now be redirected back to U.S. Court Of Appeals, Tenth Circuit (train) - NextGen to view your receipt or complete your transaction.

If you are not redirected within 30 seconds, click the 'Submit' button below. Do not click the Refresh or Back buttons, as this may result in multiple charges.

If this problem continues to occur, please contact the court.

A "Submit" button is located at the bottom of this notification box.

- If the transaction was successful, a copy of the receipt will be displayed in the ECF application and you may print it for your records.

The screenshot shows the ECF application interface. At the top, there are navigation links: "Filing", "Reports", "Utilities", "Help", "Getting Started", "Log Out". The CM/ECF logo is on the left, and "Tenth Circuit Court of Appeals" is on the right.

The main content area displays a message: "Your payment is complete. [Print](#) the payment receipt."

Below this message is a receipt summary:

Receipt	A10-41795-73
Payment Date	04/11/2017
Amount	\$225.00
Fee Type	Attorney Admissions
Bar Status	Pending Review

- You may continue to file other pleadings or you may log out if you are finished.