

A stylized graphic of the American flag, featuring a blue canton with white stars and red and white stripes, waving from the top left towards the bottom right. The graphic is semi-transparent, allowing the text to be seen through it.

Attorney Admissions

**United States Court of
Appeals for the First Circuit**

Revised December 1, 2016

Attorney Admissions

Absent a waiver, all attorneys, with the exception of current federal law clerks, are required to submit their bar application electronically, regardless of whether the admission fee is due or waived. Current federal law clerks should contact the clerk's office for further information.

You must register for an appellate ECF account prior to submitting an [Application and Oath for Admission to Practice](#). As a non-bar member, your ECF account will be activated with limited functionality. You will be able to submit a bar application through the CM/ECF Utilities menu, but you will not have access to case related document filing until you are admitted to the bar of this court. Bar applications must be submitted using the ECF account of the individual seeking admission.

Complete the [Application and Oath for Admission to Practice](#) and gather all supporting documents in advance. A fillable application form will not appear during the submission process. Do not submit your application form until it is complete and all supporting documents have been obtained. You may sign the application using an electronic signature, but your sponsor's signature must be handwritten. All documents must be saved as PDF files prior to submission.

The admission fee will be paid via Pay.gov, which is a secure, web based application operated by the U.S. Treasury Department. It allows users to make online payments to government agencies by credit card or direct debit from a checking or savings account. Pay.gov accepts Visa, MasterCard, American Express and Discover credit cards. Diners Club cards can be used if they are branded with the Discover card logo and the payment is entered as a Discover card transaction. Debit cards processed through Visa or MasterCard are accepted, but ATM cards that are not branded with the Visa or MasterCard logo cannot be used. Pay.gov also accepts Automated Clearing House (ACH) payments, which are made by entering the routing and account numbers for the bank account you wish to debit.

The admission fee – including both the \$181.00 attorney admission fee due under 28 U.S.C. § 1913 and the \$50.00 local fee due under Local Rule 46(a)(1) – is waived for attorneys appearing before the court as (1) counsel for the United States or an officer or agency thereof, or (2) counsel appointed under the Criminal Justice Act (CJA). However, attorneys who represent the United States, or were appointed under the CJA, must complete a separate transaction and pay a nineteen dollar (\$19) charge if they wish to obtain a Certificate of Admission.

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

- (1) I understand that, if I file, I must comply with the redaction rules. I have read this notice.

If you are unable to login, click [here](#)

Authentication

Login: (2)
Password:
Client Code:

(3)

CM/ECF has been tested using Firefox and Internet Explorer. All testing was performed using the Sun Java Plug-In version 1.7.

- (1) Check the redaction box after you have read the redaction requirements. (2) Enter your appellate ECF login and password. (3) Click **Login**.

Attorney Admissions

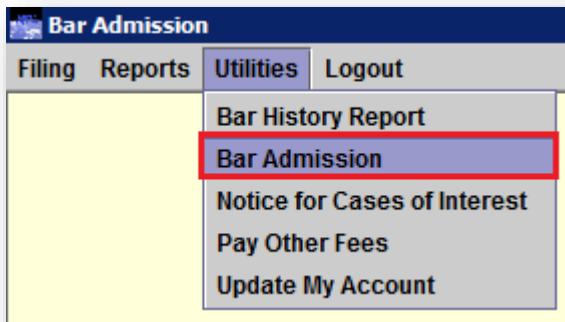


A dark gray window will open. The Java icon should appear briefly before transforming into **CM/ECF**.



If **CM/ECF** doesn't appear in the white box above the warning message, Java is either not installed or not enabled on your computer. You must install and enable Java to run the appellate CM/ECF application. If you do not have Java installed on your computer, you can download it at no charge at www.java.com.

Attorney Admissions



The *Startup Page* will open in a separate window. To submit a bar application, select **Utilities > Bar Admission**.

Bar Admission

Jurisdiction: 1st Circuit Court of Appeals

Note

- The certificate of good standing must be from a qualifying *state* court and must be in English.
- The sponsor's signature cannot be an electronic signature.
- If the payment screen does not display when you click *Pay Now and Submit*, you may need to adjust your pop-up blocker settings. To submit a payment, your pop-up blocker must be turned off, or set to allow pop-ups from **pay.gov*.
- Do not use this utility to upload an appearance form, or any other case related documents.
- Current federal law clerks should not submit their bar application electronically. Contact the clerk's office for further information.

Manner Application Received: Electronic Submission State Bar Number:

Fee Waiver Reason: State of Residence:

Fee Amount: \$231.00

Document: Description:

Select a **Fee Waiver Reason**, if applicable. Only attorneys appearing before the court as (1) counsel for the United States or an officer or agency thereof, or (2) counsel appointed under the Criminal Justice Act, are eligible for a fee waiver.

Attorney Admissions

Bar Admission

Jurisdiction: 1st Circuit Court of Appeals

Note

- The certificate of good standing must be from a qualifying *state* court and must be in English.
- The sponsor's signature cannot be an electronic signature.
- If the payment screen does not display when you click *Pay Now and Submit*, you may need to adjust your pop-up blocker settings. To submit a payment, your pop-up blocker must be turned off, or set to allow pop-ups from ***pay.gov**.
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- Current federal law clerks should not submit their bar application electronically. Contact the clerk's office for further information.

Manner Application Received: Electronic Submission

State Bar Number:

Fee Waiver Reason:

State of Residence:

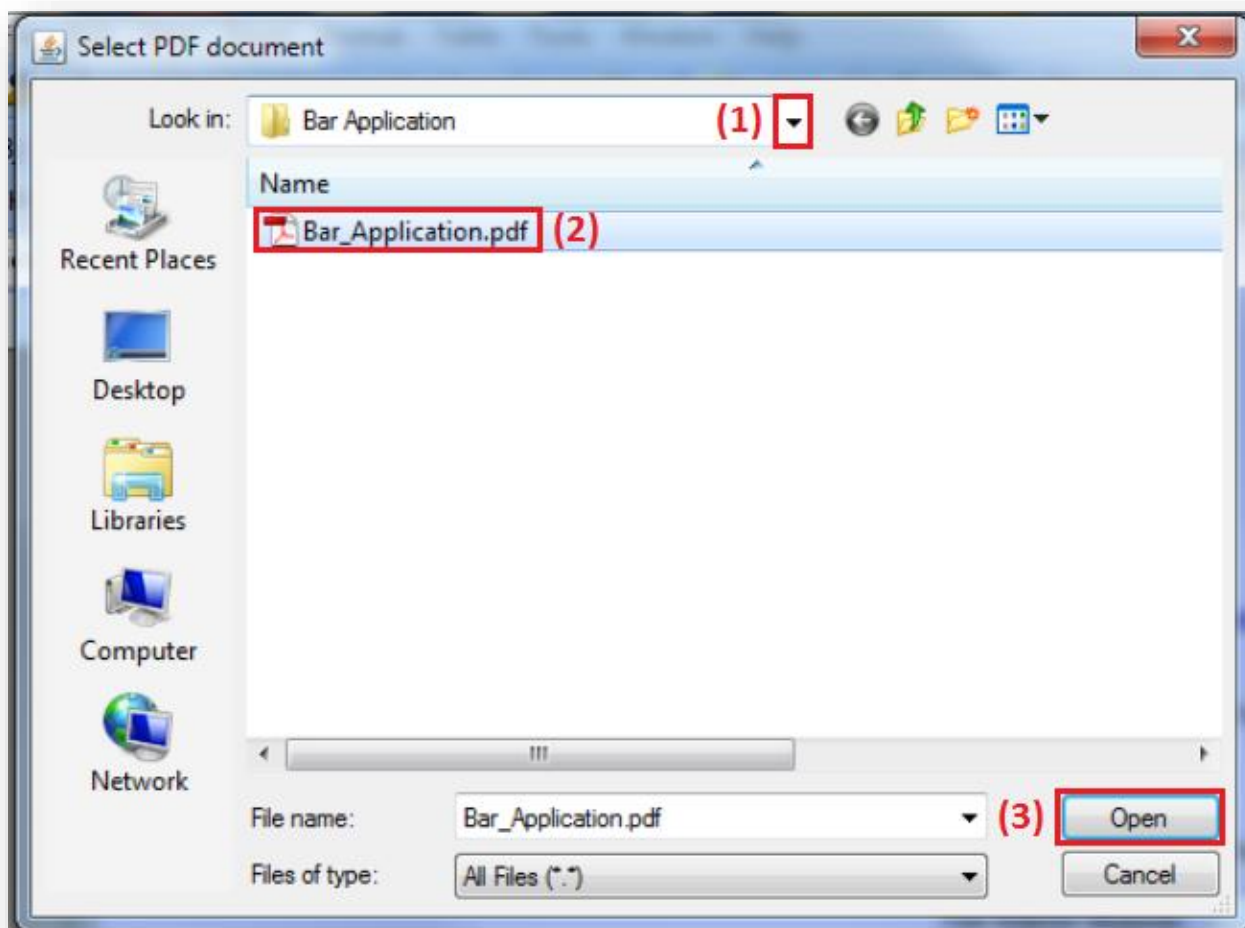
Fee Amount: \$231.00

Document:

Description:

Click **Browse** to upload your bar application.

Attorney Admissions



(1) Use the down arrow at the end of the **Look in** field to navigate to your bar application. (2) Click on the file name to select it. (3) Click **Open** to upload the document.

Attorney Admissions

Bar Admission

Jurisdiction: 1st Circuit Court of Appeals

Note

- The certificate of good standing must be from a qualifying *state* court and must be in English.
- The sponsor's signature cannot be an electronic signature.
- If the payment screen does not display when you click *Pay Now and Submit*, you may need to adjust your pop-up blocker settings. To submit a payment, your pop-up blocker must be turned off, or set to allow pop-ups from **pay.gov*.
- Do not use this utility to upload an appearance form, or any other case related documents.
- Current federal law clerks should not submit their bar application electronically. Contact the clerk's office for further information.

Manner Application Received: Electronic Submission

State Bar Number:

Fee Waiver Reason:

State of Residence:

Fee Amount: \$231.00

Document:

Description:

The **Document** field will be auto-populated with the path and file name for your document. Enter a brief description of the document in the **Description** field.

Attorney Admissions

Bar Admission

Jurisdiction: 1st Circuit Court of Appeals

Note

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- The sponsor's signature cannot be an electronic signature.
- If the payment screen does not display when you click *Pay Now and Submit*, you may need to adjust your pop-up blocker settings. To submit a payment, your pop-up blocker must be turned off, or set to allow pop-ups from **pay.gov*.
- Do not use this utility to upload an appearance form, or any other case related documents.
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Manner Application Received: Electronic Submission

State Bar Number:

Fee Waiver Reason:

State of Residence:

Fee Amount: \$231.00

Document:

Description:

The court would prefer that you save your bar application and all supporting documents in a single PDF file. However, if that is not possible, use the **Add Another Document** button to upload any supporting documents saved as separate PDF files.

Attorney Admissions

Bar Admission

Jurisdiction: 1st Circuit Court of Appeals

Note

- The certificate of good standing must be from a qualifying *state* court and must be in English.
- The sponsor's signature cannot be an electronic signature.
- If the payment screen does not display when you click *Pay Now and Submit*, you may need to adjust your pop-up blocker settings. To submit a payment, your pop-up blocker must be turned off, or set to allow pop-ups from **pay.gov*.
- Do not use this utility to upload an appearance form, or any other case related documents.
- Current federal law clerks should not submit their bar application electronically. Contact the clerk's office for further information.

Manner Application Received: Electronic Submission State Bar Number:

Fee Waiver Reason: State of Residence:

Fee Amount: \$231.00

Document: Description:

After uploading all required documents, click **Pay Now and Submit Application** to launch Pay.gov. If Pay.gov does not launch, you either have your pop-up blocker turned on or the tab settings on your browser are preventing it from opening in a new tab or window. Note: If you selected a **Fee Waiver Reason**, the button will be labeled **Submit Application** and Pay.gov will not launch.

Attorney Admissions

➔ **Option 1: Pay Via Bank Account (ACH)** [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$231.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

⑆0 26 94 67 83⑆ 9 24 3 76 73 90⑆ 1 234⑆

Payment Date: 09/12/2012

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

To pay the fee directly from your bank account, select **Option 1: Pay Via Bank Account (ACH)**. Complete the required fields and click **Continue with ACH Payment**.

Attorney Admissions

➔ **Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)**

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$231.00

Billing Address: *





Billing Address 2:

City:

State / Province: MA

Zip / Postal Code:

Country:

Card Type: *    

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

To pay the fee with a plastic card (either a credit card or a debit card branded with the Visa or MasterCard logo), select **Option 2: Pay Via Plastic Card (PC)**. Complete the required fields and click **Continue with Plastic Card Payment**.

Attorney Admissions

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

(1) **Email Address:**

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

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

* (2)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

(3)

(1) Provide an email address if you would like to receive confirmation of your payment. (2) Acknowledge that you have read the authorization and disclosure statement. Note: The language will be different for ACH and plastic card payments (3) Click **Submit Payment**.

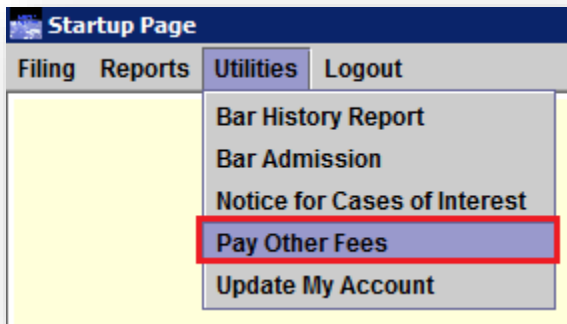
Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: 01-24610-887
Payment Date: 09/13/2012
Amount: \$231.00
Fee Type: Attorney Admission

You can click the *Close Window* button and log out of CME/ECF.

The confirmation screen will indicate the payment was successful and provide a link to the receipt.

Attorney Admissions



To request a Certificate of Admission or Certificate of Good Standing, select **Utilities > Pay Other Fees** from the *Startup Page*.

A screenshot of the 'Pay Other Fees' form. The form has a yellow background and a blue title 'Pay Other Fees'. It contains several fields: 'Fee Type:' with a dropdown menu showing a '-' sign and a list of options including 'Certificate of Admission' and 'Certificate of Good Standing'; 'Fee Amount:' with a '-' sign; 'Document:' with a text input field; and another empty text input field. Below these fields is a grey button labeled 'Add Another Document'. The 'Fee Type' dropdown and the 'Certificate of Admission' option are highlighted with a red rectangular border.

Select **Certificate of Admission** or **Certificate of Good Standing** from the **Fee Type** menu. Note: Attorneys who were subject to the attorney admission fee will automatically receive a Certificate of Admission upon verification of their bar application.

Uploading a document is not necessary unless you want to provide the court with additional information. For example, if you would like us to mail the certificate to an address other than your address of record, you would have to indicate this in an attachment. If your address has changed since you last appeared before this court, it would be advisable to confirm that we have your correct address by going to www.pacer.gov and selecting **Manage My Appellate Filer Account**.

Attorney Admissions

Pay Other Fees

Fee Type: Quantity:

Fee Amount: \$19.00

Document: Description:

Indicate the number of certificates you would like in the **Quantity** field.

Pay Other Fees

Fee Type: Quantity:

Fee Amount: \$19.00

Document: Description:

Click **Pay Now and Submit** to launch Pay.gov. If Pay.gov does not launch, you either have your pop-up blocker turned on or the tab settings on your browser are preventing it from opening in a new tab or window.

Attorney Admissions

➔ **Option 1: Pay Via Bank Account (ACH)** [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$19.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

⑆0 26 946 76 3⑆ 9 243 76 73 90⑆ 1 234⑆

Payment Date: 09/14/2012

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

To pay the fee directly from your bank account, select **Option 1: Pay Via Bank Account (ACH)**. Complete the required fields and click **Continue with ACH Payment**.

Attorney Admissions

➔ **Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)**

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$19.00

Billing Address: *





Billing Address 2:

City:

State / Province: MA

Zip / Postal Code:

Country:

Card Type: *    

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

To pay the fee with a plastic card (either a credit card or a debit card branded with the Visa or MasterCard logo), select **Option 2: Pay Via Plastic Card (PC)**. Complete the required fields and click **Continue with Plastic Card Payment**.

Attorney Admissions

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

(1) **Email Address:**
Confirm Email Address:
CC: Separate multiple email addresses with a comma

Authorization and Disclosure
Required fields are indicated with a red asterisk *
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.
 * (2)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

(3)

(1) Provide an email address if you would like to receive confirmation of your payment. (2) Acknowledge that you have read the authorization and disclosure statement. Note: The language will be different for ACH and plastic card payments (3) Click **Submit Payment**.

Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: 01-24609-540
Payment Date: 09/13/2012
Amount: \$19.00
Fee Type: Certificate of Admission

You can click the *Close Window* button and log out of CM/ECF.

The confirmation screen will indicate the payment was successful and provide a link to the receipt.