



## **Procedures for Admission to the Middle District of Tennessee Bar**

### **Documents required:**

- Completed Application for Admission to Practice  
**Note:** The two attorneys who recommend you for admission must be admitted to practice before this Court and must sign the Application.
- Two Certificates of Good Standing: 1) from a State or other U.S. Territory in which you are admitted to practice, **and** 2) one from a U.S. District Court or U.S. Appellate Court.  
**Note:** Attorneys admitted to practice in Tennessee are not required to submit a Certificate of Good Standing from a U.S. District Court or U. S. Appellate Court.

**Step One:** Review Local Rule 83.01(a) Eligibility and Procedure for Admission.

### **Step Two:**

1. Create or upgrade your PACER account, if necessary.
  - a. Create a PACER account [HERE](http://www.pacer.uscourts.gov) (www.pacer.uscourts.gov).
  - b. Follow these [Instructions](#) to upgrade a PACER account for NextGen CM/ECF compatibility.
2. If you have an existing upgraded PACER account, proceed to Step Three.

### **Step Three:**

1. Log on to PACER and click **Manage My Account** at the top of the screen.
2. Under the **Maintenance** tab, select **Attorney Admission / E-File Registration**.
3. Select **U.S. District Court** for Court Type and **U.S. Middle District of Tennessee**. Click **Next**.
4. As the answer to the question **What would you like to apply/register for?** Select **Attorney Admission and E-File**. This means you will be both applying for admission to the Court's Bar and registering as a Filing User with the Court's electronic filing system.
5. Complete all fields.
6. The **Document Upload** section requires you to provide (1) the completed Application for Admission to Practice Form and (2) a COGS (if required). Upload the documents as **one** PDF file.

7. Provide **Filer Information**. This information will automatically populate from your PACER Central Sign On (CSO) account. If the information is incorrect, you should update your PACER account instead of making changes on this screen.
8. Complete the **Delivery Method and Formatting** section to indicate how you want to receive Notices of Docket Activity from the Court. They will be sent to your primary email, so ensure it is correct.
9. The next screen is the **Payment Information** screen. This screen displays, side by side, each payment method that you have stored in your PACER account. If your application for admission is accepted by the Court, you will be able to use one of these stored payments methods to pay your attorney-admission fee. Check the **Admissions fees default** box next to the payment method you want to use. **The fee will not be charged, however, until the Court approves your application and requests that you authorize payment.**
10. After reading the terms, conditions, policies, and procedures, click the **Acknowledgment of Policies and Procedures for Attorney Admissions** box and the two **E-Filing Terms of Use** boxes.
11. Clicking **Submit** transmits your application to the Court for its review. The Clerk's office will ordinarily contact you by phone or email if there are problems that prevent your application from being approved. **YOU ARE NOT ADMITTED UNTIL THE COURT APPROVES YOUR APPLICATION AND YOU ARE SWORN IN.**

**Step Four:** Pay your attorney-admission fee.

1. After your application has been approved, the Clerk's office will email you with additional information including a link for payment.
2. Follow the email's link and sign into your PACER account. You will be directed to the Court's CM/ECF system, where you will see the fee amount and a list of the documents you submitted. Select **Pay Fee and Submit Application** to proceed.
3. You will be redirected to PACER's **Manage my Account** screen. Confirm that the name listed on the top of the screen is the attorney paying the fee for admission. Select a payment method. Fully complete the required information and then click **Next**.
4. The top of the next screen confirms the payment method and amount. Complete the **Court Specific** and **Email Receipt** sections. When you have reviewed all the information on this screen, check the box to authorize the payment and click **Submit**.
5. After submitting your payment, you will be returned to the Court's CM/ECF system, and a receipt will be generated.
6. Within three (3) business days, you will then receive an email with dates and times for a Swearing in Ceremony. Please reply with an appropriate date provided. Once sworn in, you are now admitted to the Court's bar. You will receive your Certificate of Admission on the day of the ceremony.

**QUESTIONS?**

Any questions regarding attorney admissions should be directed to [attorneyadmissions@tnmd.uscourts.gov](mailto:attorneyadmissions@tnmd.uscourts.gov) or the Clerk's office general number at (615) 736-5498.

APPLICATION FOR ADMISSION TO PRACTICE IN THE  
UNITED STATES DISTRICT COURT FOR THE MIDDLE DISTRICT OF TENNESSEE

I hereby make application for admission to practice in the United States District Court for the Middle District of Tennessee, and state that I am now a member in good standing of the Bar of the State of Tennessee, other U.S. state or territory, or District of Columbia and further represent that the statements made hereinafter are true. I acknowledge an on-going obligation to immediately advise the Court of any matter that could make this application false or misleading, even after my admission to the Court. Below are signatures of two members in good standing of the Bar of this Court who recommend my admission.

1. Applicant's Full Name: \_\_\_\_\_

2. Firm or Agency Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

*Please enter phone numbers without parenthesis, dashes or spaces.*

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email \_\_\_\_\_

3. Law School: \_\_\_\_\_

4. Bar member of:  5. Date admitted: \_\_\_\_\_ 6. Bar ID Number: \_\_\_\_\_

7. Bar member of the following federal court: \_\_\_\_\_

*If not a member of the Tennessee Bar, please attach a certificate of good standing from a U.S. District or Appellate Court.*

8. Have you ever been denied admission, disbarred, suspended, reprimanded, censured, or disciplined by a federal or state court of record, other judicial or quasi-judicial tribunal, or a board of disciplinary responsibility or similar body?  Yes  No

9. Is there any charge pending against you, or have you been convicted in a state or federal court of a crime punishable by imprisonment for more than one year?  Yes  No

If yes to questions 8 or 9, state the disciplinary body, the date, and the nature of the action: (use additional paper if needed)

Is this application for readmission to this Court?

\_\_\_\_\_  
Signature of Applicant

We are members in good standing of the Bar of this Court and hereby recommend the admission of the above-named applicant to the Bar of this Court.

1. \_\_\_\_\_  
Member's Name Date of USDC Admission Member's Signature

2. \_\_\_\_\_  
Member's Name Date of USDC Admission Member's Signature

CLERK'S OFFICE USE ONLY: Date of Admission: \_\_\_\_\_  
State Bar Information Verified by: \_\_\_\_\_ and Approval Notification sent on: \_\_\_\_\_  
Admitted before Judge: \_\_\_\_\_ Introduced by: \_\_\_\_\_