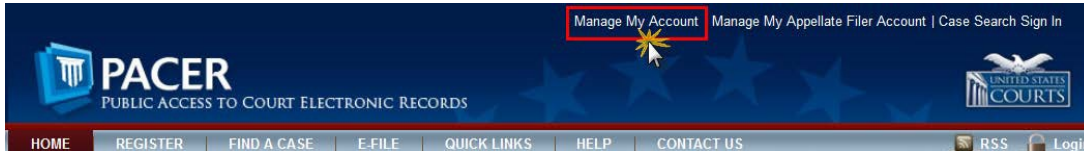


# Petition for Admission to Practice

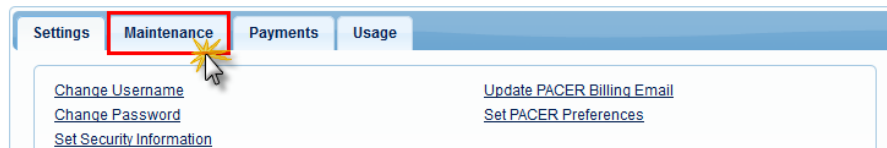
The U.S. District Court for the District of Connecticut is a NextGen CM/ECF court. **In order to request admission to practice, you must have an upgraded individual PACER account.** If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures. Once you have a PACER Account, follow the steps below to request filing access.

1. Navigate to [www.pacer.gov](http://www.pacer.gov)
2. Click **Manage My Account** at the very top of the page

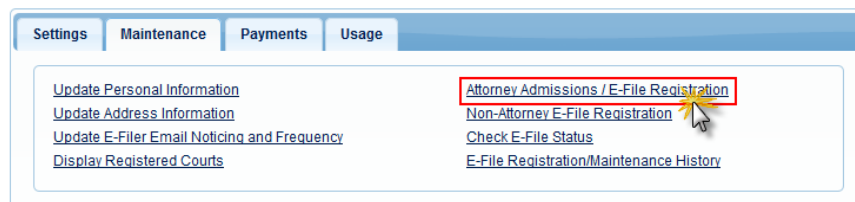


3. **Login** with your upgraded individual PACER account username and password

4. Click on the **Maintenance** tab



5. Select **Attorney Admission/E-File Registration**



6. Select **U.S. District Courts** as the Court Type and **Connecticut District Court** as the Court. Click **Next**.

**IN WHAT COURT DO YOU WANT TO PRACTICE?**

*\* Required Information*

Court Type \*

Court \*

**Note:** Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).

7. Select **Attorney Admissions and E-File**

**WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?**

8. Complete all five sections of the required registration information:

**Attorney Bar Information:**

**Attorney Bar 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"/>		

- a. Check one or both boxes to indicate the federal or state courts to which you are admitted.
- b. Click on the **+Add** button to select and add the state and/or federal court(s) to which you are admitted.

### Sponsoring Attorney:

- a. Enter the required information for one of the attorneys sponsoring you.

#### Sponsoring Attorney

Bar ID  Jurisdiction

First Name  Middle Name  Last Name

### Attorney Information:

- a. Enter your **personal information** and acknowledge the admission fee, or request a waiver of fees.

#### Attorney Information

Attorney Type (check all that apply) \*  Civil  Criminal  Bankruptcy

Have you ever been disbarred/censured/denied admission? \*  Yes  No

Do you have any disciplinary actions pending? \*  Yes  No

Have you ever been convicted of a felony? \*  Yes  No

Fee Acknowledgment \*

I acknowledge that I will be charged an admission fee if I am admitted.

I request that the admission fee be waived for the following reason:

### Document Upload:

- a. Click the **Upload** button, then **+Browse** to attach both the **Petition for Admission** and the **Certificates from Two Active Members of this Court's Bar**. \*\*Note that the two certificates should be saved and uploaded as one PDF document\*\*

#### Document Upload

Sponsor Certificates \*

Certificate of Good Standing \*

**Additional Attorney Information Required by Court:**

- a. Answer all questions and click **Next**.

**Additional Attorney Information Required by Court**

1. What is the address at which you reside? \*

2. Were you previously admitted as a pro hac vice attorney in the District of Connecticut? If so, please list your assigned pro hac vice number. \*

3. If applicable, please provide the following educational information: The year you received your undergraduate degree, from which university and in what field. The year you received your J.D. or LL.B, and from which university. The year you received your LL.M, and from which university. \*

4. How long have you been practicing law? When did you start practicing law? \*

5. Have you carefully studied the jurisdictional provisions of Title 28 of the United States Code, the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Local Rules of the United States District Court for the District of Connecticut? \*

6. Have you uploaded your sponsoring certificates from two members of the Bar of the United States District Court for the District of Connecticut? These certificates must state the following: Where and when the sponsor was admitted to practice in this Court; that the sponsor has direct knowledge of the petitioner's work in a professional legal capacity for at least six months; that the petitioner has good professional character; that the petitioner is experienced at the bar; how long and under what circumstances the sponsor has known the petitioner's professional character and experience as an attorney (For example, did they supervise your work directly? Did they assist you with casework? Were they co-counsel or opposing counsel?); and that the sponsor knows of no fact which would call into question the integrity or character of the petitioner. \*

9. Complete the personal information on the **E-File Registration** screen and click **Next**. Note that HTML is the preferred Email Format.

**COMPLETE ALL SECTIONS OF E-FILE REGISTRATION**

**Filer Information**

*\* Required Information*

**Role in Court** Attorney

**Title** Attorney

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.

**Firm/Office** Carson and Carson

**Unit/Department**

**Address \*** 700 Main St.

**Room/Suite**

**City \*** Hartford

**State \*** Connecticut

**County \*** HARTFORD

**Zip/Postal Code \*** 06103

**Country \*** United States of America

**Primary Phone \*** 860-240-1991

**Alternate Phone**

**Text Phone**

**Fax Number**

**Additional Filer Information**

**Already Admitted at Court** Select Court

**Court Bar ID**

**Other Names Used**

**Most Recent Case (in court where you are registering)**

**Delivery Method and Formatting**

Use a different email. Checking this will clear the primary email fields below.

**Primary Email \*** ctdcherylcarson@outlook.com

**Confirm Primary Email \*** ctdcherylcarson@outlook.com

**Email Frequency \*** At The Time of Filing (One Email pe

**Email Format \*** HTML

**Next** **Back** **Reset** **Cancel**

10. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen. You can add a credit card or ACH payment method for each of the following fee types (Please note that this Court does not accept ACH payment for Attorney Admissions):

- **P:** PACER search fees
- **E:** Filing fees
- **A:** Admissions/renewal fees


**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  XXXXXXXXXXXX4747 03/2020 Cheryl Carson 700 Main St Hartford, CT 06103  <input type="button" value="Update"/>	<a href="#">Add Credit Card</a> <a href="#">Add ACH Payment</a>
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To use the same account for multiple fee types, once account information is entered, click on the letter(s) on the left to designate the entered payment method to that account. The letter icon will turn from grey to blue once it has been designated an account.

11. Check the **Acknowledgment of Policies and Procedures for Attorney Admissions** box and the two **Attorney E-Filing Terms of Use** acknowledgment boxes.

**Acknowledgment of Policies and Procedures for Attorney Admissions**

 Check 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.](#) \*

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

 By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. \*

 Check 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.](#) \*

12. Click **Submit**. The Court will review your admission request and you provide you with further instructions (including a link to pay the admission fees online) via email. Please note that you must pay your admission fee online. After your admission fee is paid, your application will be reviewed for eligibility and you may be contacted for further information or to correct deficiencies if any exist. If your eligibility is confirmed, you will be scheduled for an admissions ceremony at one of our 3 seats of court. Once you have been formally admitted, your account will be activated and you will be able to file.