

**INSTRUCTIONS FOR ADMISSION TO THE BAR OF
THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NORTH DAKOTA**

Attorneys who wish to be admitted to the Bar of the United States District Court for the District of North Dakota must have a PACER account.

[Register for a New Individual PACER Account.](#)

Attorneys seeking admission must register for efilng access and admission via PACER.gov. No paper petitions will be accepted.

Attorneys must pay a one-time \$238 admission fee, unless exempt under D. N.D. Gen. L.R. 1.3(C)(2). Payment must be made by credit card or ACH payment. No checks, money orders, or cash will be accepted for the payment of an attorney admission fee.

All attorneys seeking admission must complete a notarized [Oath of Admission](#), and convert it to pdf for submitting via PACER. Attorneys should have the following information available before beginning the online registration:

- Signed and notarized Oath of Admission, converted to pdf format.
- All courts to which the attorney is admitted: including the date of admission and bar identification number (bar ID), if provided.
- Credit card/ACH payment information.

PACER Attorney Admission/E-File Registration

Attorneys must log into PACER.gov and navigate to:

Manage My Account → Maintenance → Attorney Admissions/E-File Registration.

Begin the registration process by selecting:

Court Type: U.S. District Courts

Court: North Dakota District Court

At the “What Would You Like to Apply/Register For?” screen, select:

“Attorney Admissions and E-File.”

Carefully read each screen and submit all of the requested information.

Tips for completing the online registration via PACER:

- Attorney Bar Information: Attorneys must include bar admission information for each jurisdiction in which they are licensed.
- Bypass the “Sponsoring Attorney” section. This information is NOT required for admission to the District of North Dakota.

- At the “Attorney Information” section, if the attorney is exempt from paying the admission fee (attorneys representing the United States or any agency thereof OR attorneys employed by the Office of the Federal Public Defender):
 - select the radio button: “I request that the admission fee be waived for the following reason:” and
 - in the text box add the following: I am an attorney for [insert specific federal government entity].
- When uploading the Oath of Admission, wait for the confirmation screen to verify the upload was successful.
- Bypass the Additional Filer Information Section.
- When selecting the Delivery Method and Formatting, the Court recommends selecting:
 - Email Frequency of “At the Time of Filing (One Email per Filing)” and
 - Email Format of “HTML.”

A confirmation page thanking you for registering will appear when the registration process is complete.

It may take up to five (5) business days to complete the admission process.

Attorneys will be notified via email of the status of their petition. If the petition is approved, the attorney will also receive an email providing instructions for payment of the admission fee.

Should you have any questions, please contact the Office of the Clerk of Court at:

Bismarck: (701) 530-2300

Fargo: (701) 297-7000

Attorneys who wish to apply for admission to the Criminal Justice Act (CJA) Panel must complete a separate application. CJA Panel members are appointed to serve as defense counsel for indigent criminal defendants. The Application, as well as additional information on the District’s CJA Plan, may be found at: http://www.ndd.uscourts.gov/cja/CJA_Attorney_Application.pdf

**UNITED STATES DISTRICT COURT
DISTRICT OF NORTH DAKOTA**

OATH OF ADMISSION

I, _____, do solemnly swear (or affirm), that as an attorney and as a counselor of this court I will conduct myself uprightly and according to law, and that I will support the Constitution of the United States.

Dated: _____

Attorney's Signature

VERIFICATION

Subscribed and sworn to before me this _____ day of

_____, 2_____. My commission expires on _____.

(Seal)

Notary Public