



UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA

MEMORANDUM

DATE: December 1, 2023
TO: Attorneys Seeking Admission to the Northern District of Florida
FROM: Jessica J. Lyublanovits, Clerk of Court
RE: ATTORNEY ADMISSION

Pursuant to Rule 11.1 of the Local Rules for the United States District Court for Northern District of Florida, all attorneys admitted to practice before the Court must comply with the requirements set forth below.

Regular Attorney Admission

All attorneys seeking admission to the Bar of this Court, must:

- Be a member in good standing of the Florida Bar;
- Maintain an upgraded PACER account;
- Prior to seeking admission, complete the online [Attorney Admission Tutorial](#);
- Prior to seeking admission, review the online [CM/ECF Attorney User's Guide](#); and
- Pay an admission fee of \$219 (*no renewal fees*)

Pro Hac Vice Attorney Admission

All attorneys seeking pro hac vice admission, must:

- Be a member in good standing of the bar of the jurisdiction where the attorney resides or regularly practices law;
- Maintain an upgraded PACER account;
- Prior to seeking admission, complete the online [Attorney Admission Tutorial](#);
- Prior to seeking admission, review the online [CM/ECF Attorney User's Guide](#);
- Pay a pro hac vice fee of \$219 per case; and,
- Submit a Certificate of Good Standing from the bar of the jurisdiction where the attorney resides or regularly practices law, dated within 30 days of the filing of a motion to appear pro hac vice. The certificate must be attached to the motion.

Attorneys Employed by the Government

Attorneys who are employed by the United States or a state or local government, who are representing the government, respectively, must:

- Be a member in good standing of the bar of the jurisdiction where the attorney resides or regularly practices law;
- Maintain an upgraded PACER account;
- Prior to seeking admission, successfully complete the online [Attorney Admission Tutorial](#);
- Prior to seeking admission, review the online [CM/ECF Attorney User's Guide](#).

Local Rule 11.1(E) requires completion of the Attorney Admission Tutorial. The requirement cannot be waived, and no substitute tutorials or training will be accepted. Upon completion of the Attorney

Admission Tutorial, the applicant and the Clerk's Office Attorney Admission Clerk will be notified electronically with a confirmation number indicating the attorney's successful completion.

CM/ECF NextGen

The Northern District of Florida has upgraded the district's CM/ECF software to the Next Generation of CM/ECF ("NextGen"). All attorney users must follow the instructions below to ensure their ability to file within the NextGen system.

Each attorney MUST have his/her own individual PACER account. Shared PACER accounts cannot be used. Firms may set up a PACER Administrative Account to help manage attorney accounts and have individual attorney accounts centrally billed for PACER access fees. PACER Administrative Accounts may be set up on the [PACER website](#).

PACER accounts issued prior to August 11, 2014, must be upgraded. To check the status of your individual PACER account, please visit <https://pacer.uscourts.gov/>, click on "Manage My Account Login", and login with your current PACER credentials. Look beside the "Account Type" field and if the term "Legacy" appears, your account must be upgraded. Click the "Upgrade" link in parentheses to update your account.

Once a PACER account is upgraded, a request for regular or pro hac vice admission may be submitted. Instructions indicating how to submit a [regular](#) and [pro hac vice](#) admission request are available by clicking the links provided above or on the [Attorneys](#) section of the Court's website.

After an admission request is processed, attorneys seeking admission through the regular admission process (not pro hac vice) will receive an email with instructions indicating how to electronically submit their admission fee. When the admission process is complete, the attorney will receive an electronic Certificate of Admission. If you would like to receive a hard copy of the Certificate of Admission, please send a request to the Clerk's Office along with a \$21 check made payable to "Clerk, U.S. District Court."

After a pro hac vice admission request is processed, attorneys seeking pro hac vice admission will receive an email instructing the attorney to proceed with electronically filing his/her motion to appear pro hac vice. Attorneys draft the motion; the court does not have a form. The pro hac vice admission fee will be collected when the motion is filed.

If you have questions regarding the attorney admission requirements or the procedures above, please contact the Clerk's Office Attorney Admission Clerk at (850) 470-8127 or [submit your questions online](#).