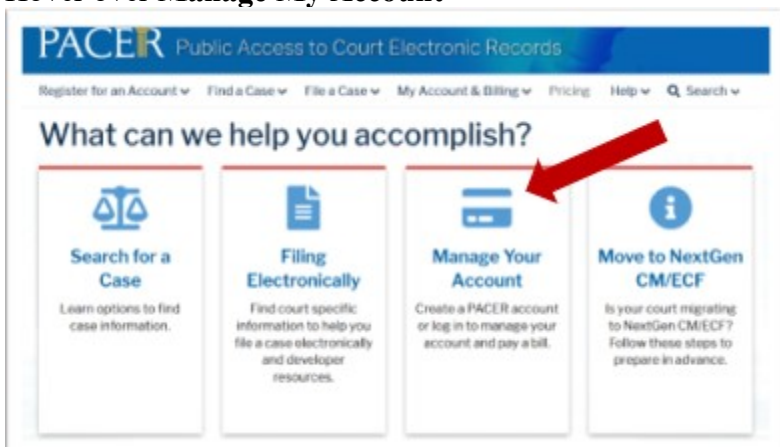
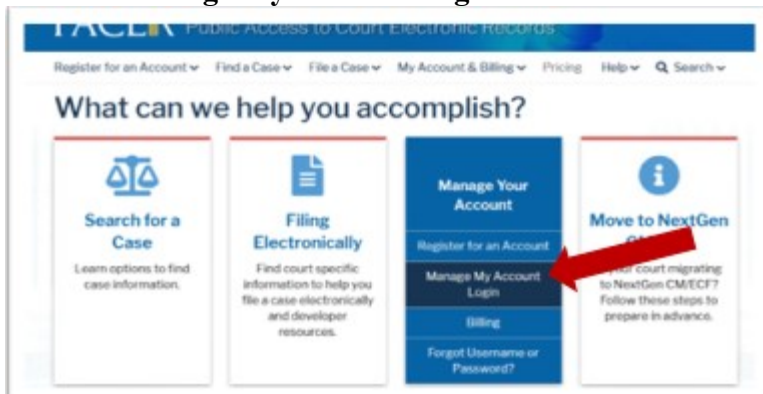


The following steps may be completed before a pro hac vice motion is filed, however, E-Filing privileges will NOT be granted until a motion has been approved by the Court. The Motion for Pro Hac Admission can be found on our website at https://www.id.uscourts.gov/district/attorneys/Attorney_Admissions.cfm and must be filed in CM/ECF along with the applicable fee. The Pro Hac motion must be filed by the sponsoring attorney.

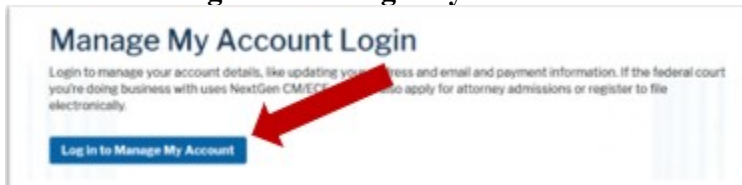
1. Login to <https://pacer.uscourts.gov>
2. Hover over **Manage My Account**



3. Click on **Manage My Account Login**



4. Click on the **Log in to Manage My Account**



5. Enter **username/password**

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

6. Click **Login**
7. Select the **Maintenance** tab and click **Attorney Admissions/E-File Registration**

Settings **Maintenance** Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) [Non-Attorney E-File Registration](#)

8. Select **U.S. District Courts** as the **Court Type** and **District of Idaho 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. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

9. Select **Pro Hac Vice**.

What would you like to apply/register for?

- Attorney Admissions and E-File
- E-File Registration Only
- Pro Hac Vice 
- Multi-District Litigation
- Federal Attorney

10. Complete the personal information on the **E-File Registration** screen and click **Next**.

NOTE: HTML is the preferred Email Format.

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Practitioner Information

*** Required Information**

Role in Court: Attorney
Title:

Please verify your address. You may also enter a different address from the one provided for your CSD account.
 Use a different address. Checking this will clear the address fields below.

Firm/Office:
Unit/Department:
Address:

Room/Suite:
City:
State:
County:
Zip/Postal Code:
Country:
Primary Phone:
Alternate Phone:
Text Phone:
Fax Number:

Additional Practitioner Information

Already Admitted at Court:
Court Bar ID:
Other Names Used:
Most Recent Case (in court where you are registering):
State Bar ID:
State:

Delivery Method and Formatting

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

Primary Email:
Confirm Primary Email:
Email Frequency:
Email Format:

11. Set default **Payment Information** if desired (not required). Click **Next** when finished or to bypass this screen. You can add a credit card for each of the following fee types:

Autobill PACER fees
E-filing fees default

To use the same account for multiple fee types, once account information is entered, click in the box next to one or multiple fee types to designate the entered payment method for that account.

12. Check the two boxes for **Acknowledgment of E-filing Terms and Conditions** and **Court Policies**.
13. Click **Submit**. The court will review your admission request and provide you with further instructions by email, if necessary.

