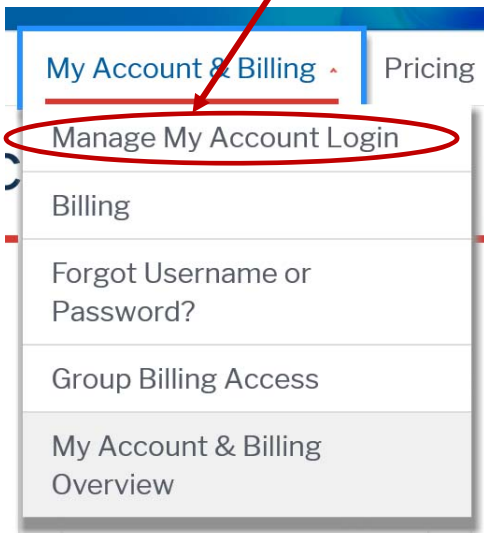


HOW TO APPLY FOR ADMISSION THROUGH PACER.GOV (with an individual or upgraded PACER account)

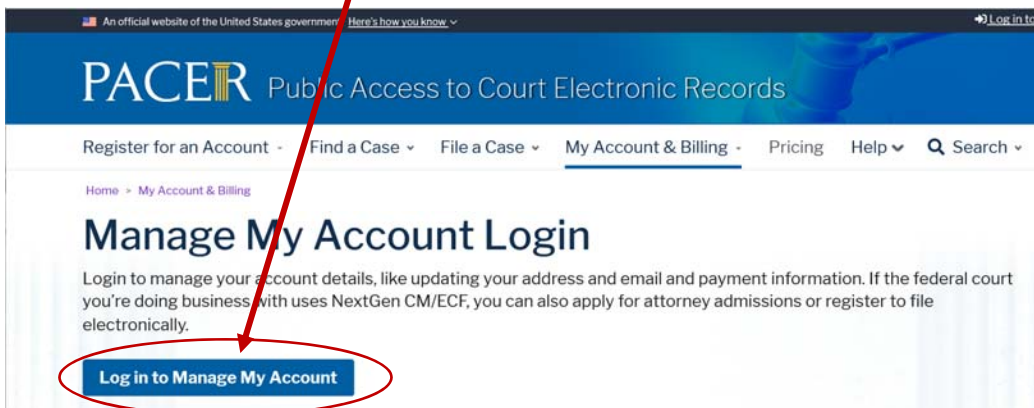
1. Navigate to PACER. gov
2. Click on My Account & Billing



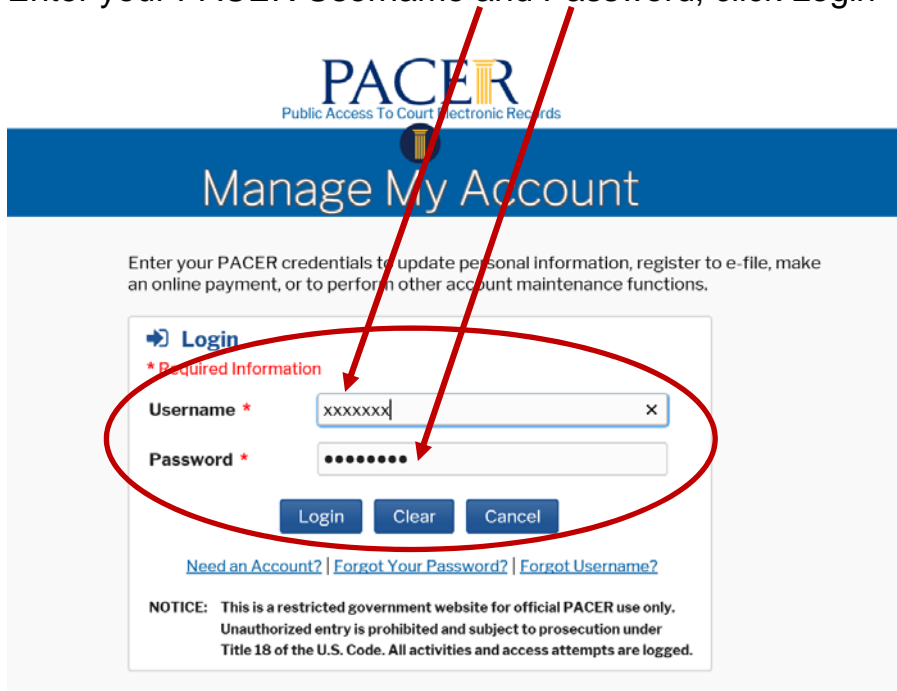
3. Click on Manage My Account Login



4. Click Log in to Manage My Account



5. Enter your PACER Username and Password, click Login



PACER
Public Access To Court Electronic Records

Manage My Account

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 *

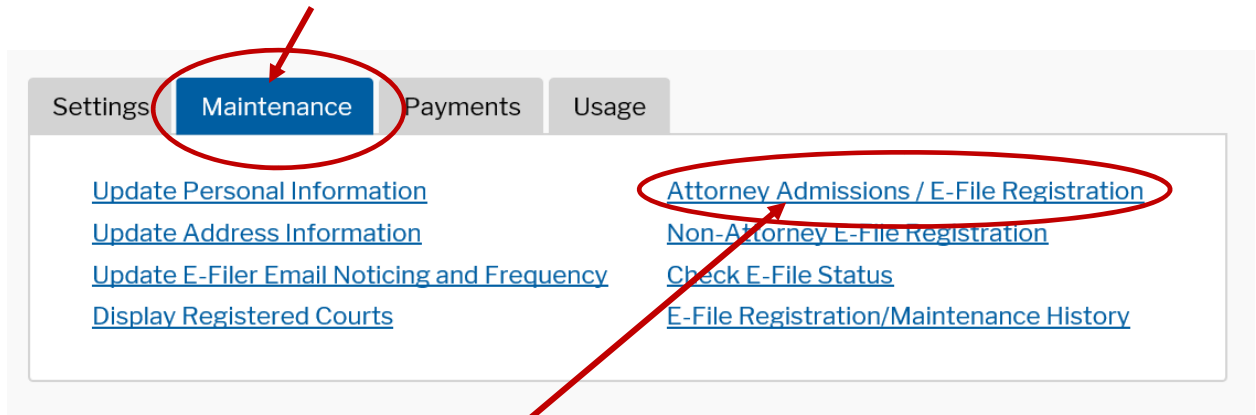
Password *

[Login](#) [Clear](#) [Cancel](#)

[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 on the Maintenance Tab



Settings **Maintenance** Payments Usage

[Update Personal Information](#)

[Update Address Information](#)

[Update E-Filer Email Noticing and Frequency](#)

[Display Registered Courts](#)

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

[Non-Attorney E-File Registration](#)

[Check E-File Status](#)

[E-File Registration/Maintenance History](#)

Click on Attorney Admissions/E-File Registration

7. Court Type - U.S. District Courts

Court - Iowa Northern District – *make sure you do NOT select Bankruptcy Court*

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](#).

Click Next

8. Click on Attorney Admission and E-File Only

What would you like to apply/register for?

9. Complete all of the information requested on the following pages. When you have completed the questions and submitted your registration, PACER will send it to the court for set up.

You will receive an email confirming your admission. Approximately two weeks after your admission petition is approved you will receive a Certificate of Admission and a Certificate of Good Standing.