

ATTORNEY ADMISSION TO PRACTICE

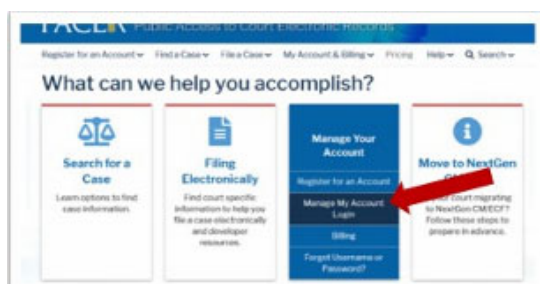
Admission to practice in the Western District of Kentucky is governed by LR 83.1 and LCrR 57.1. To seek admission to the Western District, the following [attorney admission application materials](#) must be submitted to the Court:

1. Application for Admission
2. Authorization and Release;
3. Affidavit and Motion by Sponsor and
4. Admission fee of \$229.00.

The information below describes how to apply, and pay, for admission to the United States District Court for the Western District of Kentucky **through PACER**. Questions about this process may be directed to the ECF HelpDesk at 1-866-822-8305.

The U.S. District Court for the Western District of Kentucky 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 admission to practice.

1. Navigate to www.pacer.gov
2. Click **Manage My Account**



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

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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.

4. Click on the **Maintenance** tab

Settings **Maintenance** Payments Usage

[Change Username](#) [Update PACER Billing Email](#)

[Change Password](#) [Set PACER Preferences](#)

[Set Security Information](#)

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

Settings **Maintenance** Payments Usage

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

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

[Update E-File Email Noticing and Frequency](#) [Check E-File Status](#)

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

6. Select **U.S. District Courts** as the Court Type and **Western District of Kentucky** 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 Lockup page](#).

Next Reset Cancel

7. Click on the two links to review the **Electronic Filing Policies and Procedures** and the **Attorney Admission Policies and Procedures for the Western District of Kentucky**.

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[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

Navigate to <http://www.kywd.uscourts.gov/> and select E-filing from the Main Navigation menu. Locate the ECF Manuals & Training and click the link for the CM/ECF User Manual.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

Navigate to <http://www.kywd.uscourts.gov/> and select For Attorneys from the Main Navigation menu.

8. Select Attorney Admissions and E-File

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

9. Complete all five sections of the Attorney Admissions page:

Attorney Bar Information:

COMPLETE ALL SECTIONS OF ATTORNEY ADMISSIONS

Attorney Bar Information

* Required 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"/>		

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

Sponsoring Attorney:

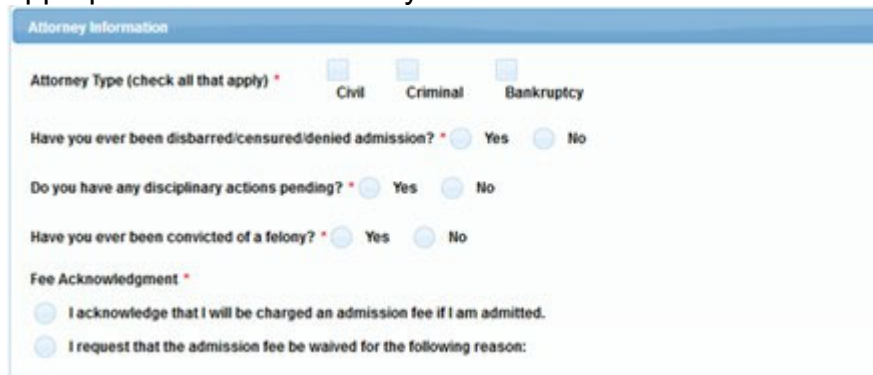
- Enter the required information for one of the attorneys sponsoring you.



The screenshot shows a form titled "Sponsoring Attorney". It contains the following fields: "Bar ID" (text input), "Jurisdiction" (dropdown menu with "Select Court" selected), "First Name" (text input), "Middle Name" (text input), and "Last Name" (text input).

Attorney Information:

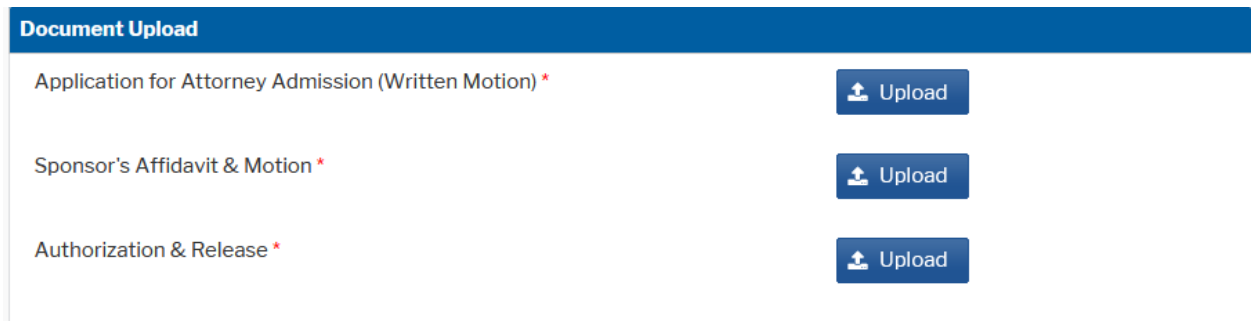
- Enter your **personal information** and acknowledge the admission fee or request a waiver of fees if you are an Attorney Funded from Judiciary Appropriations or an Attorney for the United States.



The screenshot shows a form titled "Attorney Information". It contains the following sections: "Attorney Type (check all that apply) *" with checkboxes for "Civil", "Criminal", and "Bankruptcy"; "Have you ever been disbarred/censured/denied admission? *" with radio buttons for "Yes" and "No"; "Do you have any disciplinary actions pending? *" with radio buttons for "Yes" and "No"; "Have you ever been convicted of a felony? *" with radio buttons for "Yes" and "No"; and "Fee Acknowledgment *" with two radio button options: "I acknowledge that I will be charged an admission fee if I am admitted." and "I request that the admission fee be waived for the following reason:".

Document Upload: Fill out the Application for Admission to Practice located on the court's website and save to your desktop with all supporting documents.

<https://www.kywd.uscourts.gov/attorney-admission>



The screenshot shows a section titled "Document Upload" with a blue header. Below the header, there are three rows, each with a document name and an "Upload" button. The first row is "Application for Attorney Admission (Written Motion) *" with an "Upload" button. The second row is "Sponsor's Affidavit & Motion *" with an "Upload" button. The third row is "Authorization & Release *" with an "Upload" button.

- Click the **Upload** button, then **+Browse** to attach each document required by this Court.

Additional Attorney Information Required by Court:

- Answer the final questions and click **Next**.

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Additional Attorney Information Required by Court

What is your KY Bar number? *

Are you a law clerk for the United States District Court in the Eastern District or Western District of Kentucky? *

Are you an attorney with the Department of Justice, or any federal agency, including federal public defenders or panel attorneys that cross district lines, or any attorney appointed pursuant to the Criminal Justice Act? *

What method of CM/ECF Training have you completed? Web page tutorial, court personnel, KBA CLE course, training in other jurisdiction or other method. *

Would you like to be sworn in before the Court? This will not affect your admission date through PACER. See website (www.kywd.uscourts.gov) for further instruction. *

10. Complete all sections on the **E-File Registration** page – this includes **Filer Information; Additional Filer Information and Delivery Method and Formatting** and click **Next**. Note that HTML is the preferred Email Format.

Delivery Method and Formatting

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

Primary Email * attymnd+32@gmail.com


Confirm Primary Email * attymnd+32@gmail.com

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

Email Format * HTML

Next Back Reset Cancel

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



Autobill PACER fees

E-filing fees default

Admissions fees default

NOTE: The US District Court for the Western District of Kentucky does not accept ACH payments.

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12. Read and check the **Acknowledgment of Policies and Procedures for Attorney Admissions** box.

Acknowledgment of Policies and Procedures for Attorney Admissions

Click 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.](#) *

13. Read and check the **Attorney E-Filing Terms and Conditions** and the **Court Policies and Procedures** boxes.

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

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

Click 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.](#) *

14. Click **Submit**.

Attorney admission to the Western District of Kentucky requires a \$229 application fee. The Court will review your application and provide you with further instructions via e-mail and if approved, a link to submit your payment. Attorneys will be admitted to practice before this court upon verification that all attorney admission requirements have been satisfied.