ATTORNEY ADMISSION TO PRACTICE

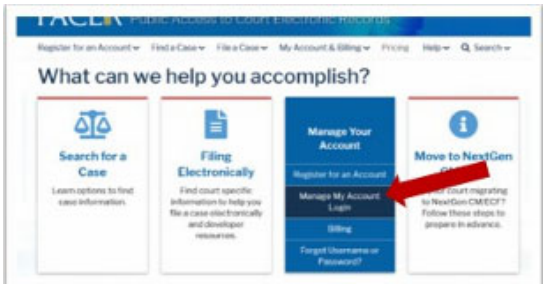
Admission to practice in the Western District of Kentucky is governed by LR 83.1 and LCrR 57.1. To seek admission to the Western District, the following attorney admission application materials must be submitted to the Court:

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.

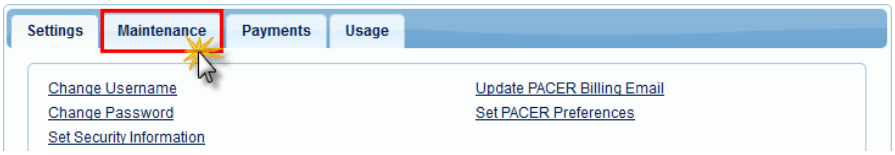
The U.S. District Court for the Western District of Kentucky is a NextGen CM/ECF court. **In order to request admission to practice, you must have an upgraded individual PACER account**. If you do not have an upgraded individual PACER Account, click HERE for procedures. Once you have a PACER Account, follow the steps below to request admission to practice.

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

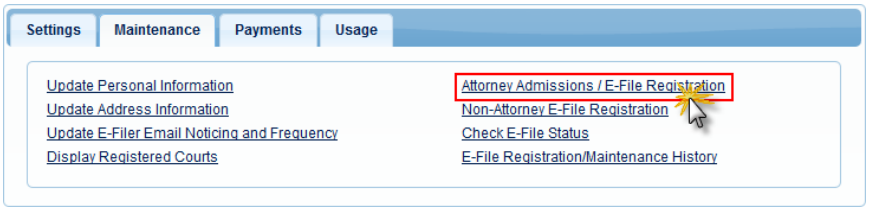


3. **Login** with your upgraded individual PACER account username and password

4. Click on the **Maintenance** tab

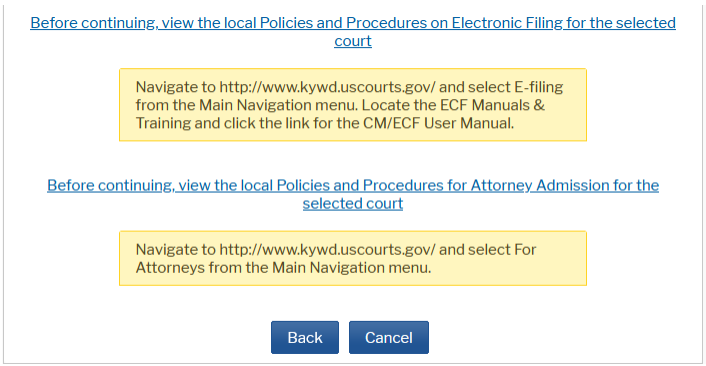


5. Select **Attorney Admission/E-File Registration**



6. Select **U.S. District Courts** as the Court Type and **Western District of Kentucky** as the Court. Click **Next**.

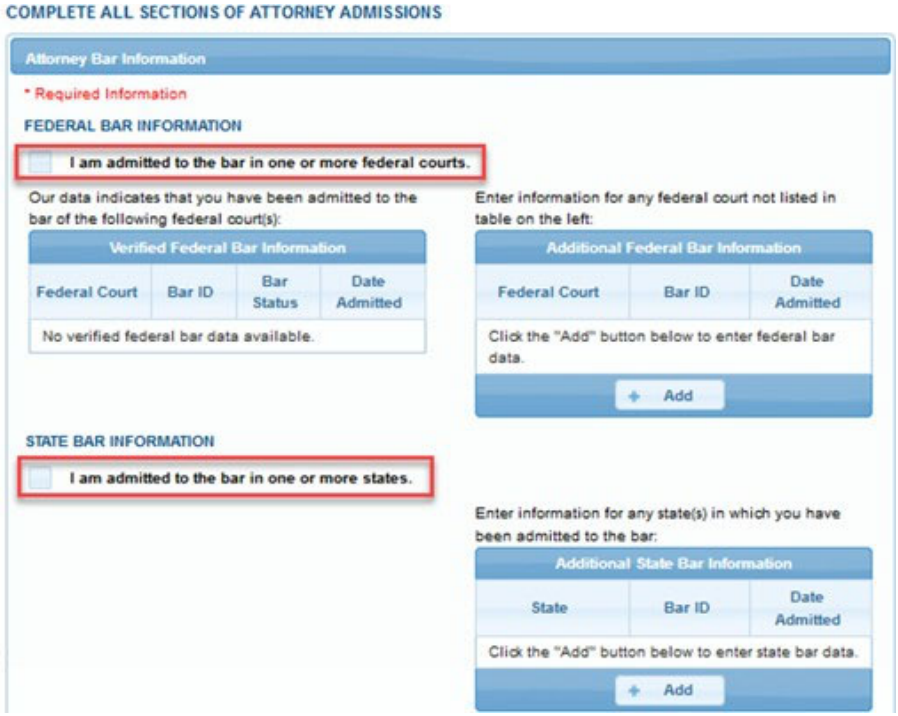
7. Click on the two links to review the **Electronic Filing Policies and Procedures** and the **Attorney Admission Policies and Procedures for the Western District of Kentucky.**



8. Select **Attorney Admissions and E-File**

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

   Attorney Bar Information:



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

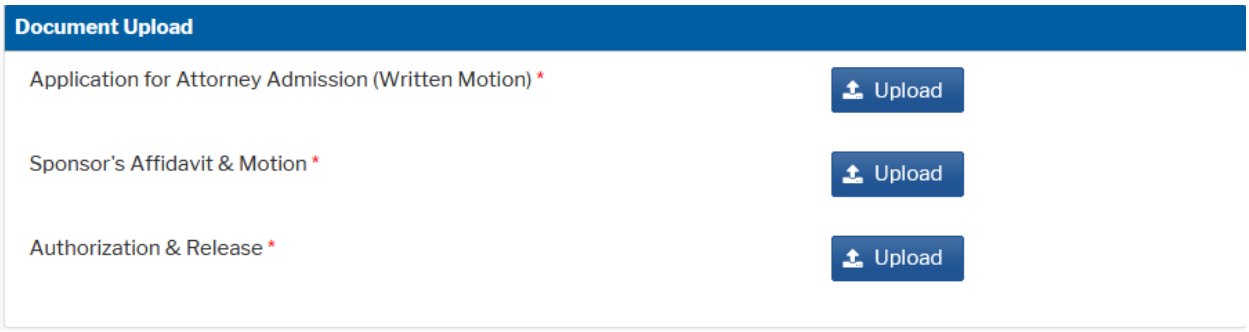
Sponsoring Attorney:

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

Attorney Information:

a. 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.

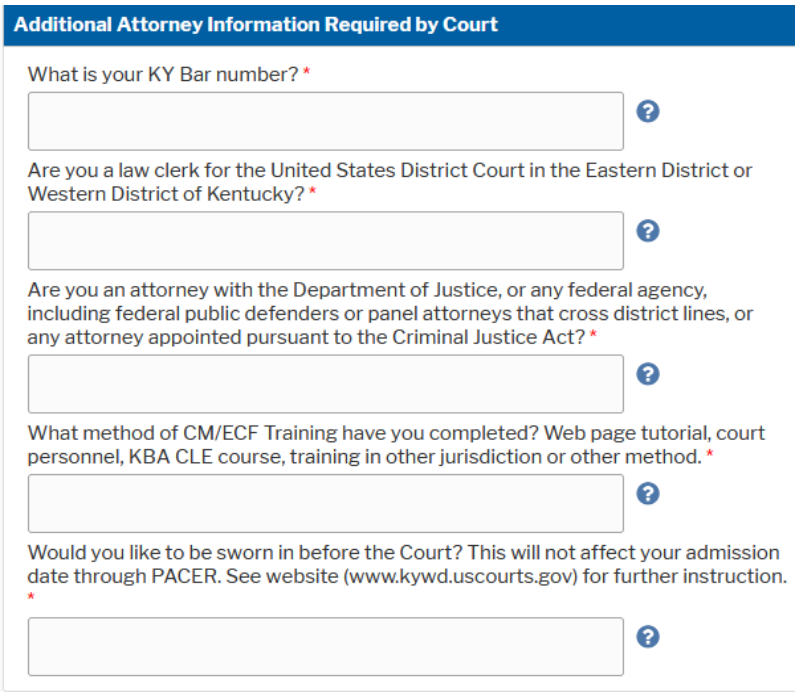
Document Upload: Fill out the Application for Admission to Practice located on the court's website and save to your desktop with all supporting documents. https://www.kywd.uscourts.gov/attorney-admission



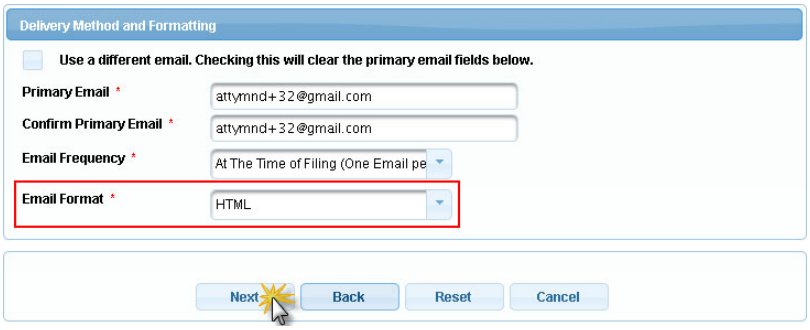
a. Click the **Upload** button, then +**Browse** to attach each document required by this Court.

Additional Attorney Information Required by Court:

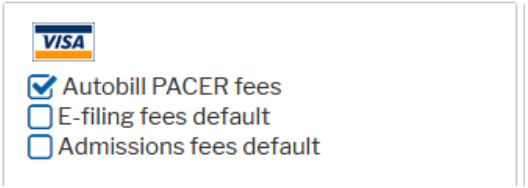
a. Answer the final questions and click **Next**.



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.

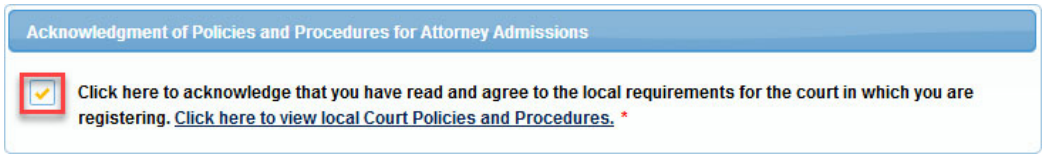


11. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen. You can add a credit card method for each of the following fee types:

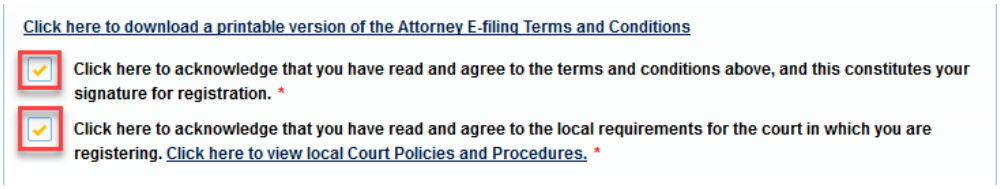


NOTE: The US District Court for the Western District of Kentucky does not accept ACH payments.

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



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



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.