

ADMISSIONS

(PLEASE TYPE)

The Petition for Admission to Practice shall contain the signature of:

- (1) at least one Judge of the District Court of Iowa, Iowa Court of Appeals, or a Justice of the Supreme Court of Iowa (may not be signed by an Associate District Judge or Magistrate);

and
- (2) one member in good standing of the bar of the Southern District of Iowa.

This Court requires all admitted attorneys to become registered with this Court's Case Management/Electronic Case Filing System (CM/ECF). The three-page Attorney Registration Form is added to the back of the Petition for Admission to Practice form. Please download the attached PDF file, complete both forms and send them with your attorney admission fee of \$150.00 to the address below. Please make your check or money order payable to "Clerk, U.S. District Court" and send it, along with your statement re legal education, to:

Clerk, U. S. District Court
P.O. Box 9344
Des Moines, IA 50309

With respect to the legal education requirement, you should set out on a separate sheet of paper the legal education course(s), seminar(s) or conference(s) attended, dates attended, location, subject(s) covered, and the number of hours you claim meet the requirements. Recent graduates may use applicable courses taken in law school.

PLEASE TYPE OR PRINT NAMES UNDER ALL SIGNATURES. Please include the address to which you would like your certificate mailed. Any questions may be addressed to the Clerk's Office at (515) 284-6432. Please take time to review our Local Rules (specifically LR 83.1 lawyers) and the Electronic Case Filing Procedures Manual.

PLEASE CHECK OUR WEBSITE UNDER NEW ITEMS FEDERAL COURT OPEN HOUSE INVITATION IT will be providing an open house to review and demonstrate technology in the courtrooms. This open house will typically be held on the Thursday prior to criminal trial week. Please check the court calender for specific dates

**United States District Court
Southern District of Iowa
Petition for Admission to Practice**

State of Iowa
County of _____

I, _____, of _____, Iowa, do solemnly swear (or affirm) that I am currently in good standing as an attorney admitted to practice in the courts of the State of Iowa and apply now to be admitted to practice in the United States District Court for the Southern District of Iowa; and that I have completed a minimum of six (6) hours of legal education in the federal practice area within the last two years as shown by my statement submitted with this application.

Phone: _____

(Signature of Applicant)

Email Address: _____ Street Address: _____
SSN: _____ City _____, State _____ Zip _____

Subscribed and sworn (or affirmed) to by the said _____
before me this _____ day of _____, _____.

Oath of Applicant

State of Iowa
County of _____

I, _____, do solemnly swear (or affirm) that as an attorney and as a counselor of this court I will conduct myself uprightly and according to the law, and that I will support the Constitution of the United States.

(Signature of Applicant)

Subscribed and sworn (or affirmed) to by the said _____
before me this _____, day of _____, _____.

Certification

I do hereby certify that I am acquainted with _____ of _____, Iowa; that he/she is a member of the Bar of the Supreme Court of the State of Iowa, in good standing, and is a person of good moral character, and I hereby recommend him/her for admission as a member of the Bar of the United States District Court for the Southern District of Iowa.

Signed this _____ day of _____, _____.

Please Print Name
Justice or Judge, _____
Court of Iowa

Signed this _____ day of _____, _____.

Member of the Bar, United States District Court,
Southern District of Iowa
Please Print Name

To be signed by a member of the Bar of the United States District Court for the Southern District of Iowa, and a Justice of the Iowa Supreme Court or a Judge of the Iowa Court of Appeals or Iowa District Court.

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF IOWA

**ELECTRONIC CASE FILING SYSTEM
ATTORNEY REGISTRATION FORM
PLEASE TYPE**

This form shall be used to register for accounts on the court's CASE MANAGEMENT/ELECTRONIC FILES (CM/ECF) systems in the United States District Court for the Southern District of Iowa. Registered attorneys and other participants will have privileges both to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for cases assigned to the CM/ECF systems. The following information is required for registration:

First/Middle/Last Name:

Last Four Digits of Social Security Number:

Firm Name: _____

Firm Address:

Voice Phone Number:

FAX Phone Number:

Internet E-Mail Address for electronic notification:

Additional E-Mail Address for electronic notification:

Does your E-mail Software support HTML messages? Yes _____ No _____

Do you currently have a login for CM/ECF for the Northern District of Iowa? Yes No

If you currently have a login and wish to use the same login id and password in the Southern District, please list the login here:

Secondary Point of Contact: (Person to be contacted if something is filed erroneously)

First/Middle/Last Name:

Voice Phone Number:

Internet E-Mail Address:

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. The systems are for use only in cases designated by the U.S. Courts for the Southern District of Iowa. The systems may be used to file and view electronic documents, docket sheets and notices.
2. Each attorney desiring to file pleadings or other papers electronically must complete and sign an Attorney Registration Form. An attorney/participant's password issued by the court, combined with the user's identification (login), serves as and constitutes the attorney/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, such as resignation or reassignment of the person with authority to use the password, it is the duty and responsibility of the attorney/participant to notify the court immediately. The court will immediately delete the password from the electronic filing system and issue a new password.
3. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion and other paper shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. The electronic filing of a petition, pleading, motion, or other paper by an attorney who is a registered participant in the Electronic Filing System shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11.
4. Registration as a Filing User constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D); (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of any order or judgment.
5. A user accesses court information via the court's Internet site or through the Public Access to Court Electronic Records ("PACER") Service Center. Although the court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login is required in addition to the password issued by the court. To register for PACER, a user must complete the online form or submit a registration form, available on the PACER web site (<http://pacer.psc.uscourts.gov>).
6. By this registration, the undersigned agrees to abide by all of the rules and regulations in the most recent Administrative Order, *Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means* currently in effect and any changes or additions that may be made to such Administrative Procedures in the future.

Please return to: U.S. Courts

Southern District of Iowa
Attn: ECF Attorney Registration
P.O. Box 9344
Des Moines, IA 50309-9344

Date

Attorney/Participant Signature

Existing users of the Iowa Northern District CM/ECF, who were registered prior to September 2004, are able to login with their Iowa Northern District Accounts and Passwords immediately.

If you experience any problems, contact the CM/ECF help line at 515-284-6388

COURT USE ONLY:

Login Assigned	
Password Assigned	
Issuer	
Date test email sent	
Date reply returned	
Date login sent to user	
Date Scanned	