

UNITED STATES DISTRICT COURT  
FOR THE  
SOUTHERN DISTRICT OF IOWA



**ADMISSIONS**

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 two page Attorney Registration Form is added to the back of the Petition for Admission to Practice form. On a separate document, please list 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) 323-2842. Please take time to review our Local Rules (specifically LR 83.1 Lawyers) and the Electronic Case Filing Procedures Manual.

The admissions process is done electronically through the Attorney Registration System (see the Attorneys tab on our website at [www.iasd.uscourts.gov](http://www.iasd.uscourts.gov)). The admission paperwork and \$176 fee is filed through the court's Case Management/Electronic Case Files (CM/ECF) System. All admissions paperwork, including legal education courses, should be completed and saved in pdf format to your computer prior to entering the Attorney Registration System.

Please visit our website at [www.iasd.uscourts.gov](http://www.iasd.uscourts.gov) for information about open houses to learn about our courtroom technology.

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF IOWA

**Petition for Admission to Practice  
and  
Oath of Applicant**

State of Iowa

County of \_\_\_\_\_

I, \_\_\_\_\_, of \_\_\_\_\_,  
(Full Name of Applicant) (City)

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

\_\_\_\_\_  
(Telephone Number) (Fax Number) (Signature of Applicant)

\_\_\_\_\_  
(Attorney/Bar ID Number) (Print Name)

\_\_\_\_\_  
(Email Address) (Street/City/State/Zip)

**Notary**

State of Iowa

County of \_\_\_\_\_

Subscribed and sworn (or affirmed) to by the said \_\_\_\_\_ before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary

**Certification**

I do hereby certify that I am acquainted with \_\_\_\_\_ of  
\_\_\_\_\_, Iowa; that (s)he 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 \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
Justice or Judge, Court of Iowa (Signature)

\_\_\_\_\_  
Justice or Judge, Court of Iowa (Print Name)

Signed \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
Bar Member, U.S. District Court, Southern District of Iowa (Signature)

\_\_\_\_\_  
Bar Member, U.S. District Court, Southern District of Iowa (Print Name)

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: \_\_\_\_\_

Attorney/Bar ID: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Voice Phone Number: \_\_\_\_\_

FAX Phone Number: \_\_\_\_\_

Internet E-Mail Address: \_\_\_\_\_

Additional E-Mail Address: \_\_\_\_\_

Name of Federal Court Bar(s) you belong to: \_\_\_\_\_

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

Do you currently have a login for CM/ECF for another U.S. District Court? Yes \_\_\_\_\_ No \_\_\_\_\_

If you currently have a login and password, and wish to use the same in this U.S. District Court, please list them here:

\_\_\_\_\_

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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney/Participant Signature

Existing Users of the Iowa Northern District Court CM/ECF, who registered prior to September 2004, are able to login with their Iowa Northern District login and password immediately.

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**COURT USE ONLY:**

<b>Login Assigned</b>	
<b>Password Assigned</b>	
<b>Issuer</b>	
<b>Date test email sent</b>	
<b>Date reply returned</b>	
<b>Date login sent to user</b>	
<b>Date Scanned</b>	