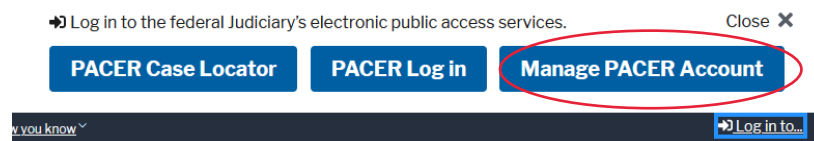


## Petition for Admission to Practice

The U.S. District Court for the Western District of Wisconsin is a NextGen CM/ECF court. Before you can request admission to practice in this court, you must have an **upgraded individual PACER account**. To register for an individual PACER account, click [HERE](#). To upgrade a PACER Account, click [HERE](#). Once you have an account, follow the steps below to request filing access.

1. Navigate to [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov)
2. Click **Log in to** and then click on **Manage PACER Account** at the very top of the page



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

**Login**

\* Required Information

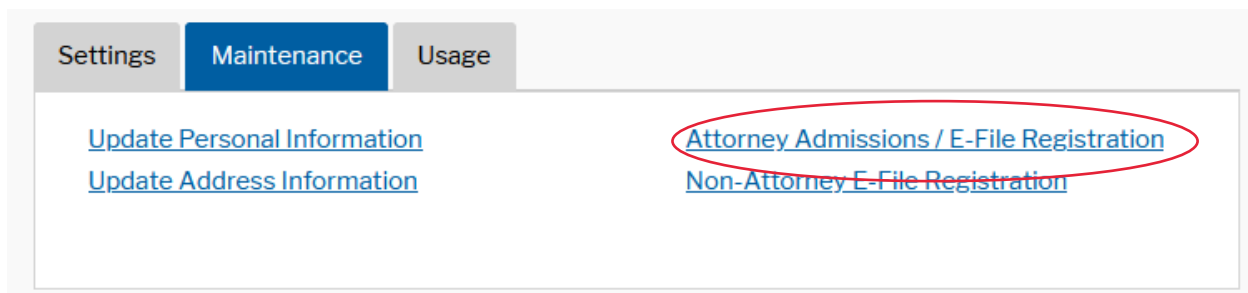
Username \*

Password \*

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

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

4. Click on the **Maintenance** tab and select **Attorney Admission/E-File Registration**.



5. Select **U.S. District Courts** as the Court Type and **Wisconsin Western District** 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 Lookup page](#).

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

### What would you like to apply/register for?

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

Please read the Electronic Filing Procedures before attempting to file.

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

You must be admitted to practice in this district to file in this district. To apply for admission, click "Attorney Admissions and E-file." If you had an ECF account, do not apply for readmission. Instead, link your ECF account to your individual PACER account. If you are an attorney who was previously admitted to practice in this district but never registered for e-filing, or you are a pro se filer, or you do not remember your ECF credentials, select "E-File Registration Only." To register for pro hac vice e-filing, select "Pro Hac Vice." If you are a Federal Government attorney, select "Federal Attorney."

\*\*\* Please note: Not all of the following sections are required \*\*\*

- Attorney Bar Information.** Check the box indicating that you are admitted to the bar in one or more states. Then, under "Additional State Bar Information," click **+Add**. Select the state in which you are admitted to practice and enter your Bar ID. Click **+Add** and **Close** or continue to add other state bar admissions. You should see the information you entered listed under "Additional State 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.		
<b>+ Add</b>		

#### 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
Wisconsin	1234	04/22/2022
<b>+ Add</b>		

\*To remove a state, right click the entry in the table above and select 'Delete Additional State.'

- Sponsoring Attorney – NOT REQUIRED**

### Sponsoring Attorney

Bar ID  Jurisdiction

First Name  Middle Name  Last Name

9. Attorney Information. Enter your personal information and acknowledge the admission fee. Click **Next**.

**Attorney Information**

Attorney Type (check all that apply) \*  Civil  Criminal  Bankruptcy

Have you ever been disbarred/censured/denied admission? \*  Yes  No

Do you have any disciplinary actions pending? \*  Yes  No

Have you ever been convicted of a felony? \*  Yes  No

Fee Acknowledgment \*

I acknowledge that I will be charged an admission fee if I am admitted.

I request that the admission fee be waived for the following reason:

10. **Filer information.** Complete all required fields and click Next. HTML is the preferred E-mail format.

### Complete all sections of E-File Registration

#### Filer Information

**\* Required Information**

Role in Court Attorney  
Title Esquire  
Name Scott Larson

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one.\***

**Please verify your address. You may also enter a different address from the one provided for your CSO account.**

Use a different address. Checking this will clear the address fields below.

Firm/Office  
Unit/Department  
Address \* 120 N Henry St  
Room/Suite 120  
City \* Madison  
State \* Wisconsin  
County \* DANE  
Zip/Postal Code \* 53703  
Country \* United States of America

Primary Phone \* 6082615726  
Alternate Phone  
Text Phone  
Fax Number

#### Additional Filer Information

Already Admitted at Court Select Court  
Court Bar ID  
Other Names Used  
Most Recent Case (in court where you are registering)

#### Delivery Method and Formatting

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

Primary Email \* youremail@email.com  
Confirm Email \* youremail@email.com  
Email Frequency \* At The Time of Filing (One Time)  
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 or ACH payment method for each of the following fee types (Please note that this Court does not accept ACH payments for Attorney Admissions):

- **P:** PACER search fees
- **E:** Filing Fees
- **A:** Admission Fee

### Payment Information

**NOTE:** Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

[Add Credit Card](#) [Add ACH Payment](#)

12. Check the **Acknowledgment of Policies and Procedures for Attorney Admissions** box and the two **Attorney E-Filing Terms and Conditions** boxes. Click **Submit**.

### 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.](#) \*

[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.](#) \*

13. The court will review your admission request and provide you with further instructions, including a link to pay the admission fee online. The court cannot accept checks. After your admission fee is paid, your request will be processed and you will receive an e-mail indicating that you have been admitted. Once you have been admitted, you can use your individual PACER account to view documents and file in the Western District of Wisconsin.