
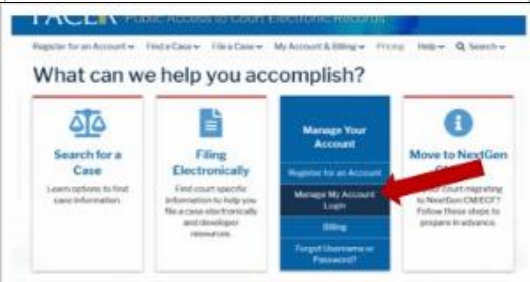




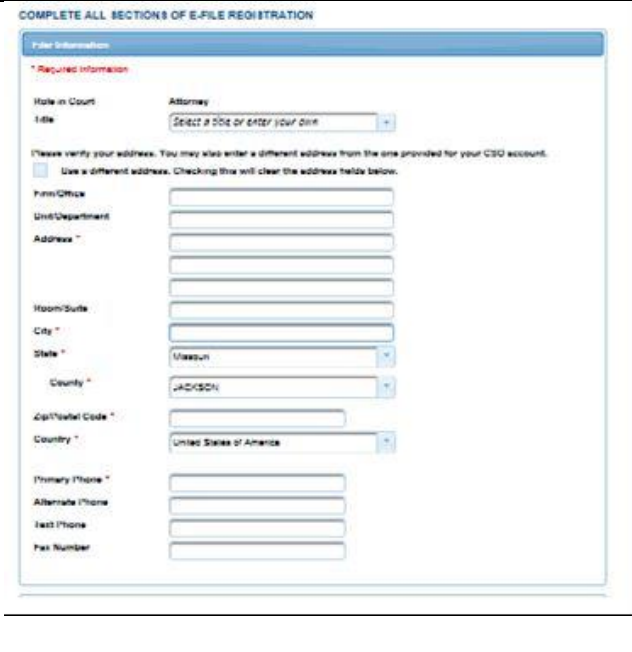
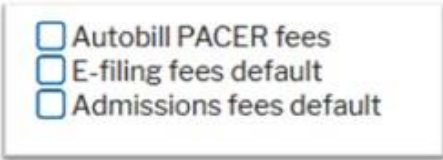


## Request E-Filing Access – Attorneys Admitted to Eastern District of Kentucky

Pursuant to LR 83.1(b) an applicant must provide the Clerk with an Application for Admission, Authorization and Release, Affidavit of Sponsorship signed by a member of the bar, the prescribed fee, and a statement identifying the method of ECF training. You may complete the training tutorials on the Court website. Upon admission to the Eastern District of Kentucky, you may request e-filing access by taking the following steps:


	Action	Screenshot
1	Login to <a href="http://www.pacer.gov">www.pacer.gov</a> Hover over <b>Manage My Account</b>	
2	Click on <b>Manage My Account Login</b>	
3	Click on the <b>Log in to Manage My Account</b>	
4	Enter <b>username/password</b> and Click <b>Login</b>	
5	Select the <b>Maintenance</b> tab and click <b>Attorney Admissions/E-File Registration</b>	

<p>6</p>	<p>Select <b>U.S. District Courts</b> as the <b>Court Type</b> and <b>Kentucky Eastern District Court</b> as the <b>Court</b>. Click <b>Next</b>.</p>	
<p>7</p>	<p>Select <b>E-File Registration Only</b></p>	<p>What would you like to apply/register for?</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> E-File Registration Only</li> <li><input type="checkbox"/> Pro Hac Vice</li> <li><input type="checkbox"/> Multi-District Litigation</li> <li><input type="checkbox"/> Federal Attorney</li> </ul>
<p>8</p>	<p>Review/complete the personal information on the <b>E-File Registration</b> screen.</p>	
<p>9</p>	<p>Set default <b>Payment Information</b> if desired (not required). Click <b>Next</b> when finished or to bypass this screen.</p>	 <p><b>To use the same account for multiple fee types, once account information is entered, click in the box next to one or multiple fee types to designate the entered payment method for that account.</b></p>
<p>10</p>	<p>Check the two boxes for <b>Acknowledgment of E-filing Terms and Conditions</b> and <b>Court Policies and Procedures</b>.</p>	

**Request E-Filing Access – Attorneys Admitted to Eastern District of Kentucky**

**Eastern District of Kentucky**

NextGen CM/ECF

11	Click <b>Submit</b> . The court will review your admission request and provide you with further instructions by email, if necessary.	 A screenshot of a confirmation page from the Eastern District of Kentucky's NextGen CM/ECF system. The page has a blue header bar with the text "Confirmation Page". Below the header, the main heading reads "Thank You for registering!". Underneath, a paragraph of text states: "Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to <b>Manage My Account</b> and select the <a href="#">E-File Registration/Maintenance History</a> from the <b>Maintenance Tab</b> ." At the bottom center of the page, there is a blue button labeled "Done".
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