

Submission of an Application for Admission to Practice in the Seventh Circuit

Beginning May 4, 2015, it is mandatory that all Applications for Admission to Practice be submitted electronically via the ECF Document Filing System. Please use the following directions to submit your application. Current Law Clerks or Staff Attorneys should not follow this procedure, but should contact the Clerk's Office for further direction.

- (1) If you are not registered for ECF, you must do so now. Go to www.ca7.uscourts.gov. Choose the **ECF Registration** link. This will take you to a PACER page where you will choose the **Register** link.

This registration will be sent to the court for approval. You will receive email notification from the court when your registration has been approved.

Once you receive the approval, you may log into ECF at www.ca7.uscourts.gov. Go to **E-Filing (CM/ECF)**, choose the **ECF Document Filing System** link and log in.

- (2) Save the application form (from the court's website) to your computer, fill it out and print or publish it to pdf to close all of the editable/fillable fields.

Note: Electronic signatures will be accepted for both the applicant and the sponsor. This is accomplished by using the "s/ " prior to the typed name where the signature would otherwise appear.

- (3) Once logged in to CM/ECF, select **Utilities** → **Bar Admission**. Fill out the information, attach your application (and any supporting documentation if required under the prior discipline section of the application).
- (4) Click the **Pay Now and Submit Application** button. You will be taken to PACER to submit the admission fee by credit card or ACH Transaction. Note, you will be required to enter your password during the transition to PACER.
- (5) If the fee for the admission is waived, choose the appropriate Fee Waiver Reason from the drop down list and click the **Submit Application** button.
- (6) Your application has now been electronically submitted to the court. To check the status of your application, you may login to the E-Filing system, go to **Utilities** → **Bar Admission**. Once the application has been processed, the Bar Status will be Active and the date listed under Admitted will be your date of admission. For any questions, contact the Clerk's Office at 312-435-5850.