	U.S. District Court – Southern District of Ohio	
	Department Name	Clerk's Office
	Procedure Name	Applying for Admission
	Last Reviewed/Update Date	11/23/2020

APPLYING FOR ADMISSION TO THE SOUTHERN DISTRICT OF OHIO

Purpose

This procedure assists attorneys with applying for admission to the Southern District of Ohio through PACER.

Scope

This procedure applies to all attorneys seeking permanent admission to the Southern District of Ohio.

Prerequisites

All applicants must register using an individual, upgraded PACER account. Applications cannot be submitted using a legacy or shared PACER account.

Additional Instructions: [Registering for a New Individual PACER Account](#)
[Upgrading a Legacy PACER Account](#)

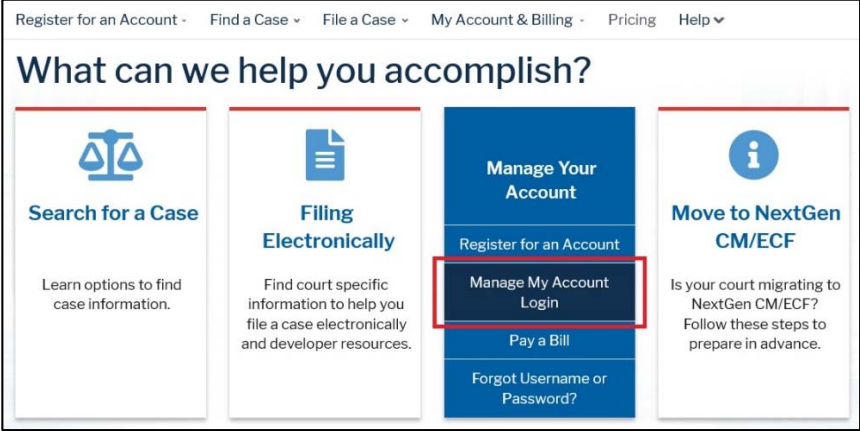
Responsibilities

If you are unable to register for, upgrade, or access your PACER account, contact PACER at (800) 676-6856. Questions regarding the application for admission may be directed to the Clerk's Office.

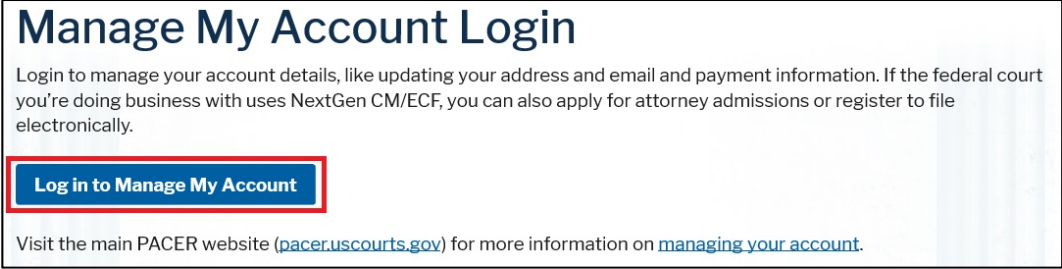
Procedure

Step	Action
1	Applications for admission to the Southern District of Ohio must be submitted through PACER. Navigate to https://www.pacer.uscourts.gov

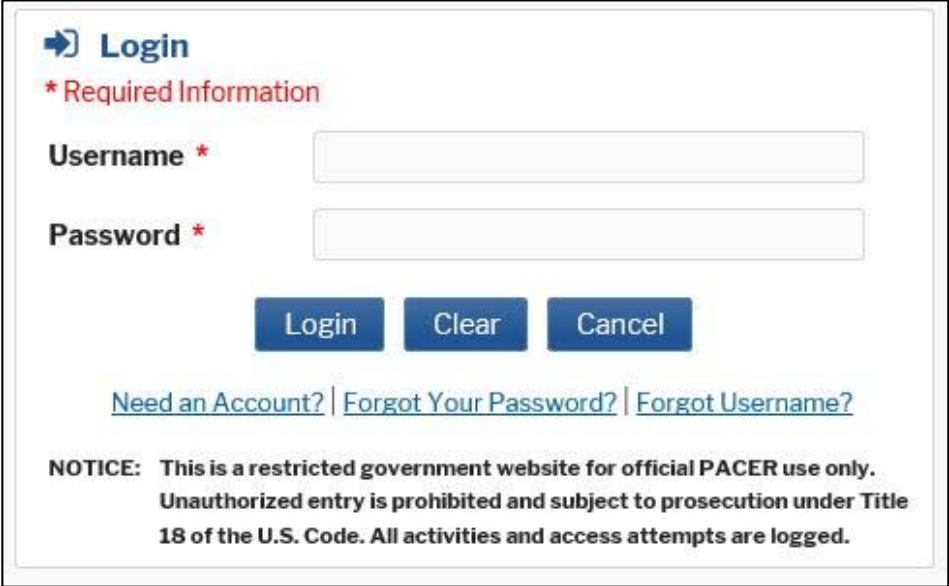
2 Select "Manage My Account Login".




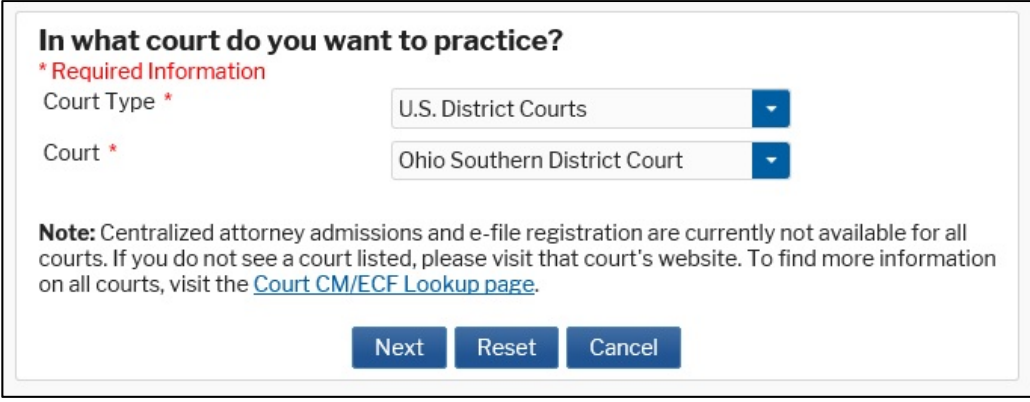

3 Select "Log in to Manage My Account".



4 Log in using an individual, upgraded PACER account.



Note: Applications cannot be submitted using a legacy or shared PACER account.

<p>5</p>	<p>Select "Attorney Admissions / E-File Registration" under the "Maintenance" tab.</p> 
<p>6</p>	<p>Select "U.S. District Courts" and "Ohio Southern District Court".</p> 
<p>7</p>	<p>Select "Attorney Admissions and E-File".</p> 
<p>8</p>	<p>Complete all required sections of the application for admission.</p> <p>Attorney Bar Information</p> <ul style="list-style-type: none"> All attorneys (except federal government attorneys) must provide their Ohio Bar ID. Attorneys applying under the reciprocity rule must provide their Northern District of Ohio admission date. <p>Sponsoring Attorney</p> <ul style="list-style-type: none"> The Southern District of Ohio does not require a sponsoring attorney. <p>Attorney Information</p> <ul style="list-style-type: none"> General Admission and Reciprocity applicants must acknowledge the admission fee. Applicants will receive an email requesting payment after their application has been reviewed. Federal Government Attorneys should request waiver of the admission fee.

	<p>Document Upload</p> <ul style="list-style-type: none">• General Admission applicants must upload a certificate of good standing from the Supreme Court of Ohio.• Reciprocity applicants must provide certificates of good standing from the Supreme Court of Ohio and the Northern District of Ohio.• Federal Government Attorneys must provide a certificate of good standing from the highest court of each state in which they are admitted to practice. <p>Additional Attorney Information Required by Court</p> <ul style="list-style-type: none">• General Admission applicants must indicate when and where they attended the Federal Practice Seminar.• Attorneys with disciplinary history must provide details.• All questions must be answered. If a question does not apply, answer "N/A".
9	Select "Next" and complete all required sections of the e-file registration.
10	Select "Next" and update payment information if necessary.
11	Select "Next" and acknowledge the e-filing policies and terms.
12	Select "Submit".