

## MDL – E-FILE REGISTRATION & ATTORNEY ADMISSION INSTRUCTIONS

### BACKGROUND

An attorney who will only be e-filing in the MDL case, **does not need be fully admitted** to practice in the Eastern District of Michigan.

However, an attorney who will be appearing before the Court **must pay the attorney admission fee and apply to be fully admitted** to practice in the Eastern District of Michigan. For the requirements to apply for admission refer to the Court's website at:

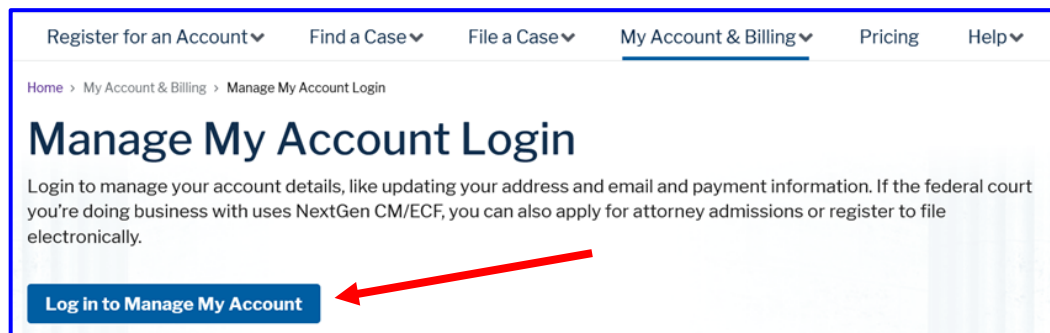
<http://www.mied.uscourts.gov/index.cfm?pagefunction=attyAdmissionProcedure>

Attorneys must register to e-file and/or be admitted in the Eastern District of Michigan at [pacer.uscourts.gov](http://pacer.uscourts.gov).

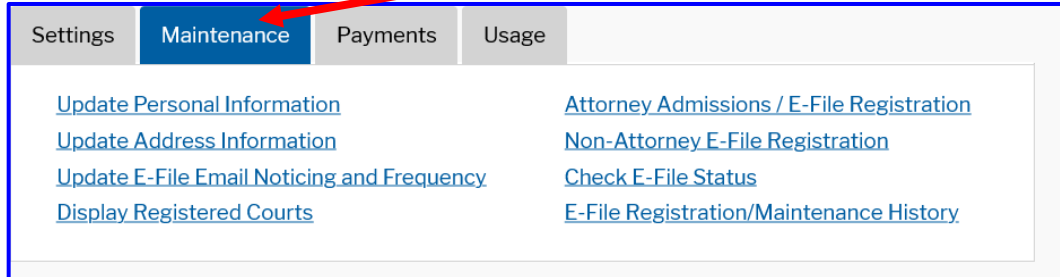
### REGISTRATION INSTRUCTIONS

**Step 1:** Log into the attorney's PACER account at [pacer.uscourts.gov](http://pacer.uscourts.gov)

**Step 2:** Go to **Manage Your Account** and select **Manage my Account Login**.

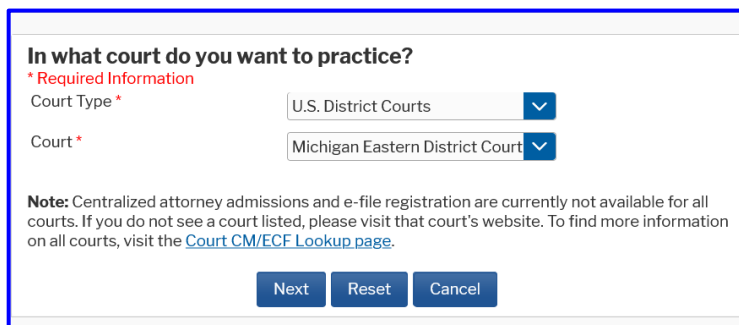


**Step 3:** Login to Manage My Account and select the **Maintenance tab**. Then select **Attorney Admissions/E-File Registration**



Settings	<b>Maintenance</b>	Payments	Usage
<a href="#">Update Personal Information</a>			<a href="#">Attorney Admissions / E-File Registration</a>
<a href="#">Update Address Information</a>			<a href="#">Non-Attorney E-File Registration</a>
<a href="#">Update E-File Email Noticing and Frequency</a>			<a href="#">Check E-File Status</a>
<a href="#">Display Registered Courts</a>			<a href="#">E-File Registration/Maintenance History</a>

**Step 4:** Select the Court Type “U.S. District Courts” and Eastern District of Michigan for the Court.



**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](#).

**Step 5:** On the next screen:

- **If e-filing only**, select **“Multi-District Litigation”**
- **If planning to appear** before the Court, select **“Attorney Admissions and E-File”**



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

**Step 6:** Complete the required fields.

**Complete all sections of E-File Registration**

**Filer Information**

\* Required Information

Role in Court Attorney  
Title Select a title or enter your own  
Name Jane Villanueva

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 \* 123 Main Street  
Room/Suite  
City \* Miami

**Step 7:** After submitting the application, **if applying for e-filing privileges only**, the attorney will receive a separate email from [attyhelp@mied.uscourts](mailto:attyhelp@mied.uscourts) to complete and return a [Multidistrict Litigation Attorney Application \(Attachment A\)](#).

**\*\* If applying for full admission** to appear before the Court, **it will not be necessary** to complete the Multidistrict Litigation Attorney Application. **\*\***

# ATTACHMENT A



## UNITED STATES DISTRICT COURT EASTERN DISTRICT OF MICHIGAN

### Multidistrict Litigation Attorney Application

Contact Information	
Full Name:	
Firm Name:	
Street Address:	
Apartment or Suite:	
City, State and Zip:	
Country:	
Phone Number:	
Email Address:	

MDL Case No:	
Original Federal Court Case No:	

MDL Attorney E-Filing Terms and Conditions
<ul style="list-style-type: none"><li>➤ I agree that I am responsible for reviewing and adhering to the required filing procedures presented in on-line training manuals or other procedural materials provided by the Court.</li><li>➤ I agree to abide by all Court rules, orders, and policies and procedures governing the use of the electronic filing system. I agree to file my papers and to receive notice of filing of others pursuant to Fed. R. Civ. P. 5(b) and 77(d) via the Court's electronic filing system. I understand the need to protect the security of my password and the need to immediately notify the Court if I learn that my password has been compromised.</li><li>➤ I agree to establish and maintain a PACER account.</li><li>➤ I certify that I am in good standing in all jurisdictions or courts where I have been admitted to practice law.</li><li>➤ I certify that in my practice as an attorney, I have not been disciplined or, if disciplined, I will provide full disclosure to the Court.</li><li>➤ I certify that I have read and I am familiar with the local rules of the Court and will comply with all provisions.</li><li>➤ I certify that I have read the Court's Civility Principles and will comply with all provisions.</li></ul>

**I acknowledge that I have read and agree to the terms and conditions above.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date