

Welcome to the Fourth Circuit Court of Appeals



Electronic Submission of Applications for Admission to Practice

Welcome to the Fourth Circuit Court of Appeals training module on electronic submission of Applications for Admission to Practice.

Electronic Submission of Application for Admission to Practice

Navigation Instructions

This module includes audio. Please use speakers or headphones to listen along. You can also press the CC button on the playback control bar to view Closed Captioning of the audio presentation.

You can use the playback controls at the bottom of each screen to move forward or backward through the presentation. The bar contains rewind, play/pause, back, forward, mute, close caption buttons.



There is also a menu on each page in the upper left corner of each screen. If you move your mouse over the word **MENU**, the menu selections will drop down. You can click on the desired topic to jump to that part of the lesson.

To exit the lesson, click the **X** in the upper right corner of the lesson window or select **Exit** from the menu.



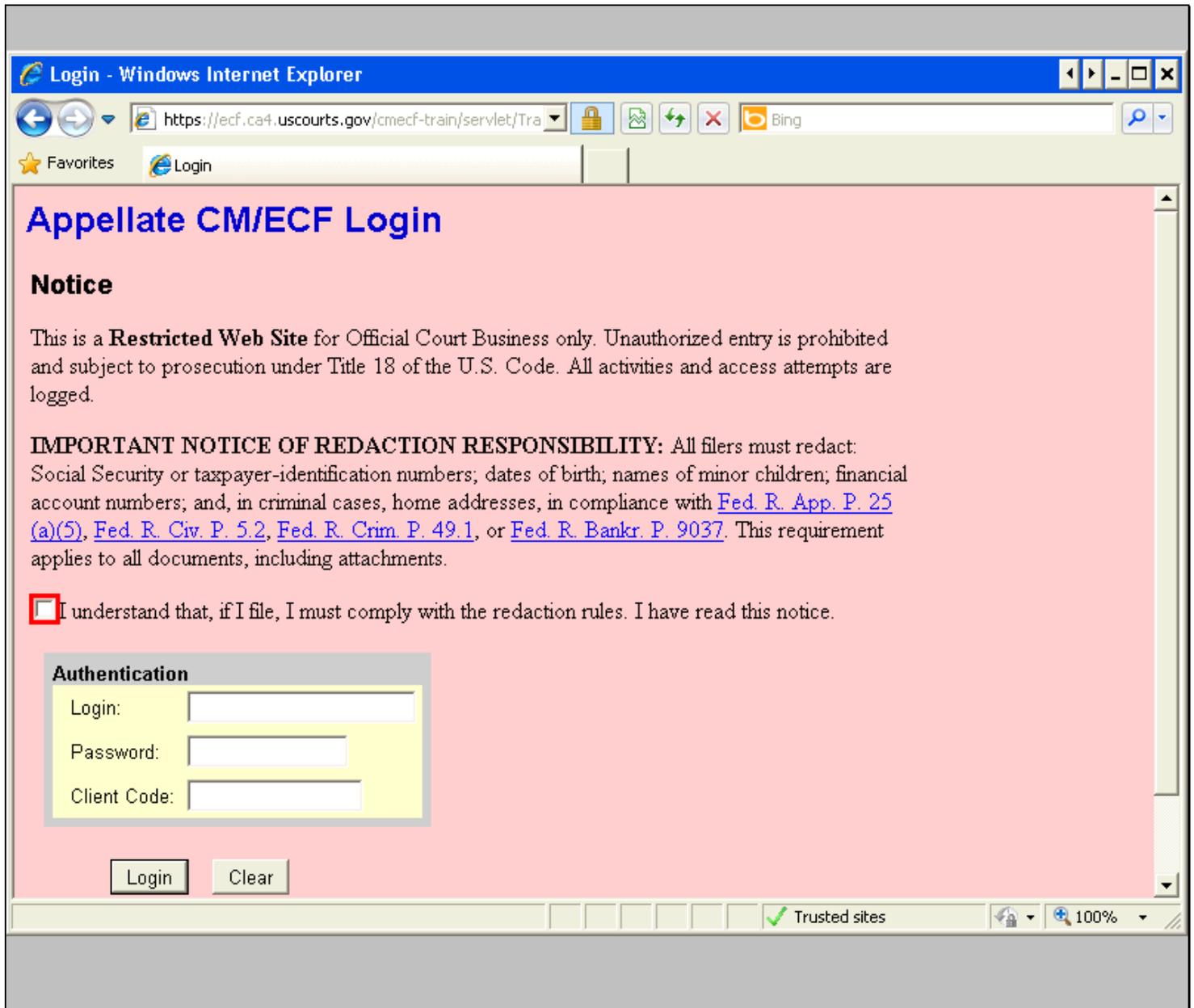
Please review the navigation instructions. Click Start when you are ready to begin.

Things to Know Before We Start

1. You must have a Fourth Circuit ECF account in order to submit requests and make payments electronically. See [Required Steps for Registration as an ECF Filer](#) for instructions.
2. The system requires uploading a PDF version of your [Application for Admission to Practice](#).
3. Once your application is submitted, it will be reviewed and processed. You will receive an email upon your admission to the court's bar. You will be able to file documents via CM/ECF once you are admitted to practice before the court.



Please review the items on this slide. Select Continue when you are ready.



First, you must log in to CM/ECF. Please review the notices on the log in screen.

Select the redaction acknowledgment box before entering your login and password. The system will not allow you to log in without selecting this box.

Login - Windows Internet Explorer

https://ecf.ca4.uscourts.gov/cmecf-train/servlet/Tra

Appellate CM/ECF Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. App. P. 25 \(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Authentication

Login:

Password:

Client Code:

Login Clear

Trusted sites 100%

Enter your appellate ECF login.

Login - Windows Internet Explorer

https://ecf.ca4.uscourts.gov/cmecf-train/servlet/Tra

Appellate CM/ECF Login

Notice

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I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Authentication

Login: attorneysample

Password:

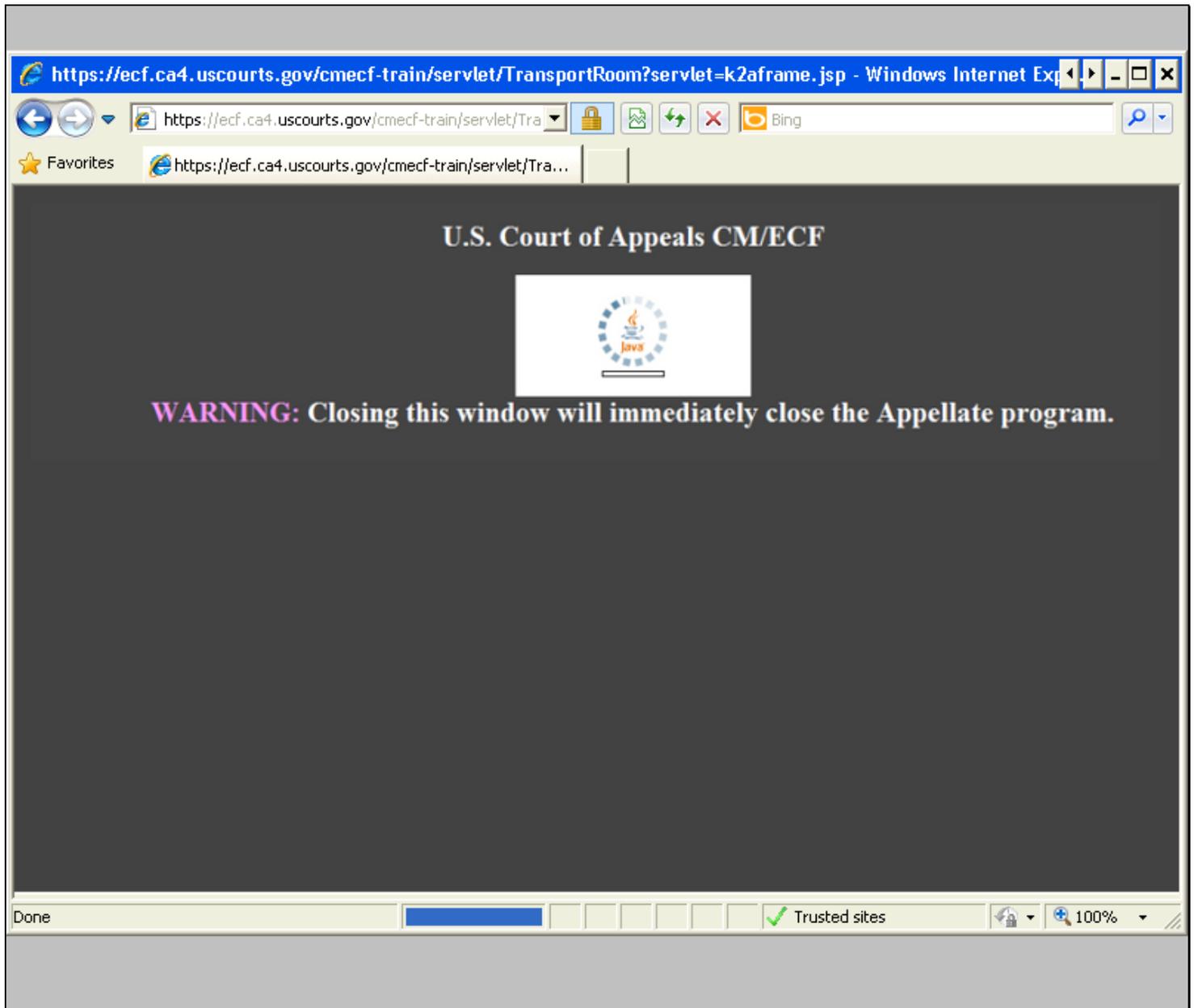
Client Code:

Login Clear

Trusted sites 100%

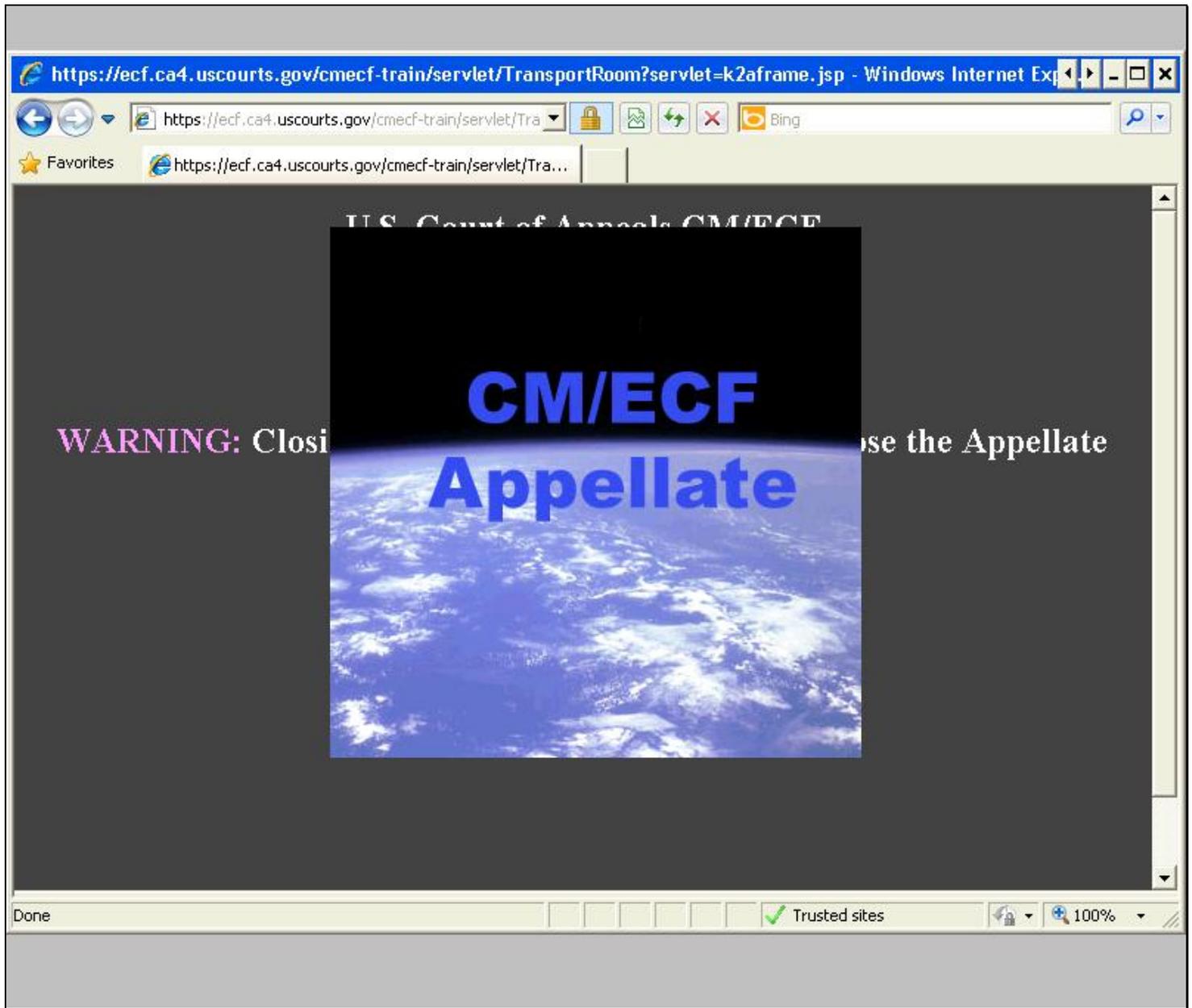
Enter your password. The Client Code is not required. Select Login.

Electronic Submission of Applications for Admission to Practice



A gray window will appear with a warning message and the Java icon. If you do not see Java loading, you will not be able to continue.

Go to www.java.com and download Java for free. After installing Java, return to the login page and try again.



Once Java loads, you will be directed to the CM/ECF Start Up page.

Startup Page

Reports **Utilities** Logout Help



**U.S. Court of Appeals CM/ECF
Official Attorney Electronic Document Filing System**

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571.

Welcome

Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu.

Last login Mar 3, 2011 9:59:01 AM EST

[Court Information](#)

To submit your bar application, select Utilities.

The screenshot shows a web browser window titled "Startup Page". The browser's address bar is empty. The page has a light pink background. At the top left, there is a navigation menu with the following items: "Reports", "Utilities", "Logout", and "Help". The "Utilities" menu is expanded, showing a list of options: "Bar Admission" (highlighted with a red border), "Notice for Cases of Interest", "Pay Other Fees", and "Update My Account". In the center of the page is the seal of the Administrative Office of the United States Courts, which features a scale of justice, a gavel, and a quill pen. Below the seal, the text reads: "U.S. Court of Appeals CM/ECF" and "Official Attorney Electronic Document Filing System". A horizontal line separates this header from the main content area. The main content area contains a paragraph of text: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571." Below this paragraph, the word "Welcome" is followed by the text: "Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu." At the bottom of the main content area, there is a timestamp: "Last login Mar 3, 2011 9:59:01 AM EST" and a blue underlined link: "Court Information".

Then Bar Admission.

Bar Admission

Jurisdiction: 4th Circuit Court of Appeals

INSTRUCTIONS

- If you qualify for a fee waiver because you are an attorney for the U.S. Government, a Federal Public Defender or have been appointed by the court, select the appropriate fee waiver selection.
- Once your application has been processed, you will receive an email indicating your admission date and filing capabilities will be enabled for your ECF account.

Manner Application Received: Electronic Submission

Fee Waiver Reason: **State of Residence:**

Fee Amount: \$170.00

Document: **Description:**

The Bar Admission window will appear.

Bar Admission

Case Opening Docketing Chambers Editor Query Reports Utilities Logout Help

Bar Admission

Jurisdiction: 4th Circuit Court of Appeals

INSTRUCTIONS

- If you qualify for a fee waiver because you are an attorney for the U.S. Government, a Federal Public Defender or have been appointed by the court, select the appropriate fee waiver selection.
- Once your application has been processed, you will receive an email indicating your admission date and filing capabilities will be enabled for your ECF account.

Manner Application Received: Electronic Submission

Fee Waiver Reason: -
-
Court-Appointed Counsel
Federal Public Defender
U.S. Government Counsel

State of Residence: -

Fee Amount:

Document: **Description:**

Add Another Document

Pay Now and Submit Application Cancel

If you qualify for a fee waiver because you are an attorney for the U.S. government, a Federal Public Defender or have been appointed by the court, select the appropriate fee waiver selection.

If none of these options apply, skip this item.

Bar Admission

Reports Utilities Logout Help

Bar Admission

Jurisdiction: 4th Circuit Court of Appeals

INSTRUCTIONS

- If you qualify for a fee waiver because you are an attorney for the U.S. Government, a Federal Public Defender or have been appointed by the court, select the appropriate fee waiver selection.
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Manner Application Received: Electronic Submission

Fee Waiver Reason: -

State of Residence: [dropdown menu]

Fee Amount: \$170.00

Document: [text box] Browse... Description: [text box]

Add Another Document

Pay Now and Submit Application Cancel

Select your state of residence.

Bar Admission

Reports Utilities Logout Help

Bar Admission

Jurisdiction: 4th Circuit Court of Appeals

INSTRUCTIONS

- If you qualify for a fee waiver because you are an attorney for the U.S. Government, a Federal Public Defender or have been appointed by the court, select the appropriate fee waiver selection.
- Once your application has been processed, you will receive an email indicating your admission date and filing capabilities will be enabled for your ECF account.

Manner Application Received: Electronic Submission

Fee Waiver Reason: - **State of Residence:**

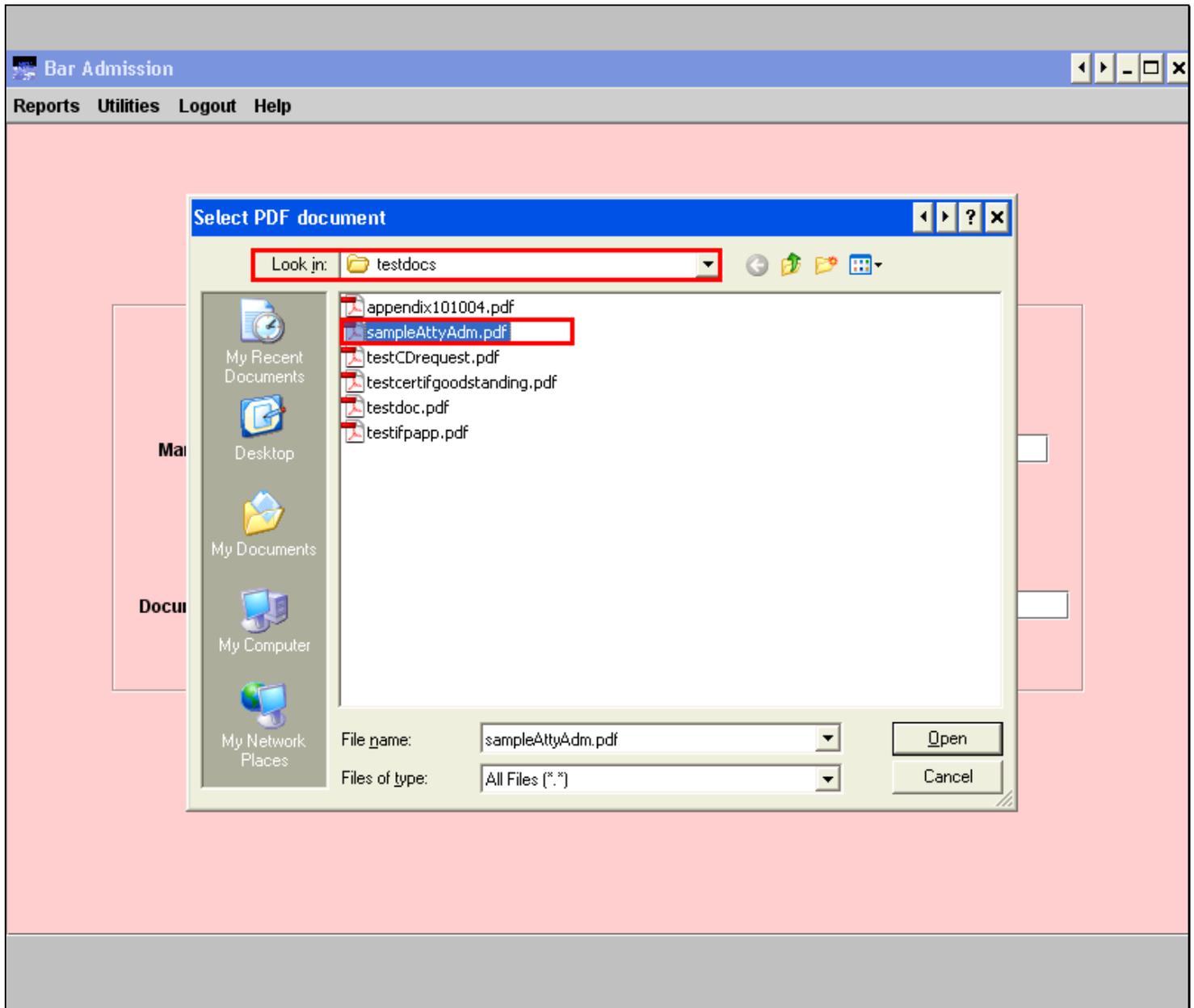
Fee Amount: \$170.00

Document: **Browse...** **Description:**

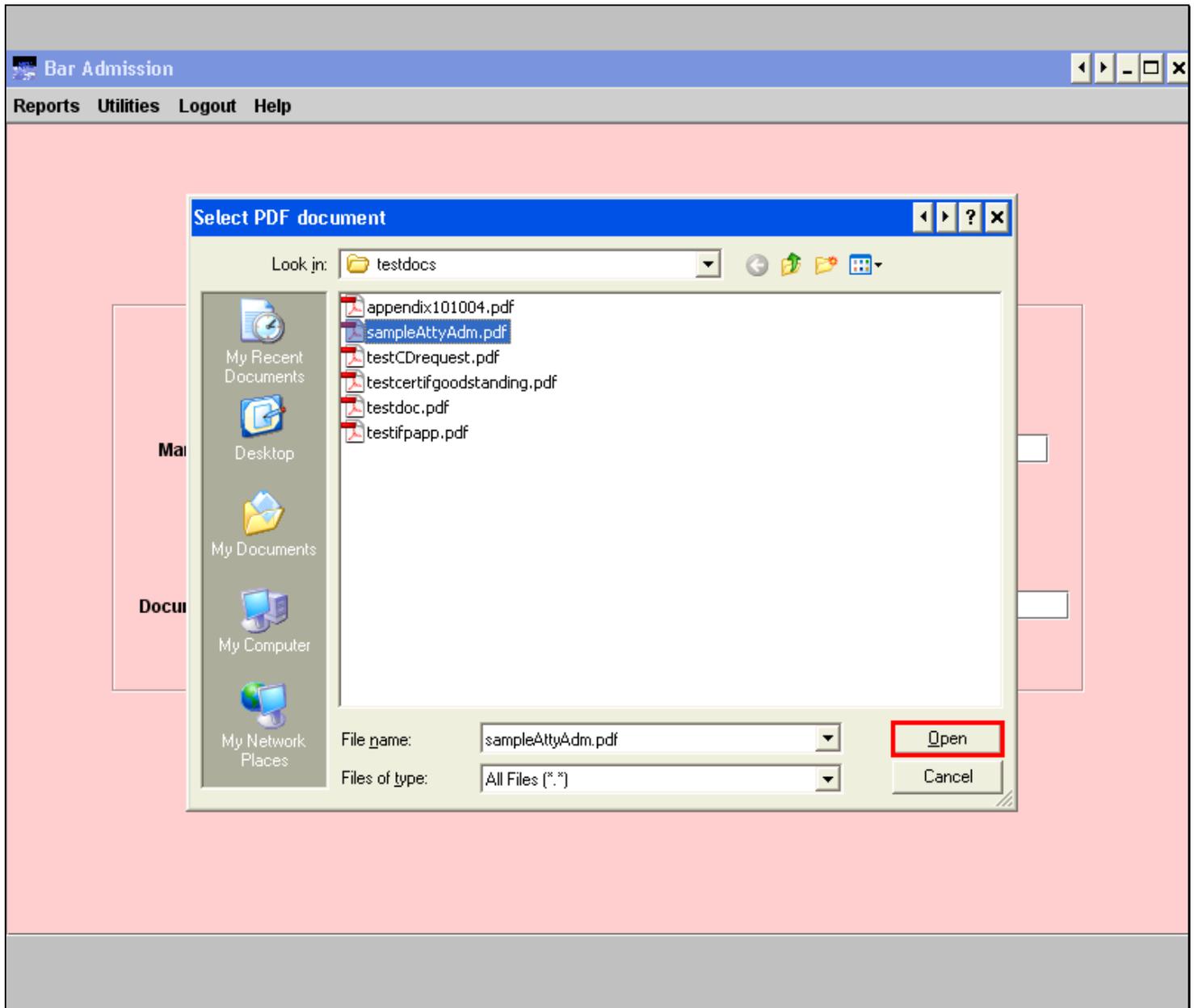
Add Another Document

Pay Now and Submit Application Cancel

Click the Browse button to upload your application for admission. If you do not upload your application you will not be able to submit your request.



The Select PDF document dialog box will appear. Use the drop down arrow in the "Look in" box to locate your file. Select the file to be submitted.



Select Open.

Bar Admission

Reports Utilities Logout Help

Bar Admission

Jurisdiction: 4th Circuit Court of Appeals

INSTRUCTIONS

- If you qualify for a fee waiver because you are an attorney for the U.S. Government, a Federal Public Defender or have been appointed by the court, select the appropriate fee waiver selection.
- Once your application has been processed, you will receive an email indicating your admission date and filing capabilities will be enabled for your ECF account.

Manner Application Received: Electronic Submission

Fee Waiver Reason: - **State of Residence:**

Fee Amount: \$170.00

Document: \\ttestdocs\sampleAttyAdm.pdf **Description:**

The file path will appear in the Document text box.

Bar Admission

Reports Utilities Logout Help

Bar Admission

Jurisdiction: 4th Circuit Court of Appeals

INSTRUCTIONS

- If you qualify for a fee waiver because you are an attorney for the U.S. Government, a Federal Public Defender or have been appointed by the court, select the appropriate fee waiver selection.
- Once your application has been processed, you will receive an email indicating your admission date and filing capabilities will be enabled for your ECF account.

Manner Application Received: Electronic Submission

Fee Waiver Reason: - **State of Residence:**

Fee Amount: \$170.00

Document: vtestdocs\sampleAttyAdm.pdf **Description:**

Enter a description of the document. If you have additional documents to upload, click the Add Another Document.

Bar Admission

Reports Utilities Logout Help

Bar Admission

Jurisdiction: 4th Circuit Court of Appeals

INSTRUCTIONS

- If you qualify for a fee waiver because you are an attorney for the U.S. Government, a Federal Public Defender or have been appointed by the court, select the appropriate fee waiver selection.
- Once your application has been processed, you will receive an email indicating your admission date and filing capabilities will be enabled for your ECF account.

Manner Application Received: Electronic Submission

Fee Waiver Reason: - **State of Residence:**

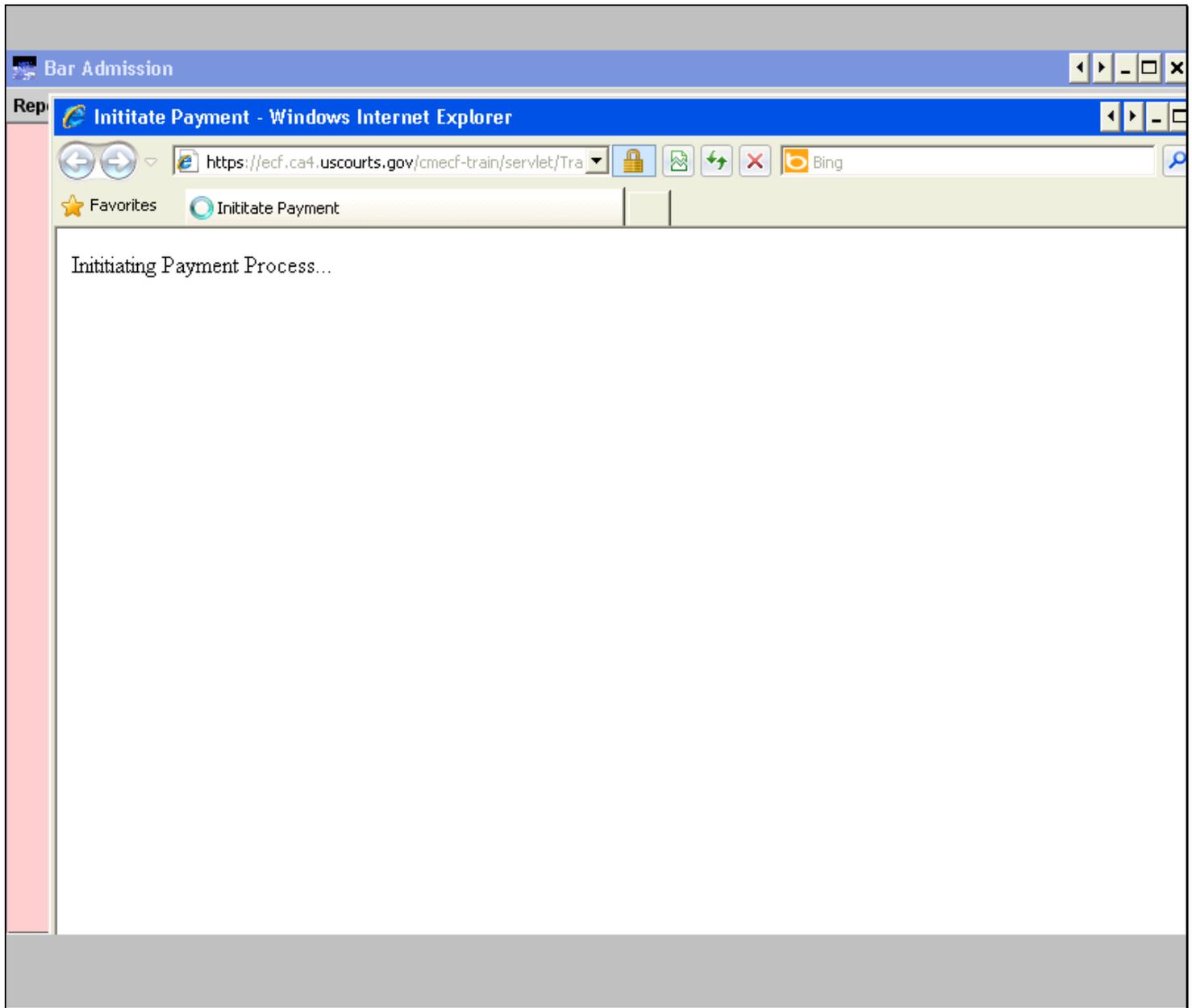
Fee Amount: \$170.00

Document: vtestdocstsampleAttyAdm.pdf **Description:** Application for Admission

Document: **Description:**

Click Pay Now and Submit to enter your credit card information. If you selected a fee waiver reason, select Submit.

Electronic Submission of Applications for Admission to Practice



If you need to pay the fee, a new window will open and indicate that the system is initiating the payment process.

Online Payment

Step 1: Enter Payment Information

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: Attorney Sample *

Payment Amount: \$170.00

Billing Address: 1100 East Main Street *

Billing Address 2:

City: Richmond

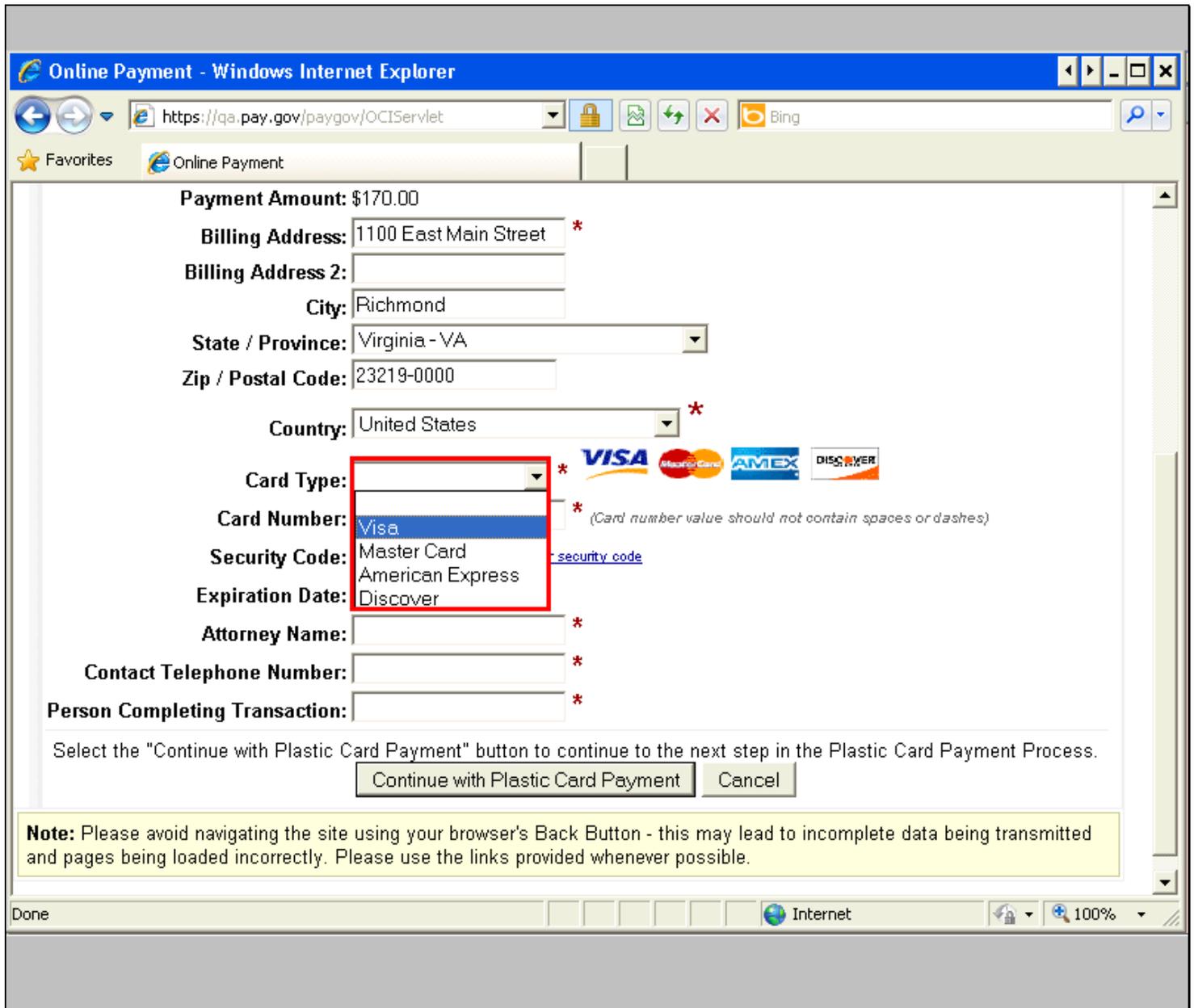
State / Province: Virginia - VA

Zip / Postal Code: 23219-0000

Country: United States *

The Online Payments window will open automatically. If the name or billing address information is incorrect, make any necessary changes.

Electronic Submission of Applications for Admission to Practice



Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/OCIServlet

Payment Amount: \$170.00

Billing Address: 1100 East Main Street *

Billing Address 2:

City: Richmond

State / Province: Virginia - VA

Zip / Postal Code: 23219-0000

Country: United States *

Card Type: Visa *    

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: [security code](#)

Expiration Date:

Attorney Name: *

Contact Telephone Number: *

Person Completing Transaction: *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Done Internet 100%

Scroll down to enter your credit card details. Select the type of card from the drop down menu.

Electronic Submission of Applications for Admission to Practice

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/OCIServlet

Payment Amount: \$170.00

Billing Address: 1100 East Main Street *

Billing Address 2:

City: Richmond

State / Province: Virginia - VA

Zip / Postal Code: 23219-0000

Country: United States *

Card Type: Visa *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Attorney Name: *

Contact Telephone Number: *

Person Completing Transaction: *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Done Internet 100%

Enter the credit card number.

Electronic Submission of Applications for Admission to Practice

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/OCIServlet

Payment Amount: \$170.00

Billing Address: 1100 East Main Street *

Billing Address 2:

City: Richmond

State / Province: Virginia - VA

Zip / Postal Code: 23219-0000

Country: United States *

Card Type: Visa *

Card Number: (Card number value should not contain spaces or dashes) *

Security Code: * [Help finding your security code](#)

Expiration Date: / *

Attorney Name: *

Contact Telephone Number: *

Person Completing Transaction: *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Done Internet 100%

Enter the card security code.

Electronic Submission of Applications for Admission to Practice

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/OCIServlet

Payment Amount: \$170.00

Billing Address: 1100 East Main Street *

Billing Address 2:

City: Richmond

State / Province: Virginia - VA

Zip / Postal Code: 23219-0000

Country: United States *

Card Type: Visa *

Card Number: 4111111111111111 * (Card number value should not contain spaces or dashes)

Security Code: 999 * [Help finding your security code](#)

Expiration Date: / *

Attorney Name: *

Contact Telephone Number: *

Person Completing Transaction: *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

https://qa.pay.gov/paygov/payments/securityCodeInfo.html;jsessionid=D

Internet 100%

Enter the card expiration date.

Electronic Submission of Applications for Admission to Practice

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/OCIServlet

Payment Amount: \$170.00

Billing Address: 1100 East Main Street *

Billing Address 2:

City: Richmond

State / Province: Virginia - VA

Zip / Postal Code: 23219-0000

Country: United States *

Card Type: Visa *    

Card Number: 4111111111111111 * (Card number value should not contain spaces or dashes)

Security Code: 999 * [Help finding your security code](#)

Expiration Date: 03 * / 2013 *

Attorney Name: *

Contact Telephone Number: *

Person Completing Transaction: *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Enter the name of the attorney submitting the request.

Electronic Submission of Applications for Admission to Practice

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/OCIServlet

Payment Amount: \$170.00

Billing Address: 1100 East Main Street *

Billing Address 2:

City: Richmond

State / Province: Virginia - VA

Zip / Postal Code: 23219-0000

Country: United States *

Card Type: Visa *

Card Number: 4111111111111111 * (Card number value should not contain spaces or dashes)

Security Code: 999 * [Help finding your security code](#)

Expiration Date: 03 * / 2013 *

Attorney Name: Attorney Sample *

Contact Telephone Number: *

Person Completing Transaction: *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Enter a contact telephone number and the name of the person completing the transaction.

Electronic Submission of Applications for Admission to Practice

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/OCIServlet

Payment Amount: \$170.00

Billing Address: 1100 East Main Street *

Billing Address 2:

City: Richmond

State / Province: Virginia - VA

Zip / Postal Code: 23219-0000

Country: United States *

Card Type: Visa * 

Card Number: 4111111111111111 * (Card number value should not contain spaces or dashes)

Security Code: 999 * [Help finding your security code](#)

Expiration Date: 03 * / 2013 *

Attorney Name: Attorney Sample *

Contact Telephone Number: 804-916-2767 *

Person Completing Transaction:

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Internet 100%

To proceed, select Continue with Plastic Card Payment.

**United States Court of Appeals
FOR THE FOURTH CIRCUIT**

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Attorney Sample 1100 East Main Billing Address: Street Billing Address 2: City: Richmond State / Province: VA Zip / Postal Code: 23219-0000 Country: USA	Card Type: Visa Card Number: *****1111 Attorney Attorney Name: Sample Contact Telephone Number: 804-916-2767 Person Completing Transaction: Jackie Quella	Payment Amount: \$170.00 Transaction Date and Time: 03/03/2011 10:10 EST

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Review the Payment Summary information. Click Edit this Information if you need to make any changes.

Electronic Submission of Applications for Admission to Practice

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/payments/enterPlasticCa

Address Information

Account Holder Name: Attorney Sample
1100 East Main Street
Billing Address: Street
Billing Address 2:
City: Richmond
State / Province: VA
Zip / Postal Code: 23219-0000
Country: USA

Account Information

Card Type: Visa
Card Number: *****1111
Attorney Name: Sample
Contact Telephone Number: 804-916-2767
Person Completing Transaction: Jackie Quella

Payment Information

Payment Amount: \$170.00
Transaction Date and Time: 03/03/2011 10:10 EST

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: a
Confirm Email Address:
CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

To receive an email confirmation of your payment, enter your email address and any additional addresses you want receive confirmation.

Electronic Submission of Applications for Admission to Practice

Address Information

Account Holder Name: Attorney Sample
1100 East Main Street
Billing Address: Street
Billing Address 2:
City: Richmond
State / Province: VA
Zip / Postal Code: 23219-0000
Country: USA

Account Information

Card Type: Visa
Card Number: *****1111
Attorney Name: Sample
Contact Telephone Number: 804-916-2767
Person Completing Transaction: Jackie Quella

Payment Information

Payment Amount: \$170.00
Transaction Date and Time: 03/03/2011 10:10 EST

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: attorneysample@email.com
Confirm Email Address:
CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

You must select the authorization box or your transaction will not process.

Electronic Submission of Applications for Admission to Practice

Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/payments/enterPlasticCa

Address Information

Account Holder Name: Attorney Sample
1100 East Main Street
Billing Address: Street
Billing Address 2:
City: Richmond
State / Province: VA
Zip / Postal Code: 23219-0000
Country: USA

Account Information

Card Type: Visa
Card Number: *****1111
Attorney Name: Sample
Contact Telephone Number: 804-916-2767
Person Completing Transaction: Jackie Quella

Payment Information

Payment Amount: \$170.00
Transaction Date and Time: 03/03/2011 10:10 EST

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: attorneysample@email.com
Confirm Email Address: attorneysample@email.com
CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

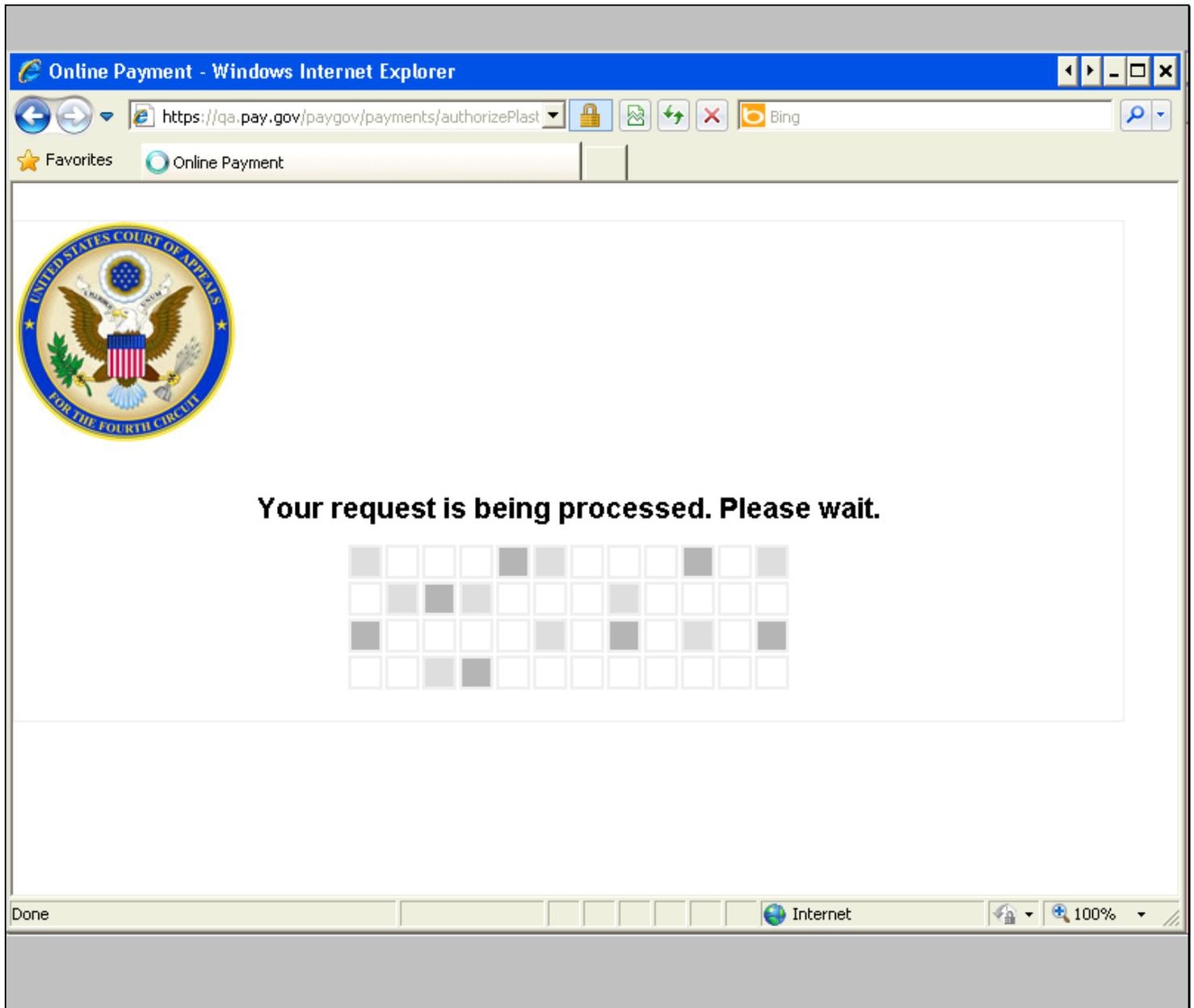
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Submit Payment

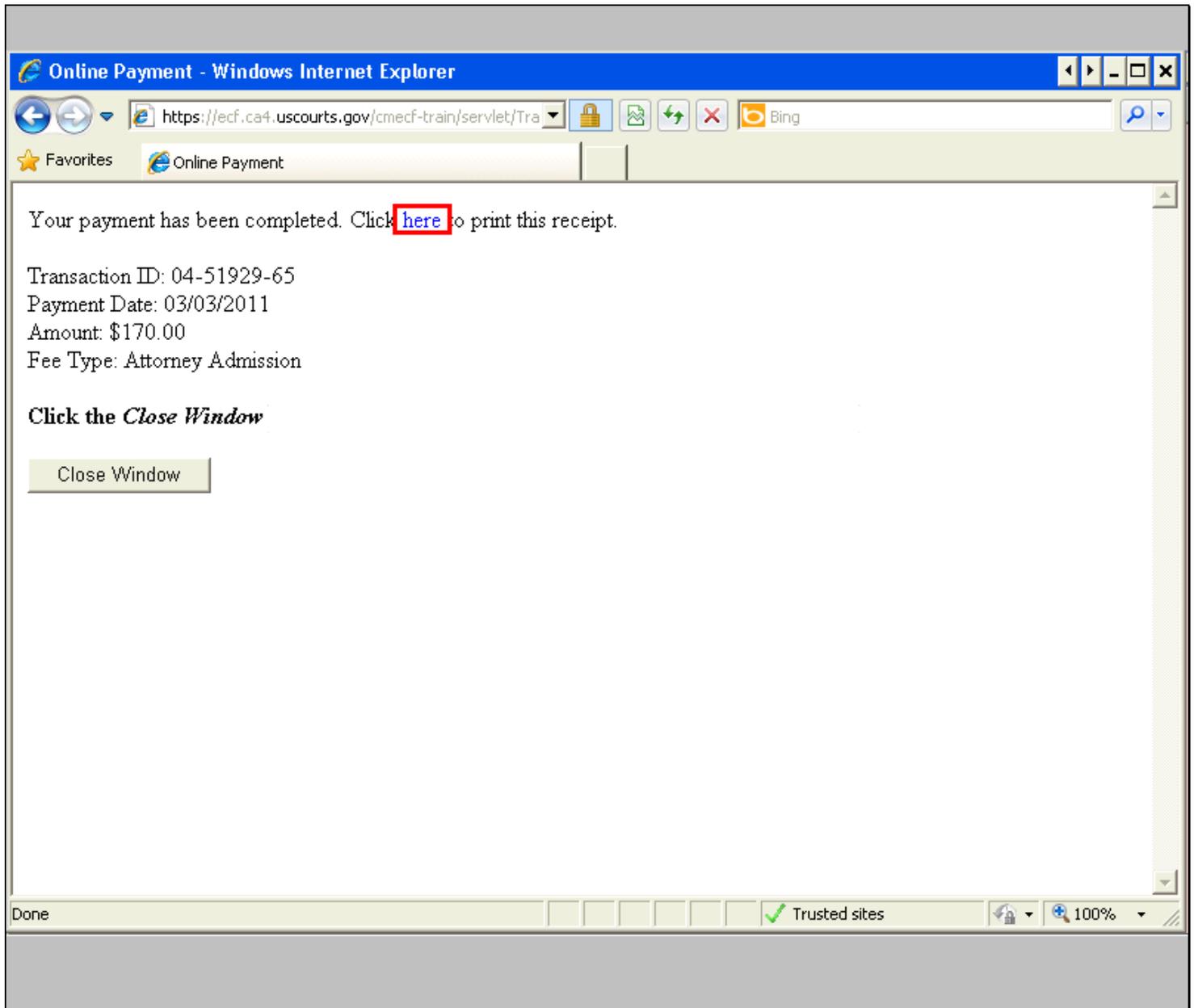
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

To process your transaction, select Submit Payment.

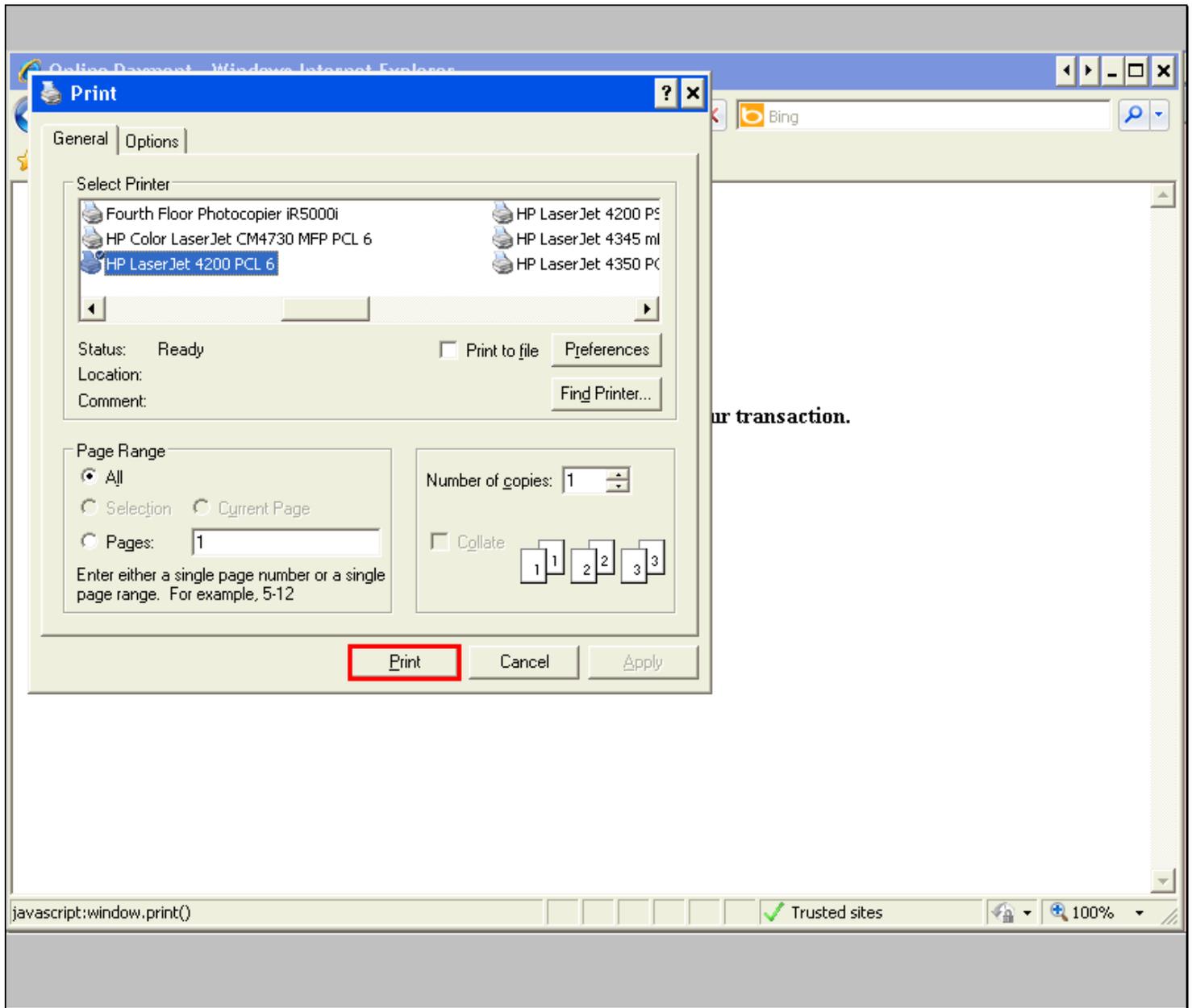


The System will process your request.

Electronic Submission of Applications for Admission to Practice

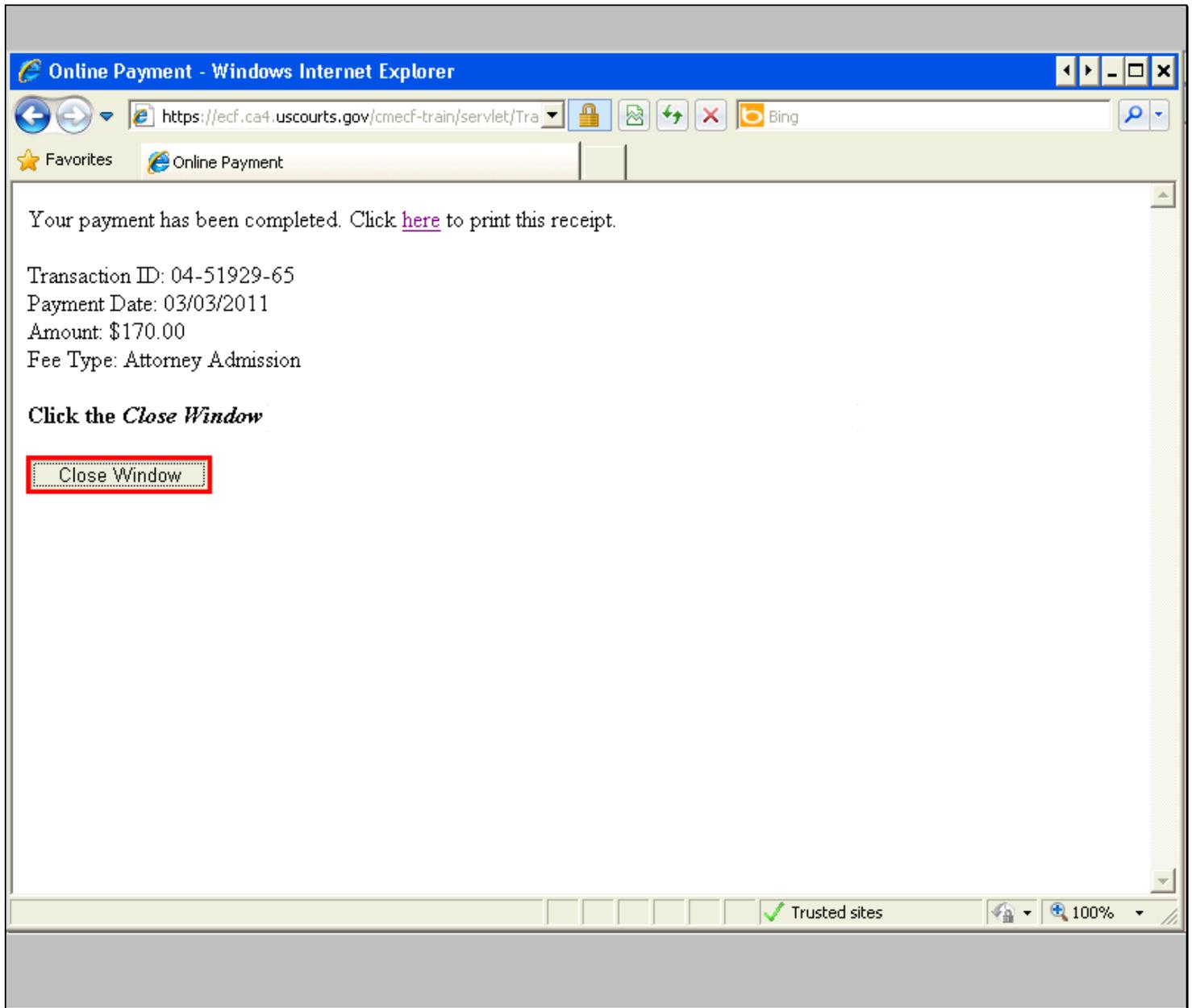


When your payment is completed, you will see this confirmation screen. Select "here" to print a receipt.

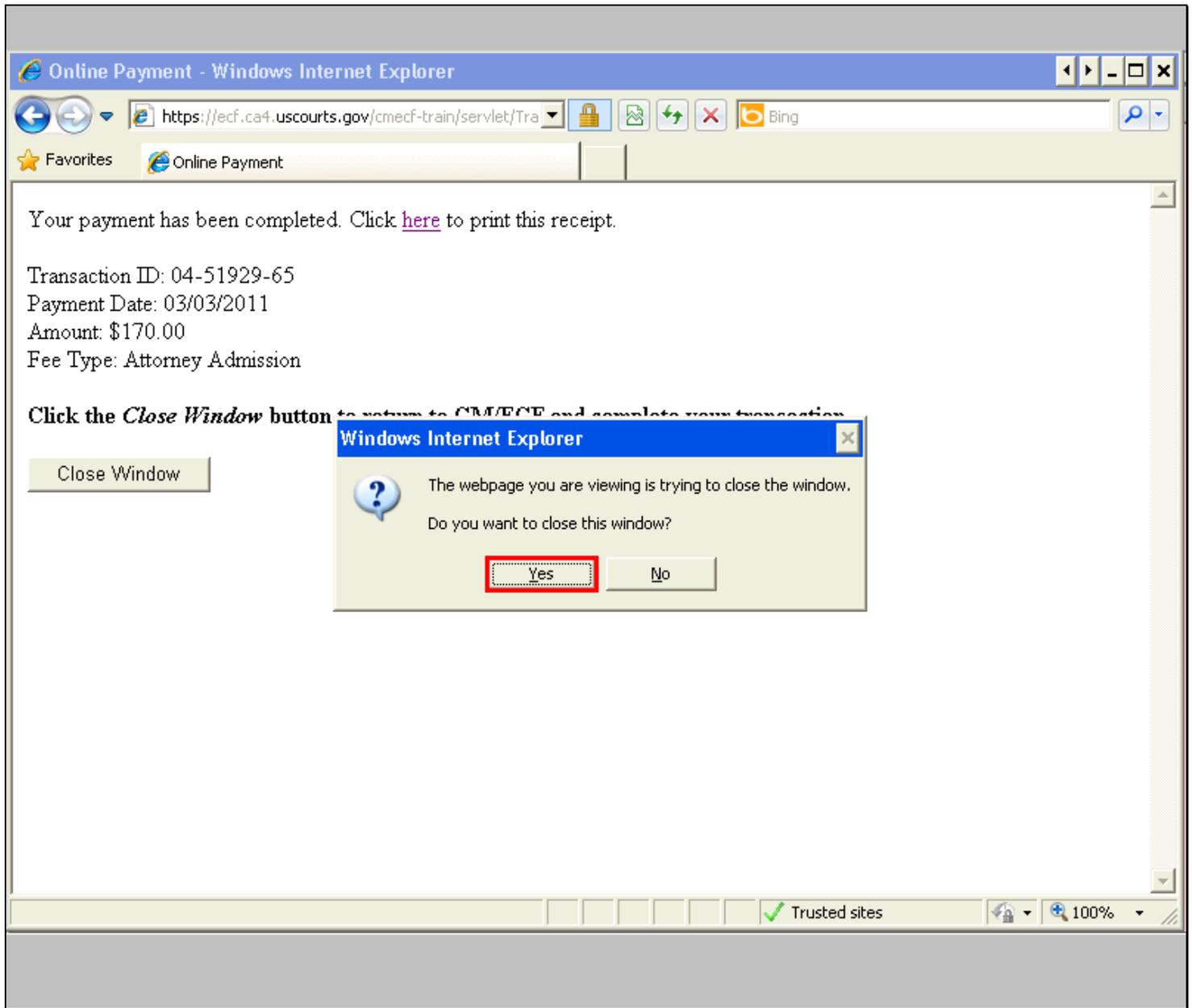


The Print dialog box will appear. Select Print to print the receipt to your default printer.

Electronic Submission of Applications for Admission to Practice



Select Close Window to complete your transaction and return to CM/ECF.



In Internet Explorer, a message will appear asking if you want to close the window. Select Yes.

Startup Page

Reports Utilities **Logout** Help



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Official Attorney Electronic Document Filing System**

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571.

Welcome

Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu.

Last login Mar 3, 2011 9:59:01 AM EST

[Court Information](#)

The CM/ECF Start Up Page will open and you can complete further CM/ECF filings or submissions or Log Out to exit the program.



Contact the Fourth Circuit ECF Helpdesk at
804-916-2767 with any questions.

Additional training modules are available on the
court's Web site at www.ca4.uscourts.gov.

Click Box
(X:231, Y:357)
End

Contact the Fourth Circuit ECF Helpdesk at 804-916-2767 with any questions. Also, check out the court's Web site, www.ca4.uscourts.gov, for additional information. Select "End" to close this module.