



How to Apply for Admission to the District Court of Guam

CM  ECF

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information online from federal appellate, district, and bankruptcy courts, and the PACER Case Locator. PACER is provided by the Federal Judiciary in keeping with its commitment to providing public access to court information via a centralized service.

FREE ACCESS TO COURT RECORDS INCREASES IN 2020

Beginning Jan. 1, 2020, if a PACER user quarterly usage is \$30 or less, the bill will be waived. This is an increase from the existing \$15 or less quarterly fee waiver. Users will see this reflected in the April 2020 billing statement. This will result in more than 75 percent of users

PACER ANNOUNCEMENTS

- [October 2019 Newsletter](#)  (10/10/2019)
- [PACER Fee Waiver Doubled](#) (09/17/2019)
- [Judiciary Creates Public User Group](#) (06/27/2019)
- [New PACER Service Center Remittance Address](#) (06/20/2019)
- [Multi-Court PACER Fee Exemption Request Form for Researchers](#) (10/19/2017)
- [Data Scraping Scripts Time Change to Alleviate Slowness](#) (01/10/2017)

Go to <https://www.pacer.gov/>
Click on “Manage My Account”

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

*** Required Information**

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Login using your PACER username and password

MANAGE MY ACCOUNT

Welcome, Captain Kangaroo

Logout

Account Number	7003221
Username	CaptainKangaroo
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings

Maintenance

Payments

Usage

[Update Personal Information](#)

[Update Address Information](#)

[Update E-Filer Email Noticing and Frequency](#)

[Display Registered Courts](#)

[Attorney Admissions / E-File Registration](#)

[Non-Attorney E-File Registration](#)

[Check E-File Status](#)

[E-File Registration/Maintenance History](#)

Click on the Maintenance tab
then click the "Attorney Admissions/e-File Registration link

MANAGE MY ACCOUNT

Welcome, Captain Kangaroo

Logout

Account Number	7003221
Username	CaptainKangaroo
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type *

U.S. District Courts

Court *

Guam District Court (test) - NextGen

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. For a listing of all court websites visit the [Court Links Page](#).

Next

Reset

Cancel

Choose “U.S. District Courts” for the Court Type
And “Guam District Court – NextGen” for the Court.

Click the “Attorney Admissions and e-File” button

AFTER READING THE
REQUIREMENTS

Attorney Admissions and E-File

E-File Registration Only

Pro Hac Vice

Multi-District Litigation

Federal Attorney

Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court

All filers must have read and be familiar with the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Federal Rules of Evidence and the Local Rules of the Court, including the Administrative Procedures for Electronic Filing. Please visit <http://www.gud.uscourts.gov/electronic-filing> for more information.

Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court

Each applicant for admission shall present to the clerk a written petition for admission stating the applicant's full name, residence address, office address, the names of the courts before which the applicant is admitted to practice, and the respective dates of admission to those courts. The petition shall be accompanied by: (A) a certificate from the Supreme Court of Guam evidencing the fact that the applicant is an active member in good standing of the Territorial Bar, (B) a certificate of a member of the bar of this Court, stating that he knows the applicant and can affirm that he is of good moral character, and (C) an order for admission to be signed by the judge. (Copies of the petition for admission and order of admission shall be supplied by the clerk upon request.) Please consult <http://www.gud.uscourts.gov/admissions> and GNLR 17.1 at http://www.gud.uscourts.gov/local_rules for more information.

Back

Cancel

Click the “Attorney Admissions and e-File” button

AFTER READING THE
REQUIREMENTS

COMPLETE ALL SECTIONS OF ATTORNEY ADMISSIONS

Attorney Bar Information

* Required Information

FEDERAL BAR INFORMATION

☐ I am admitted to the bar in one or more federal courts.

Our data indicates that you have been admitted to the bar of the following federal court(s):

Verified Federal Bar Information			
Federal Court	Bar ID	Bar Status	Date Admitted
No verified federal bar data available.			

Enter information for any federal court not listed in table on the left:

Additional Federal Bar Information		
Federal Court	Bar ID	Date Admitted
Click the "Add" button below to enter federal bar data.		
+ Add		

STATE BAR INFORMATION

☒ I am admitted to the bar in one or more states.

Enter information for any state(s) in which you have been admitted to the bar:

Additional State Bar Information		
State	Bar ID	Date Admitted
Guam	6789	10/09/2018
+ Add		

*To remove a state, right click the entry in the table above and select 'Delete Additional State.'

Sponsoring Attorney

Bar ID	<input type="text" value="6785"/>	Jurisdiction	<input type="text" value="GUAM DISTRICT COURT"/>
First Name	<input type="text" value="Charles"/>	Middle Name	<input type="text"/>
Last Name	<input type="text" value="White"/>		

Fill out the form
and upload your
petition for
Admission (with
certificates) and
your proposed
Order for
Admission

Click the “Next” button.

Sponsoring Attorney

Bar ID

6785

Jurisdiction

GUAM DISTRICT COURT

First Name

Charles

Middle Name

Last Name

White

Attorney Information

Attorney Type (check all that apply) *

☒ Civil

☒ Criminal

☐ Bankruptcy

Have you ever been disbarred/censured/denied admission? *

☐ Yes

☒ No

Do you have any disciplinary actions pending? *

☐ Yes

☒ No

Have you ever been convicted of a felony? *

☐ Yes

☒ No

Fee Acknowledgment *

☒ I acknowledge that I will be charged an admission fee if I am admitted.

☐ I request that the admission fee be waived for the following reason:

Document Upload

Petition for Admission with Certificates *

sample.pdf

Remove

Proposed Order for admission *

sample.pdf

Remove

Next

Back

Reset

Cancel

Enter all
information.

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

* Required Information

Role in Court

Attorney

Title

Attorney

Name

Bozo Clown



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

Law Offices of Bozo T. Clown

Unit/Department

Address *

123 Any Street

Room/Suite

City *

Your Town

State *

New York

County *

NEW YORK

Zip/Postal Code *

10022

Country *

United States of America

Remember to
choose your
email
frequency
and email
format. Then
click “Next.”

Additional Filer Information

Already Admitted at Court

Select Court

Court Bar ID

Other Names Used

Most Recent Case
(in court where you are
registering)

Delivery Method and Formatting

☐ Use a different email. Checking this will clear the primary email fields below.

Primary Email *

proffeguan@gmail.com

Confirm Primary Email *

proffeguan@gmail.com

Email Frequency *

At The Time of Filing (One Email per

Email Format *

HTML

Next

Back

Reset

Cancel

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.





[Add Credit Card](#)

[Add ACH Payment](#)

Add a payment method.

Add/Update Credit Card Payment

* Required Information

Account Holder Name *

Card Type *

Account Number *

Card Expiration Date * /

☒ Use billing address

Address *

City *

State *

Zip/Postal Code *

Country *

Account Nickname

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Enter all
payment
method
information
and click
“Submit.”

Payment Information

Note:

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

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BOG MC

☒ Autobill PACER fees
☒ E-filing fees default
☒ Admissions fees default

XXXXXXXXXXXX4444
01/2038
Bozo T. Clown
123 Any Street
Your Town, NY
10022

Update

Delete

[Add Credit Card](#)
[Add ACH Payment](#)

NextBackCancel

Check the
“Admissions fee
default” box, then
click “Next.”

Acknowledgment of Policies and Procedures for Attorney Admissions

- ☒ Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

E-Filing Terms of Use

ATTORNEY E-FILING TERMS AND CONDITIONS

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court(s), are solely responsible for redacting pleadings. See [Fed. R. App. P. 25\(a\)\(5\)](#); [Fed. R. Civ. P. 5.2](#); [Fed. R. Crim. P. 49.1](#); and [Fed. R. Bankr. P. 9037](#).

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

- ☒ Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *
- ☒ Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Click the
acknowledgment
check boxes.

Confirmation Page

THANK YOU FOR REGISTERING!

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 **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Done

Congratulations, you have completed the first step!

Bar Admission**Jurisdiction**

Guam

Bar Status

AUSA

Fee Amount

\$250.00

[Pay Fee](#)

After reviewing your request, the Court will send you an email with a link to pay for your admission to the Bar of the District Court of Guam. Click on that link and then on the “Pay Fee” button on the screen that is provided.

Pay Attorney Admission/Renewal Fee for Guam District Court (test) - NextGen


* Required Information

Payment Amount

Amount Due *

\$250.00

Select a Payment Method

☒  BOH Visa

Captain Kangaroo

XXXXXXXXXXXX4747

01/2038

☐ Enter a credit card

☐ Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next


Cancel

After reviewing your request, the Court will send you an email with a link to pay for your admission to the Bar of the District Court of Guam. Click on that link.

Pay Attorney Admission/Renewal Fee for Guam District Court (test) - NextGen

Payment Summary

PAYMENT METHOD

 BOH Visa

XXXXXXXXXXXX4747

01/2038

Captain Kangaroo

PO Box 7723

Tamuning, Guam

96931

GUM

PAYMENT DETAILS

Payment Amount

\$250.00

Fee Type

Attorney Admission/Renewal Fee

Email Receipt

Email

Confirm Email

Additional Email Addresses

Authorization

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

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit

Back

Cancel

Use one of the payment methods you set up previously to pay the fee, remembering to click the “Authorization” checkbox.

Click the “Submit” button.

Your payment is complete. [Print](#) the payment receipt.

Receipt	AGUXDC-470366
Payment Date	10/24/2019
Amount	\$250.00
Fee Type	attorney admission

Your payment receipt,
which you can print, will
then appear.
