

Procedure for Duplicate Attorney Admission Certificate

Background

A duplicate attorney admission certificate may be issued to an attorney who is admitted to the U.S. District Court for the District of Nebraska and is in good standing. To be in good standing, an attorney must meet the requirements of Nebraska General Rule 1.7(d) and have timely paid the Federal Practice Fund assessment imposed under Nebraska General Rule 1.7(h)

Attorneys may request a duplicate attorney admission certificate by telephone or letter. Effective October 12, 2012, attorneys may also duplicate attorney admission certificates electronically through CM/ECF. A \$19.00 fee is collected for each certificate issued. Attorneys who request certificates through CM/ECF may pay the required fee online.

Filing request and payment of duplicate attorney admission certificate

Follow these steps to request the duplicate attorney admission certificate and pay the fee online:

STEP	ACTION
1	Log in to CM/ECF using your court-assigned CM/ECF login and password. <u>Note:</u> Each attorney must pay the fee using his or her own CM/ECF login and password. Multiple attorneys from the same firm cannot pay their fees at the same time.
2	On the blue menu bar in CM/ECF, click Civil > Miscellaneous Fees > Duplicate Attorney Admission Certificate .
3	Select Duplicate Attorney Admission Certificate from the list of available events and click Next . The case number will be displayed. Click Next . <u>Note:</u> This is a generic case number used only for payment of the duplicate certificate of admission fee. This event is a text-only entry and does not require the preparation or uploading of a PDF document.
4	Type the name of the attorney paying the fee. Click Next .
5	The screen will display a message that a \$19.00 administrative fee will be charged. Click Next .

STEP	ACTION
6	Enter the personal and payment information under either Option 1: Pay Via Bank Account OR Option 2: Pay Via Plastic Card and click Continue with ACH Payment or Continue with Plastic Card Payment .
7	Check the I authorize a charge to my account for the above amount box and click Submit Payment . Click Next . <u>Note:</u> Clicking Next on this screen commits your transaction. You will have no further opportunity to modify this transaction if you continue.
8	The Docket Text: Final Text screen appears. Click Next . The Notice of Electronic Filing screen appears informing you that you have paid your duplicate attorney admission certificate fee. <u>Note:</u> No electronic notice will be sent for this event because there are no parties or attorneys added to the case. You should print or save the Notice of Electronic Filing screen for a record of this transaction.
9	The clerk's office will issue a duplicate certificate of admission and mail via the U.S. Postal Service the certificate to the attorney.

Changes to e-mail and mailing addresses

To make changes to your e-mail or mailing address, click **Utilities > Maintain Your Address > Maintain Your E-mail**. Make the necessary changes or corrections to your information.

Note: If your name is linked to a law firm, you will not be able to change your mailing address. If this is the case, notify the clerk's office at (866) 220-4381 (Omaha) or (866) 220-4379 (Lincoln) and the staff will make the appropriate change for you.

Revision control log

Date	Comments	By
12/01/16	Updated to reflect new fee.	DKM