

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 \$21.00 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 PACER login and password. <u>Note:</u> Each attorney must pay the fee using his or her own PACER login and password. Multiple attorneys from the same firm cannot pay their fees at the same time.
2	On the 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 \$21.00 administrative fee will be charged. Click Next .
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 .

STEP	ACTION
	<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	<p>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.</p> <p><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.</p>
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

Pursuant to NeGenR 1.3(e), an attorney whose address, telephone number, fax number, or e-mail address changes during a pending case must file and service notice of the change of within 30 days. The filing of a notice of change of address in CM/ECF, will prompt court staff to change information in the local database, but it will not update an attorney's information in PACER. Attorneys must use the PACER system to update information in PACER at <http://www.pacer.gov>.

Revision control log

Date	Comments	By
12/01/16	Updated to reflect new fee	DKM
04/13/18	Updated for NextGen.	DKM
11/30/20	Converted to Word format	LKP
12/01/20	Updated to reflect new fee.	JLS
12/1/23	Updated to reflect new fee.	JLS