

ACMS: Filing a Notice of Appearance

This document provides step-by-step instructions for filing a [notice of appearance](#) and filing a [notice of substitution of counsel](#) using the E-Filer portal in the U.S. Court of Appeals for the Ninth Circuit.

If, after reviewing the information in this document, you still have questions, send an email to the e-filing help desk at efilerhelp@ca9.uscourts.gov.

REMINDER: You must have a PACER account with authorization to file electronically in the U.S. Court of Appeals for the Ninth Circuit. This is the same account that you use to log in and file in CM/ECF in the U.S. Court of Appeals for the Ninth Circuit.

Contents

Filing a Notice of Appearance	1
Filing a Notice of Substitution of Counsel	5

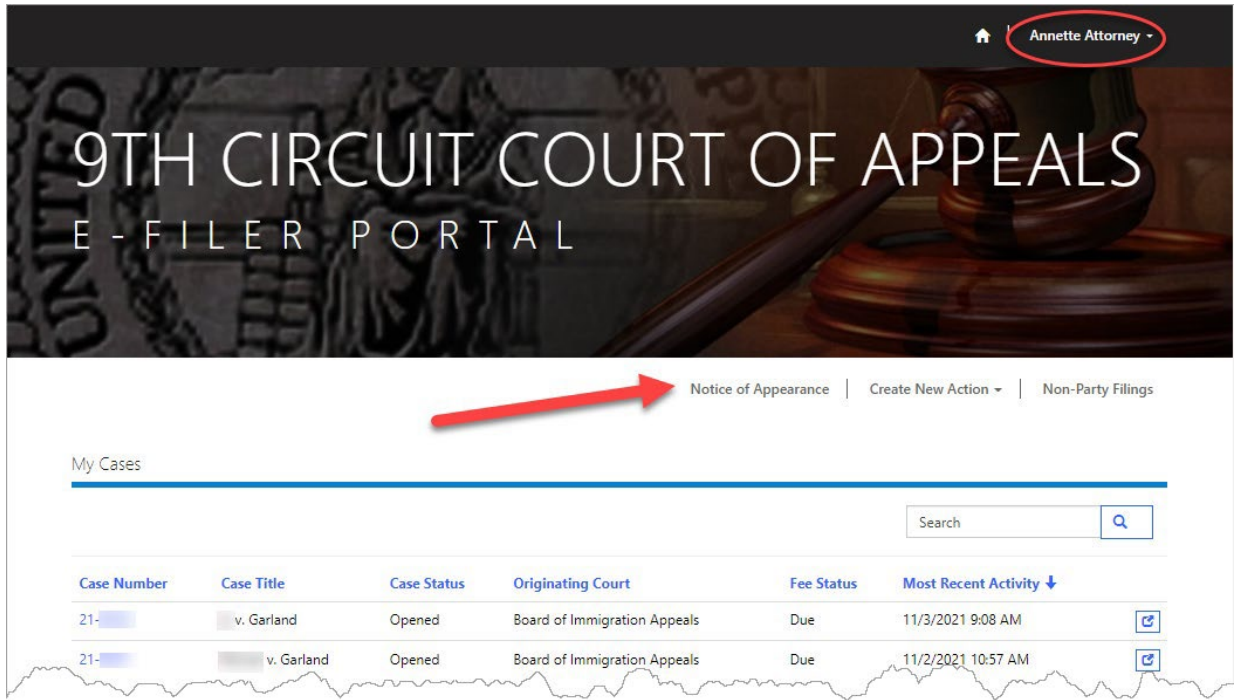
Filing a Notice of Appearance

1. Navigate to <https://ca9-portal.powerappsportals.us/> and in the E-Filer portal page that opens, click the hamburger icon in the upper right corner of the page.



2. Click **Sign in** and at the PACER login page, enter *your* PACER credentials and click **Login**.
NOTE: You may not file a notice of appearance on behalf of another attorney.
3. At the Redaction Agreement dialog box, select the “**I understand ...**” checkbox and click **Continue**.

The 9th Circuit Court of Appeals E-Filer Portal page has been updated: your name is shown in the upper right corner of the page, and a navigation bar has been added below the court banner. An example is shown below.



TIP: If you do not see the navigation bar, make your browser window larger until the navigation bar is visible.

4. Click the **Notice of Appearance** link.

The Create Notice of Appearance page opens with a **Search for Case Number** field.

Create Notice of Appearance

Search for Case Number

Search

Next

5. In the **Search for Case Number** field, type the case number and then click the magnifying glass icon to search for a matching case in ACMS.

TIP: You can also type the case number and press the Enter key to perform the search.

NOTE: If ACMS does not find a match, the Next button is not enabled, and you must enter a different case number and search again.

6. Click the **Next** button.

Select the role of the party you are representing in the case from the drop down.

NOTE: You will only see options for party roles that are used in the case you selected. Select the party role and click **Next** button.

Home > Notice of Appearance

Notice of Appearance

16%

Case *

Batteries, et al. v. Bondi

Case Number

25-5309

Counsel for Role *

Petitioner

Respondent

Cancel Next

- The next screen will show all the parties that match the role you selected. For example, if you selected petitioner, all the petitioners in the case will show.

NOTE: If you are not appearing for all the parties listed on this screen, you have the option to remove them by marking the checkbox and clicking the “remove party” button.

Notice will automatically be entered for all parties shown EXCEPT for those you select and remove.

Home > Notice of Appearance

Notice of Appearance

33%

Below is a list of all the parties with the selected role type. You will represent all of the below unless you remove parties that you do not represent. **Remove any party/parties that you are not entering an appearance for by selecting the party/parties you are not representing and click “Remove Party.”** Select **Next** only when you are entering an appearance for all of the parties listed on the screen below.

Filing on Behalf Of

<input type="checkbox"/> Case Participant Name ↑	Participant Role
<input type="checkbox"/> Duracell Batteries	Petitioner
<input type="checkbox"/> Social Media Websites	Petitioner

Cancel Remove Party Next

- After reviewing the parties you are appearing for, click the **Next** button. The page is updated so that you can indicate whether you are substituting in for another attorney. If you are substituting in for another attorney, see instructions for [Filing a Notice of Substitution of Counsel](#).
- Select the **I am entering my appearance** radio button and click the **Next** button.

Home > Notice of Appearance

Notice of Appearance

50%

If you will be replacing an attorney, please select the substitution of attorney option. If the attorney currently appearing on the docket is not registered or admitted in this court, or will not be participating in the case on appeal, please select the substitution of attorney option.

Notice of Appearance

- ☒ I am entering my appearance
☐ I am entering my appearance and substituting for another attorney

Cancel

Next

The final review page opens with a summary of your filing: the case name and number, which party you represent, and the name of that party.

Notice of Appearance

80%

Review

Case *

Batteries, et al. v. Bondi

Case Number

25-5309

Counsel for Role

Petitioner

Notice of Appearance Action

I am entering my appearance

Parties

Case Participant Name ↑

Participant Role

Duracell Batteries

Petitioner

Social Media Websites

Petitioner

Cancel

Previous

File With Court

- 10.** Click the **File With Court** button to submit the filing to the Court.
This completes the filing.

NOTE: You must wait until the court adds you to the case before you can file in the case where you just filed the notice of appearance.

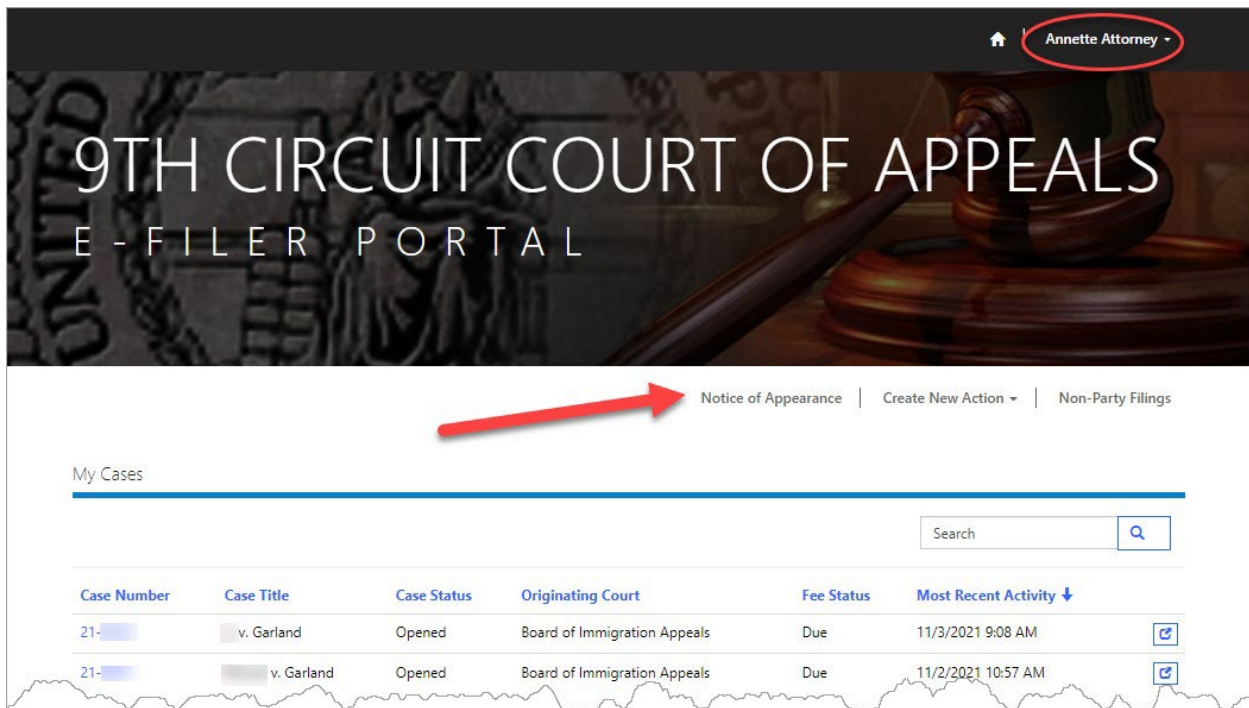
Filing a Notice of Substitution of Counsel

1. Navigate to <https://ca9-portal.powerappsportals.us/> and in the E-Filer portal page that opens, click the hamburger icon in the upper right corner of the page.



2. Click **Sign in** and at the PACER login page, enter *your* PACER credentials and click **Login**.
NOTE: You may not file a notice of appearance on behalf of another attorney.
3. At the Redaction Agreement dialog box, select the “**I understand ...**” checkbox and click **Continue**.

The 9th Circuit Court of Appeals E-Filer Portal page has been updated: your name is shown in the upper right corner of the page, and a navigation bar has been added below the court banner. An example is shown below.



TIP: If you do not see the navigation bar, make your browser window larger until the navigation bar is visible.

4. Click the **Notice of Appearance** link.

The Create Notice of Appearance page opens with a **Search for Case Number** field.

5. In the **Search for Case Number** field, type the case number and then click the magnifying glass icon to search for a matching case in ACMS.

TIP: You can also type the case number and press the Enter key to perform the search.

NOTE: If ACMS does not find a match, the Next button is not enabled, and you must enter a different case number and search again.

6. Click the **Next** button.
Select the role of the party you are representing in the case from the drop down.

NOTE: You will only see options for party roles that are used in the case you selected.
Select the party role and click **Next** button.

7. The next screen will show all the parties that match the role you selected.
For example, if you selected petitioner, all the petitioners in the case will show.

NOTE: If you are not appearing for all the parties listed on this screen, you have the option to remove them by marking the checkbox and clicking the “remove party” button.

Notice will automatically be entered for all parties shown EXCEPT for any that you select and remove.

Home > Notice of Appearance

Notice of Appearance

33%

Below is a list of all the parties with the selected role type. You will represent all of the below unless you remove parties that you do not represent. **Remove any party/parties that you are not entering an appearance for by selecting the party/parties you are not representing and click "Remove Party."** Select **Next** only when you are entering an appearance for all of the parties listed on the screen below.

Filing on Behalf Of

Remove Party

☐ Case Participant Name ↑

Participant Role

☐ Duracell Batteries

Petitioner

☐ Social Media Websites

Petitioner

Cancel

Next

8. After reviewing the parties you are appearing for, click the **Next** button. The page is updated so that you can indicate whether you are substituting in for another attorney.

Select the **I am entering my appearance and substituting for another attorney** radio button and click the **Next** button.

Home > Notice of Appearance

Notice of Appearance

50%

If you will be replacing an attorney, please select the substitution of attorney option. If the attorney currently appearing on the docket is not registered or admitted in this court, or will not be participating in the case on appeal, please select the substitution of attorney option.

Notice of Appearance

☐ I am entering my appearance☒ I am entering my appearance and substituting for another attorney

Cancel

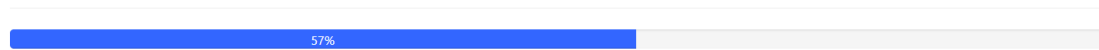
Next

The page is updated to show a Replacing Attorney section that lists counsel currently representing the party.

NOTE: If there is only one attorney, that attorney is automatically selected and you cannot change that selection.

9. If more than one attorney currently represents the party you are subbing in for, and you are only replacing *one* attorney, click the down arrow next to the attorney you are not replacing, and select **Remove**.

Notice of Appearance



Select the attorney you are replacing. To remove an attorney from the list select the down arrow icon and select remove.

Replacing Attorney

Case Participant ↑	Participant Role	
John [redacted]	Counsel for Respondent	▼
Wendy Attorney [redacted]	Counsel for Respondent	<div style="border: 2px solid red; padding: 2px;"> ▼ Remove </div>

Cancel
Next

A pop up will appear to confirm the removal. After confirmation, the system removes that attorney's name from the Replacing Attorney section on the page.

10. Click the **Next** button.

The final review page opens with a summary of your filing: the case name and number, which party you represent, the name of that party, and the name(s) of the attorney(s) you are replacing in the case.

Notice of Appearance



Review

Case * Batteries, et al. v. Bondi	Case Number 25-5309
Counsel for Role Respondent	Notice of Appearance Action I am entering my appearance and substituting for another attorney
Parties	
Case Participant Name ↑ Pamela Bondi	Participant Role Respondent
Replacing Attorney(s)	
Case Participant Name ↑ John [redacted]	Participant Role Counsel for Respondent

Cancel
Previous
File With Court

11. Click the **File With Court** button to submit the filing to the Court.

This completes the filing.

NOTE: You must wait until the court adds you to the case and make the substitution before you can file in the case where you just filed the notice of appearance.