



UNITED STATES DISTRICT COURT
Southern District of Mississippi
Office of the Clerk

ATTORNEY PROCEDURES
E-File Registration Only (Already Admitted)

TO: All Attorneys
FROM: Arthur Johnston, Clerk
DATE: June 28, 2021
SUBJECT: E-File Registration Only for NextGen of CM/ECF

The following procedures apply only to attorneys who have already been admitted to practice in this court, but have not previously registered for e-filing. If you have not been admitted, please refer to the other procedures found here: <https://www.mssd.uscourts.gov/attorneys>

The U.S. District Court for the Southern District of Mississippi is a NextGen CM/ECF court.

In order to file, you must have an upgraded individual PACER account and be admitted to our court. If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures. Once you have a PACER Account, follow the steps below to request e-filing access.

1. Navigate to www.pacer.gov
2. Click **Log in to...** at the very top of the page...



...then click **Manage PACER Account**

➔ Log in to the federal Judiciary's electronic public access services. Close ✕

PACER Case Locator
PACER Log in
Manage PACER Account

How you know ➔ Log in to...

3. **Login** with your PACER username and password

Login

* Required Information

Username *

Password *

Login
Clear
Cancel

[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.

4. Click on the **Maintenance** tab

Settings
Maintenance
Payments
Usage

[Change Username](#)
[Update PACER Billing Email](#)

[Change Password](#)
[Set PACER Preferences](#)

[Set Security Information](#)

5. Select **Attorney Admission/E-File Registration**

Settings
Maintenance
Payments
Usage

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

[Update Address Information](#)
[Non-Attorney E-File Registration](#)

6. Select **U.S. District Courts** as the Court Type and **Mississippi Southern District Court** as the Court. Click **Next**.

In what court do you want to practice?

* Required Information

Court Type *

Court *

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. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

Next
Reset
Cancel

7. Select the **type of admission** you are seeking: E-File Registration Only. Click on the two links at the bottom of the page to review the Electronic Filing **Policies and Procedures**.

What would you like to apply/register for?

Attorney Admissions and E-File

E-File Registration Only

Pro Hac Vice

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, Federal Rules of Criminal Procedure, Federal Rules of Evidence and the Local Rules of the Court, including the Electronic Case Filing Procedures.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

USDC SOUTHERN DISTRICT OF MISSISSIPPI ATTORNEY ADMISSIONS - SEE LOCAL RULE 83.1(d). Attorneys seeking full admission to the court should select "Attorney Admissions and E-File." Pro Hac Vice Attorneys should select "Pro Hac Vice." Federal Government Attorneys seeking Special Permission to Practice should select "Federal Attorney."

Back Cancel

8. Complete all sections of the **E-File Registration** section, **INCLUDING the Additional Filer Information.**

Additional Filer Information

Already Admitted at Court	<input type="text" value="Select Court"/>
Court Bar ID	<input type="text"/>
Other Names Used	<input type="text"/>
Pro Hac Vice Case Number	<input type="text"/>
State Bar ID	<input type="text"/>
State	<input type="text" value="Select State"/>

Note that HTML is the preferred Email format.
 Click **Next** when Additional Filer Information and Delivery Method and Formatting is completed.

Delivery Method and Formatting

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

Primary Email *	<input type="text"/>
Confirm Email *	<input type="text"/>
Email Frequency *	<input type="text" value="At The Time of Filing (One I"/>
Email Format *	<input type="text" value="HTML"/>

9. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen. You can add a credit card or ACH payment method for each of the following fee types:
 - Autobill PACER fees
 - E-filing fees default
 - Admissions fees default

To use the same account for multiple fee types, once account information is entered, click on the check box to designate the entered payment method to that account.


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.


 Autobill PACER fees
 E-filing fees default
 Admissions fees default

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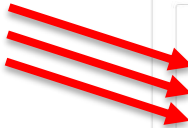
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New Orleans, LA
70113

[Update](#)


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


[Next](#) [Back](#) [Cancel](#)



10. Check the two **Attorney E-Filing Terms and Conditions** acknowledgment boxes.

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

 By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *

 Check 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.](#) *

11. Click **Submit**. The court will review your admission request, approve and confirm your access, and/or provide you with further instructions via email.

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](#)