

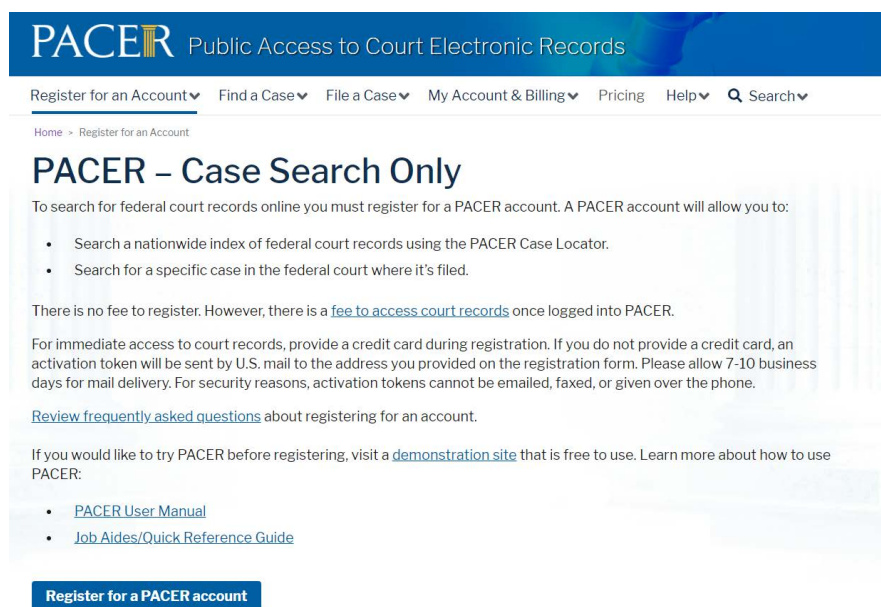
REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

On June 28, 2021, our court will "go live" with the Next Generation of CM/ECF ("NextGen"). All CM/ECF users must have an individual PACER account to be able to file in our CM/ECF system on or after June 28, 2021. Follow the steps below to Register for an Individual PACER account.

1. Go to www.pacer.uscourts.gov.
2. Click the **Register for an Account** menu at the top of the page.
3. Select **PACER -Case Search Only**.



4. Click **Register for a PACER Account**.



Register for an Individual PACER Account

5. Enter all required Account Information. Select **ATTORNEY** as the User Type.
6. Click **Next**.

Registration

PACER - Case Search Only Registration

Account Information

* Required Information

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

Firm/Office

Unit/Department

Address *

Room/Suite

City *

State *

Zip/Postal Code *

Country *

Primary Phone *

Alternate Phone

Text Phone

Fax Number

Email *

Confirm Email *

User Type *

Check here if this account will be used for the PACER Panel

User Verification *

FEDERAL JUDICIARY

STATE OR LOCAL GOVERNMENT

***** Individual Accounts *****

INDIVIDUAL

STUDENT

PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE

ATTORNEY

Next Reset Cancel

Register for an Individual PACER Account

7. Enter a username and password.
8. Select security questions and enter security answers.
9. Click **Next**.

PACER
Public Access To Court Electronic Records

Registration

PACER - Case Search Only Registration

User Information

** Required Information*

Generate Username **Check Username Available**

Username *

Password *

Confirm Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Next **Back** **Reset** **Cancel**

Register for an Individual PACER Account

10. The Payment Information screen is Optional.

- If you complete this screen, PACER will charge the credit card quarterly for PACER fees incurred during the usage of your account.
- If you click Next without providing credit card information, PACER will send an activation code and instructions to the address you provided by U. S. Mail within 7 - 10 business days.

The screenshot shows the 'Payment Information' section of the PACER registration process. It includes a heading 'PACER - Case Search Only Registration' and a sub-heading 'Payment Information'. The text explains that there is no registration fee but that users will be charged for PACER services. It lists charges for document access, audio files, and judicial opinions. A note states that providing a credit card is optional, and if provided, it will be charged quarterly. Below the text are input fields for Account Holder Name, Card Type (a dropdown menu), Account Number, and Card Expiration Date. There are also checkboxes for 'Use billing address' and 'I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due.' At the bottom, there is a 'Note' about security and a set of buttons: 'Next', 'Back', 'Reset', and 'Cancel'.

NOTE: Law firms and other organizations may obtain a PACER Administrative Account (PAA) to manage and pay for all charges associated with multiple individual PACER accounts.

Visit <https://pacer.uscourts.gov/register-account/group-billing> for more information.

11. After reading the policies and procedures, check the box acknowledging that you have done so, and click Submit.

The screenshot shows the 'Acknowledgment of Policies and Procedures' section of the PACER registration process. It includes a heading 'PACER - Case Search Only Registration' and a sub-heading 'Acknowledgment of Policies and Procedures'. The text explains that there is no registration fee but that users will be charged for PACER services. It lists charges for document access and audio files. Below the text is a section titled 'Acknowledgment of Policies and Procedures I understand that:' with a list of bullet points. A checkbox is checked, indicating that the user has read and understood the policies and procedures. Below this is a link to 'Click here to download a printable version of the Policies and Procedures'. At the bottom, there is a 'Note' about the activation code and a set of buttons: 'Submit', 'Back', 'Reset', and 'Cancel'.