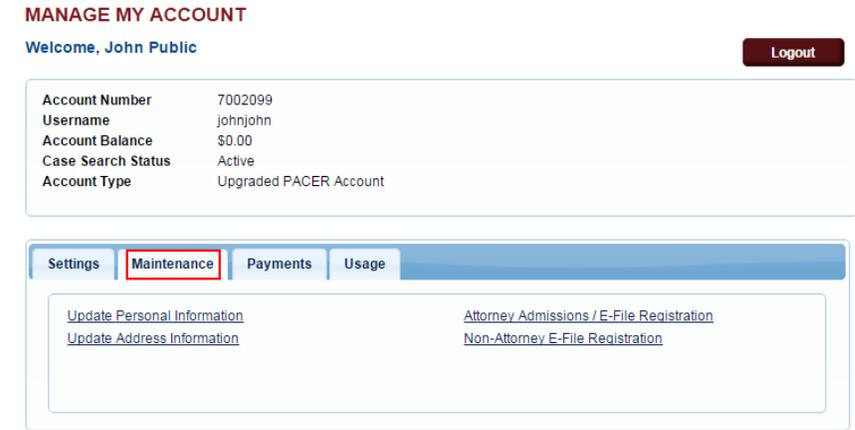


Register for Electronic Filing in the District of Maine

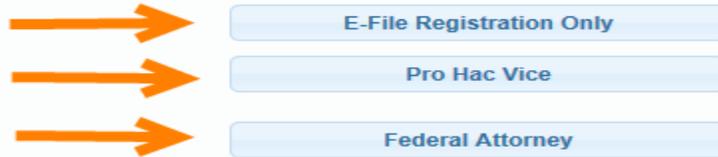
Attorneys admitted in the United States District Court for the District of Maine and Pro Hac Vice counsel must register for electronic filing through their upgraded PACER account. If you do not already have a PACER account go to the PACER website at www.pacer.gov to obtain one.

Step	Action
1	<p>Go to PACER at www.pacer.gov and select Manage My Account.</p> 
2	<p>Login into PACER with your Upgraded PACER account and select the Maintenance tab.</p> 
3	<p>Select Attorney Admission/E-File Registration</p> 
4	<p>Select U.S. District Courts from the Court Type drop-down box Select Maine District Court from the Court drop-down box.</p> <p>IN WHAT COURT DO YOU WANT TO PRACTICE?</p> <p>* Required Information</p> <p>Court Type * <input type="text" value="U.S. District Courts"/></p> <p>Court * <input type="text" value="Maine District Court"/></p>

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- Members of the Maine Bar click on **E-File Registration Only** link below
- Counsel admitted PHV click on **Pro Hac Vice** link below
- Government counsel/Federal Attorneys click on **Federal Attorney** below

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?



Complete all sections of the E-File Registration Filer Information screen (you can select Title **Attorney** if no other options are applicable).

You can complete the Additional Filer Information section if applicable.

You **MUST** complete the Delivery Method and Formatting section of the form. This is used for electronic notification in cases in which you are involved. Check the box to use a different email if desired. In the **Email Frequency** dropdown, select **Once Per Day** for a daily summary notification or **At The Time of Filing** for individual notice. Select from the **Email Format** dropdown. Select HTML unless you are having difficulty with your emails.

A screenshot of a web form section titled 'Delivery Method and Formatting'. At the top, there is a checkbox with a red arrow pointing to it, labeled 'Use a different email. Checking this will clear the primary email fields below.' Below this are two text input fields: 'Primary Email *' and 'Confirm Primary Email *', both containing the text 'john.q.public@yourdomain.com'. Below these are two dropdown menus: 'Email Frequency *' with the text 'Select Email Frequency' and 'Email Format *' with the text 'HTML'. The 'Email Frequency' and 'Email Format' labels are enclosed in red boxes.

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Set default payment information if desired (not required). You can add a new credit card or designate your existing card as the default method for **filing fees** by selecting the appropriate icons as shown in the image below.

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 **Manage Recurring Payments** 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 and set any of them as the default for your search fees, admissions/renewal fees, and/or e-file fees.

To set a payment method as a default, click the gray icon, which will turn blue when selected.

-  Click this icon to set the default payment method for your PACER search fees. The selected card will be automatically charged for your quarterly usage.
-  Click this icon to set the default payment method for your filing fees.
-  Click this icon to set the default payment method for your admissions/renewal fees.

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Select **Submit**. The court will review your electronic filing registration request and you will receive further information via email.