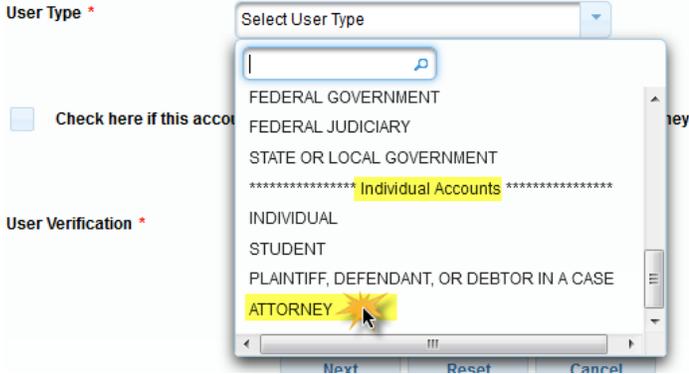


Register for a NEW PACER Account

Instructions

All attorneys must have an individual PACER account to file in NextGen CM/ECF. Follow the steps below if you do not have a PACER account or share an account with others in your law firm. Shared firm accounts cannot be used for filing in NextGen.

For questions, **contact PACER at 1-800-676-6856.**

STEP	ACTION
1	Go to https://pacer.psc.uscourts.gov/pscof/registration.jsf 
2	Enter the required information in the registration form. In the User Type field, choose ATTORNEY* as your user type.  <p>*NOTE: If you work for a government agency, make the appropriate selection under Government Accounts instead of selecting an individual account.</p> <p>Click Next.</p>
3	Create a Username and Password and answer the Security Questions.  <p>Click Next.</p>

STEP	ACTION
4	<p>Enter payment information if desired. <u>Providing a credit card is optional.</u> If you would like to register without providing a credit card, click Next without entering any information on this screen.</p> <p>NOTE: You will not be able to immediately access PACER if you submit your registration request without providing a credit card. You will receive an activation code by U.S. mail in 7-10 business days.</p>
5	<p>Read and acknowledge the policies and procedures.</p> <div data-bbox="331 569 1200 892" style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #4f81bd; color: white; padding: 2px 5px; margin: -10px -10px 10px -10px;">Acknowledgment of Policies and Procedures</p> <p>There is no registration fee. However, the Judicial Conference of the United States has information in PACER. All registered users will be charged as follows:</p> <ul style="list-style-type: none"> • Use of the PACER system will generate a \$.10 per-page charge. • Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge <p>Acknowledgment of Policies and Procedures I understand that:</p> </div>
6	<p>You will receive a confirmation page when your registration is complete.</p> <div data-bbox="339 999 1224 1209" style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">THANK YOU FOR REGISTERING WITH THE PACER SERVICE CENTER!</p> <p>Thank you for registering.</p> <p>Although you have a PACER account, your search privileges are not activated. Your authentication token will be delivered by U.S. mail in 7–10 business days. Activation instructions are provided in the letter you receive.</p> <p>You may log in and perform other activities (e.g., e-file, request filing privileges), but you will not be able to perform a search until your privileges are activated. If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.</p> </div>