

HOW TO REGISTER FOR A PACER ACCOUNT (ATTORNEY FILERS)

REQUIREMENTS

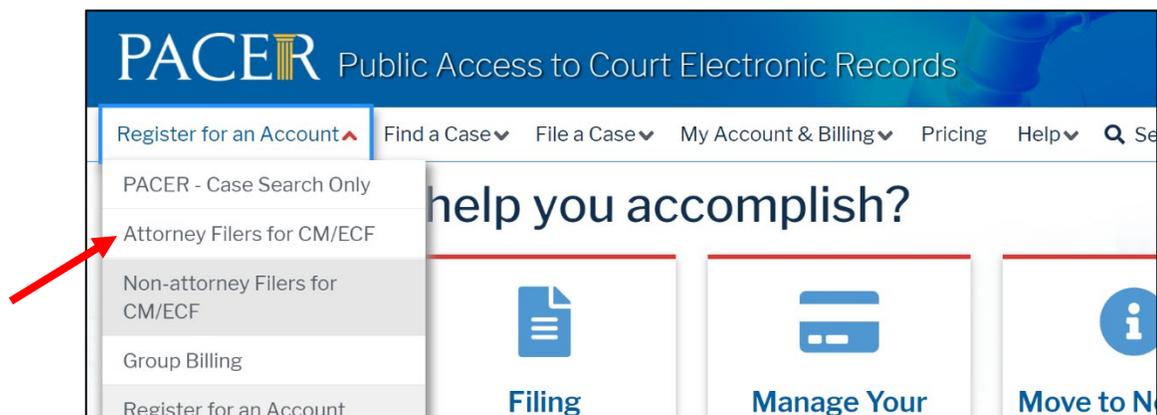
- An individual [PACER](#) account is required.
- The filer must be an individual.

PROCEDURE

Step 1 To register for an individual [PACER](#) account, go to <https://pacer.uscourts.gov> and click **Register for an Account**:



Step 2 Select **Attorney Filers for CM/ECF**:



Step 3 Click **Register for a PACER account**:

Home > Register for an Account

Attorney Filers for CM/ECF

Attorneys filing federal court records electronically or being admitted to practice at a court account. This will give attorneys access to view case information and documents. Courts are categorized as CM/ECF – NextGen or CurrentGen.

- NextGen CM/ECF: Register through this site for a PACER account if the court you want to use is CM/ECF. First time users will be prompted to register for a PACER account and then select the court for which admissions or electronic filing registration is available for the selected court.
- CurrentGen CM/ECF: First you need to register for a PACER account. Then, register for a PACER account for a bankruptcy court who uses CurrentGen CM/ECF.

Register for a PACER account

Step 4 Fill in all required fields and select **ATTORNEY** for **User Type**. Complete the reCAPTCHA and click **Next** to continue. **Note:** When filling in the fields in [PACER](#), all fields with a red asterisk (*) are required:

Attorney Admissions and/or E-File 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 by an attorney appointed to the CJA Attorney Panel

User Verification * I'm not a robot

Next **Reset** **Cancel**

Step 5 Create a unique **Username** and **Password** and select the **Security Questions and Answers**. Click **Next**.

Attorney Admissions and/or E-File 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**

Step 6 On the **Payment Information** screen, enter the credit card information and billing address. Check the applicable boxes and click **Next** to continue:

Attorney Admissions and/or E-File Registration

Payment Information

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of PACER systems will generate a \$.10 per-page charge and is capped at \$3.00 for single documents and case-specific reports that are more than 30 pages (e.g., docket reports, creditor listings, and claims register). NOTE: The \$3.00 cap does not apply to search returns, reports that are not case specific, lists of cases, or transcripts.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.
- Judicial opinions accessed via PACER will not generate a charge.
- If your usage does not exceed \$30 in a quarter, fees are waived.

Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.

** Credit card data is optional here. However, if you do provide a credit card, the marked fields below are required.

Account Holder Name *

Card Type *

Account Number *

Card Expiration Date * /

Use billing address

Address *

City *

State *

Zip/Postal Code *

Country *

I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

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

Step 7 Read and check the box to **acknowledge policies and procedures**. Click **Submit**:

Attorney Admissions and/or E-File Registration

Acknowledgment of Policies and Procedures

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- 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.

Acknowledgment of Policies and Procedures
I understand that:

- There is a charge for accessing information in PACER. See the Fee Information section above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.
- Certain accounts may be designated under Judicial Conference policy as

[Click here to download a printable version of the Policies and Procedures](#)

*** Required Information**

Click here to acknowledge you have read and understand the policies and procedures listed above. *

If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.

The Attorney now has his/her own individual [PACER](#) account.