

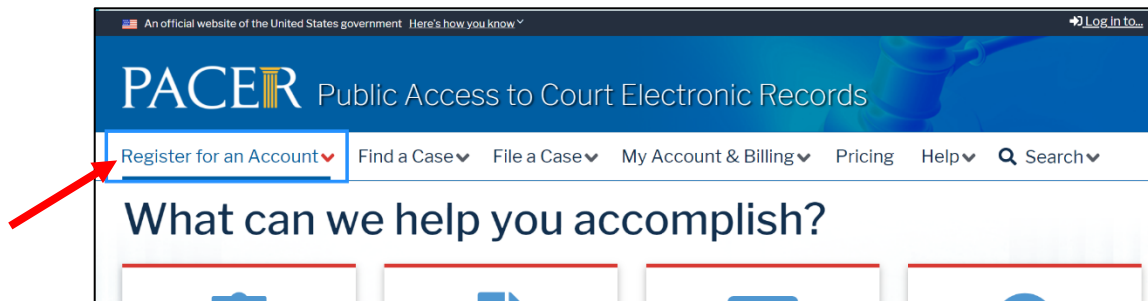
# HOW TO REGISTER FOR A PACER ACCOUNT (FILING AGENTS)

## REQUIREMENTS

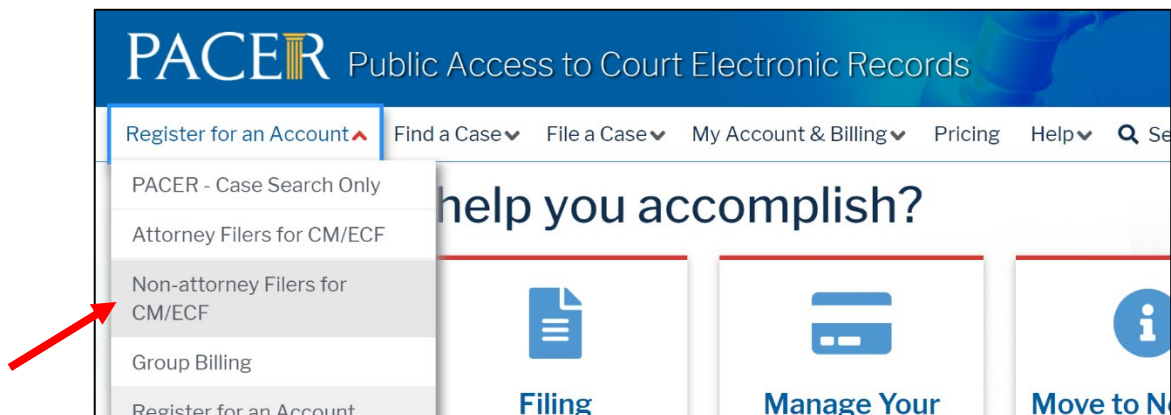
- ❑ An individual [PACER](#) account is required.
- ❑ A Filing agent must be an individual.
- ❑ Filing agents can only be registered under Attorneys or Trustees.
- ❑ Pro se debtors are not permitted to file electronically, and therefore should not use a filing agent to attempt to register for electronic filing.

## PROCEDURE

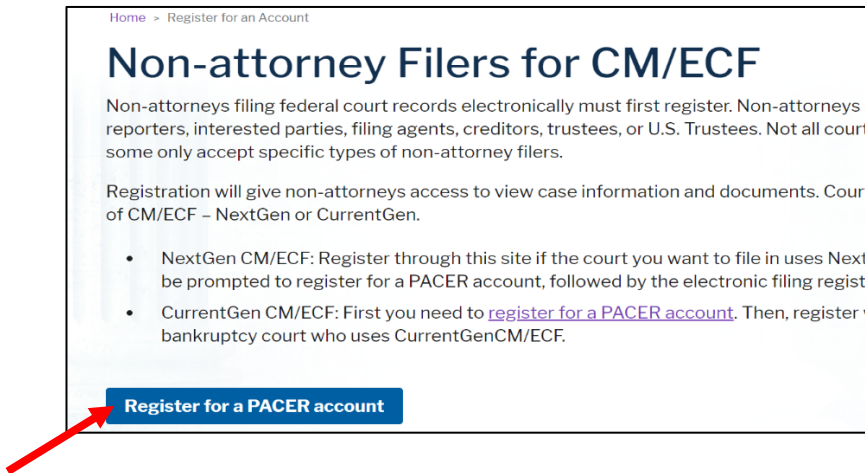
**Step 1** To register for an individual [PACER](#) account, go to <https://pacer.uscourts.gov> and click **Register for an Account**:



**Step 2** Select **Non-attorney Filers for CM/ECF**:



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



**Step 4** Fill in all required fields and select **INDIVIDUAL** 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:

A screenshot of the "Non-Attorney E-File Registration" form. The form is titled "Account Information" and contains various input fields. A red asterisk (\*) is placed next to the following fields: 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, and User Type. The "User Type" dropdown menu is currently set to "INDIVIDUAL". A red arrow points to this dropdown menu. At the bottom of the form, there are three buttons: "Next", "Reset", and "Cancel". A red arrow points to the "Next" button.

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

**Non-Attorney 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, payment information is not required as the Attorney or Trustee will grant rights for paying fees when adding the Filing Agent to his/her [CM/ECF](#) account. Click **Next** to continue.

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

**Non-Attorney 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.

Submit Back Reset Cancel

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