

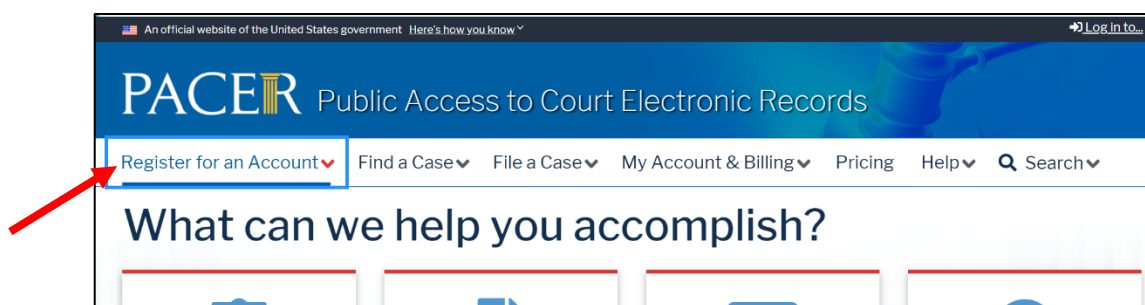
HOW TO REGISTER FOR A PACER ACCOUNT (NON-ATTORNEY FILERS)

REQUIREMENTS

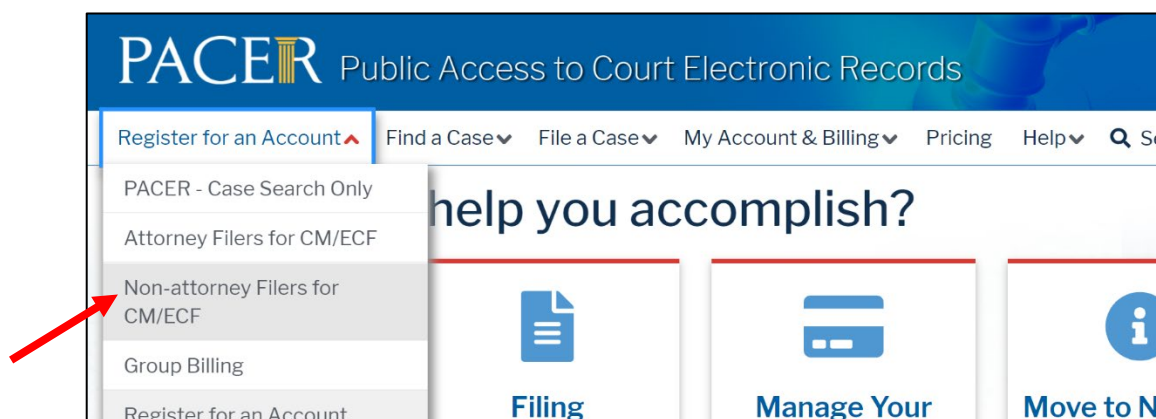
- An individual [PACER](#) account is required.
- The filer must be an individual.

PROCEDURE

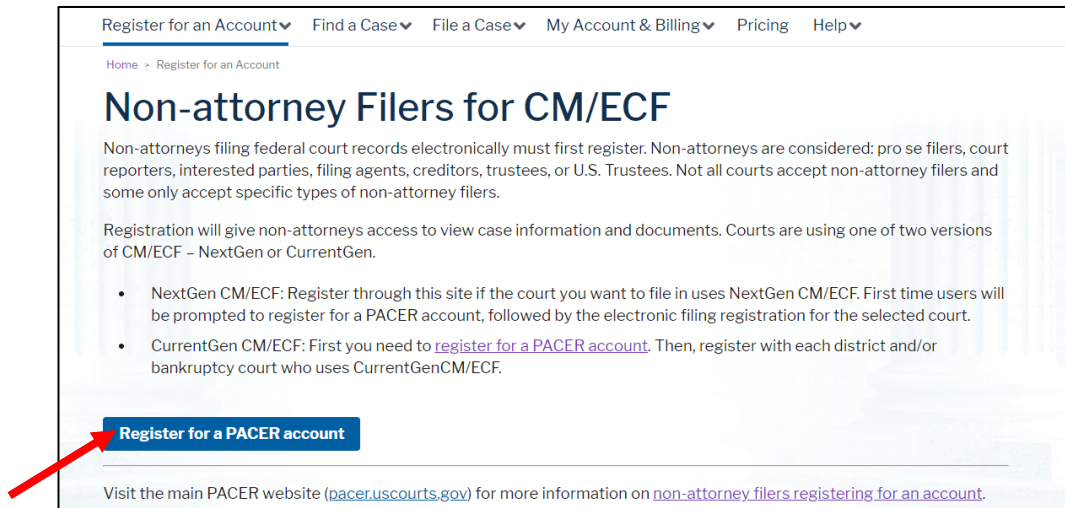
Step 1 To register for an individual [PACER](#) account, go to <https://pacer.uscourts.gov> and click **Register for an Account**:



Step 2 Select **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:

The screenshot shows the 'Non-Attorney E-File Registration' form. The form is titled 'Non-Attorney E-File Registration' and has a sub-heading 'Account Information'. It contains several required fields marked with a red asterisk (*): Prefix (dropdown), First Name, Middle Name, Last Name, Generation (dropdown), Suffix (dropdown), Date of Birth (calendar icon), Firm/Office, Unit/Department (help icon), Address (multiple lines), Room/Suite, City, State (dropdown), Zip/Postal Code, Country (dropdown), Primary Phone, Alternate Phone, Text Phone, Fax Number, Email, Confirm Email, and User Type (dropdown). The 'User Type' dropdown is currently set to 'INDIVIDUAL', and a red arrow points to it. Below the form, there is a checkbox for 'Check here if this account will be used by an attorney appointed to the CJA Attorney Panel'. At the bottom, there is a 'User Verification' section with a reCAPTCHA widget and 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 * Select a Question Security Answer 1 * Security Question 2 * Select a Question 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:

Non-Attorney 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 \$1.10 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.

VISA Mastercard American Express Discover

Account Holder Name * Card Type * Visa Account Number * Card Expiration Date * 01 / 2026

Use billing address

Address * City * State * Select State Zip/Postal Code * Country * United States of America

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**:

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.

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