Instructions

All filers 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.

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

STEP	ACTION
1	Open a web browser and navigate to <u>www.pacer.gov</u>
	PACER PUBLIC ACCESS TO COURT ELECTRONIC RECORDS
2	Click REGISTER.
3	Select PACER-Case Search Only and then click Register Now
	REGISTER PACER - Case Search Only Register Now Attorney Filers
4	Enter the required information in the registration form. In the User Type field, choose INDIVIDUAL¹ as your user type.
	User Type * INDIVIDUAL OTHER COMMERCIAL ACCOUNT ************************************
	Click Next.

¹ If you work for a government agency, please make the appropriate selection under "Government Accounts" instead of selecting an individual account.

STEP	ACTION
5	Create a Username and Password, and answer the Security Questions.
	* Required Information Username * attorneyb Password * Confirm Password * Confirm Password * Security Question 1 * What is your best friend's first name? Security Answer 1 * Mary Security Answer 2 * Next Back Reset Cancel
	Click Next .
6	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.
7	Read and acknowledge the policies and procedures.
	Acknowledgment of Policies and Procedures
	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: 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 charg
	Acknowledgment of Policies and Procedures
8	You will get a confirmation page when your registration is complete.
	THANK YOU FOR REGISTERING WITH THE PACER SERVICE CENTER! Thank you for registering. 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.
	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 <u>pacer@psc.uscourts.gov</u> .