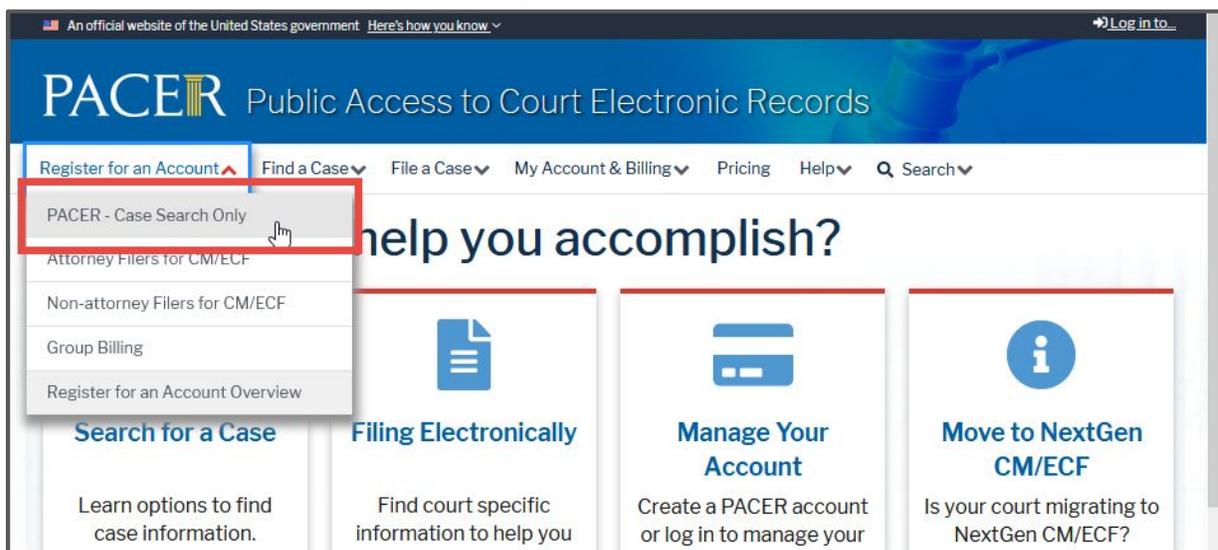


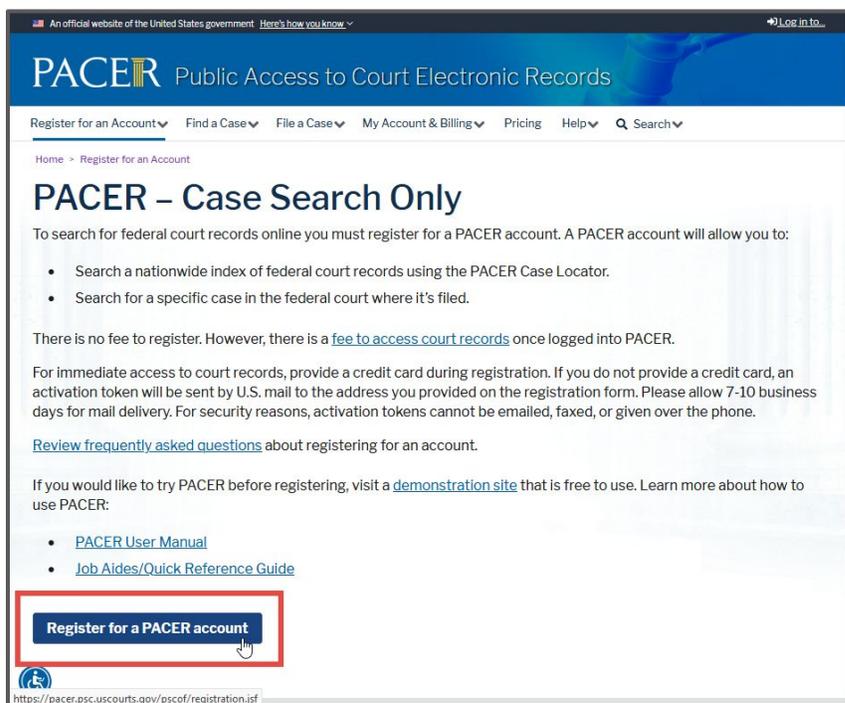
# REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

On June 7, 2021, our court will “go live” with the Next Generation of CM/ECF (“NextGen”). All CM/ECF users must have an individual PACER account to be able to file in our CM/ECF system on or after June 7, 2021. Follow the steps below to Register for an Individual PACER account.

1. Go to [www.pacer.gov](http://www.pacer.gov)
2. Click on the Register for an Account at the top of the page
3. Select **PACER - Case Search Only**



4. Click the Register for a PACER account button at the bottom of the page



# REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

5. Enter all required Account Information. Select INDIVIDUAL as the User Type
6. Click Next

The screenshot shows the PACER Registration page for Case Search Only. The form is titled "PACER - Case Search Only Registration" and is divided into several sections. The "Account Information" section includes fields for Prefix, First Name, Middle Name, Last Name, Generation, Suffix, Date of Birth, Firm/Office, Unit/Department, Address, Room/Suite, City, State, Zip/Postal Code, and Country. The "Contact Information" section includes fields for Primary Phone, Alternate Phone, Text Phone, Fax Number, Email, and Confirm Email. The "User Type" dropdown menu is open, showing options: FEDERAL JUDICIARY, STATE OR LOCAL GOVERNMENT, INDIVIDUAL (highlighted), STUDENT, PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE, and ATTORNEY. A hand cursor is pointing to the INDIVIDUAL option. At the bottom of the form, there are buttons for "Next", "Reset", and "Cancel".

# REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

7. Enter a username and password
8. Select security questions and enter security answers
9. Click Next

## PACER - Case Search Only Registration

**User Information**

**\* Required Information**

Username \*

Password \*

Confirm Password \*

Security Question 1 \*

Security Answer 1 \*

Security Question 2 \*

Security Answer 2 \*

# REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

## 10. The **Payment Information** screen is **optional**

- If you complete this screen, PACER will charge the credit card quarterly for PACER fees incurred during the usage of your account  
**YOUR ACCOUNT WILL BE CREATED**
- If you click Next without providing credit card information, PACER will send an activation code and instructions to the address you provided by U.S. Mail within 7-10 business days.

**YOU WILL NOT BE ABLE TO USE YOUR ACCOUNT UNTIL YOU RECEIVE YOUR ACTIVATION CODE**

### 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.**

NOTE: Law firms and other organizations may obtain a PACER Administrative Account (PAA) to manage and pay for all charges associated with multiple individual PACER accounts. Visit [www.pacer.gov/reg-firm.html](http://www.pacer.gov/reg-firm.html)

# REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

11. After reading the policies and procedures, check the box acknowledging that you have done so, and click **Submit**.

### PACER - Case Search Only 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 exempt

[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.