

## LIMITED USER (NON-ATTORNEY) ECF REGISTRATION

All ECF users must have an upgraded individual PACER account to e-file and to register to e-file in the Court's CM/ECF filing system.

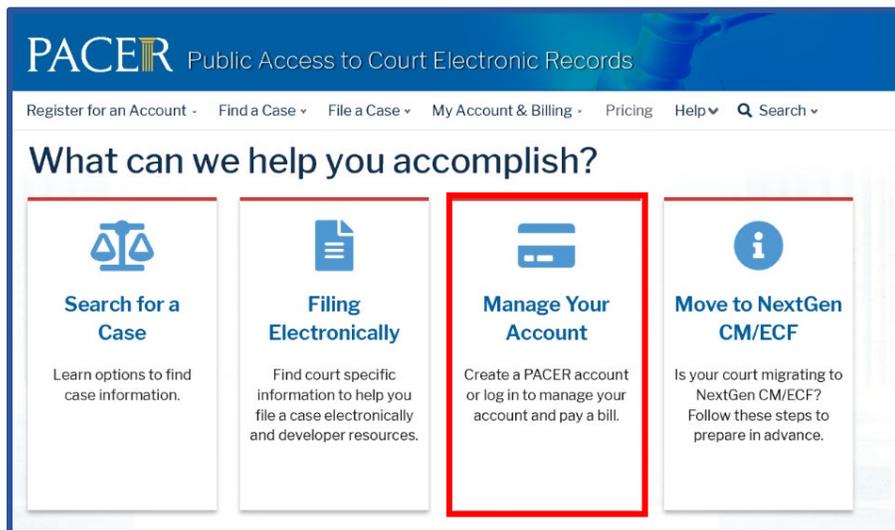
If you do not already have your own individual PACER account, go to [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov) to create an account. Visit the Court's CM/ECF webpage for instructions on how to register. Shared accounts cannot be used for ECF registration.

### REQUIREMENTS AND TRAINING:

- All ECF Users must comply with the requirements set forth in the Court's Local Rules and Administrative Procedures for ECF which are available on the Court's CM/ECF webpage.
- Contact the Clerk's Office to receive information regarding ECF training. ECF training sessions may be periodically offered by the Clerk's Office. Training may also be available upon request.

### REGISTRATION INSTRUCTIONS

1. Go to [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov).
2. Select **Manage Your Account** and click on **Manage My Account Login**.



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3. Login using your individual PACER account username and password.

**Login**

\* Required Information

Username \*

Password \*

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

4. Select the **Maintenance** tab and click on the **Non-Attorney E-File Registration** link.

Settings Maintenance Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) **[Non-Attorney E-File Registration](#)**

[Check E-File Status](#) [E-File Registration/Maintenance History](#)

5. Select **U. S. Bankruptcy Courts** from the **Court Type** list. Select **Mississippi Northern Bankruptcy Court** from the **Court** list.

**Filer Information**

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

\* Required Information

Court Type \*

Court \*

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6. Select the appropriate **Role in Court**, complete all required fields, and click **Next**:

The screenshot shows a form section titled 'Role in Court \*'. A dropdown menu is open, displaying the following options: 'Select Role in Court', 'Court Reporter', 'Creditor', 'Filing Agent', 'Trustee', and 'US Trustee'. The 'Select Role in Court' option is highlighted in blue. To the left of the dropdown, there is a checkbox labeled 'I acknowledge that I am registering for the individual listed above. Note: If you are registering on this account, you must create a new PACER account for the individual listed above, if she or he does not already have one.\*'. Below this is another section titled 'Please verify your address for your CSO account.' with a checkbox labeled 'Use a different address for the address fields below.'

- **Transcribers** should select **Court Reporter**.
- All other parties without a specific role listed should select **Creditor** and contact the Court at 662-369-2596 after submitting your registration request to provide your role information (i.e., auditor or accountant).

7. Enter your **Email Information** and click **Next**.

The screenshot shows a section titled 'Delivery Method and Formatting'. It contains the following fields and options:

- Use a different email. Checking this will clear the primary email fields below.
- Primary Email \* [text input field] ?
- Confirm Email \* [text input field] ?
- Email Frequency \* [Select Email Frequency] v
- Email Format \* [Select Email Format] v

**Note:** You may add a secondary email address to receive Notices of Electronic Filing (NEFs) from the Court after you have been approved for e-filing.

To add a Secondary Address:

- Login to the Court's CM/ECF system.
- From the menu bar go to **Utilities > Maintain Your ECF Account**.
- Click on **Email Information**, enter the secondary email address(es) in the spaces provided and check the box to send notices to the secondary address(es).

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8. The **Payment Information** section is **Optional**. Once you have finished entering payment information OR if you choose not to enter payment information, click **Next**.

### Payment Information

**NOTE:** Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

[Add Credit Card](#) [Add ACH Payment](#)

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9. After reviewing the e-filing terms and conditions and the Court's policies and procedures, click the boxes to acknowledge that you have done so and click **Submit**.

### E-Filing Terms of Use

## Non-Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. \*

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) \*

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

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

10. The **Confirmation Page** should display. Click **Done** to close the window.

### Confirmation Page

## Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

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PACER will submit your registration to the court. You will receive an email notification once the court has processed your registration.

You may check the status of your registration at any time by following the instructions below or by contacting the Clerk's Office at 662-369-2596.

### CHECK THE STATUS OF YOUR REGISTRATION

You may login to your PACER account and check the status of your registration request as follows:

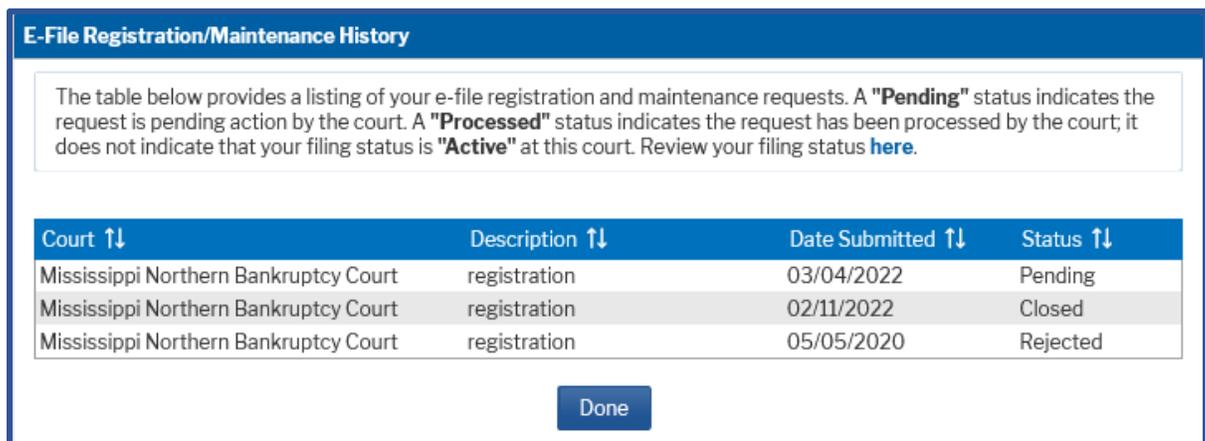
1. After selecting **Manage My Account**, click on the **Maintenance** tab and the **E-File Registration/Maintenance History** link.



The screenshot shows the PACER Maintenance tab with the following links:

- Update Personal Information
- Update Address Information
- Check E-File Status
- Attorney Admissions / E-File Registration
- Non-Attorney E-File Registration
- E-File Registration/Maintenance History** (highlighted in red)

2. The status of your registration should display. Click Done to close the window.



**E-File Registration/Maintenance History**

The table below provides a listing of your e-file registration and maintenance requests. A **"Pending"** status indicates the request is pending action by the court. A **"Processed"** status indicates the request has been processed by the court; it does not indicate that your filing status is **"Active"** at this court. Review your filing status [here](#).

Court ↑↓	Description ↑↓	Date Submitted ↑↓	Status ↑↓
Mississippi Northern Bankruptcy Court	registration	03/04/2022	Pending
Mississippi Northern Bankruptcy Court	registration	02/11/2022	Closed
Mississippi Northern Bankruptcy Court	registration	05/05/2020	Rejected

Done