

REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

On April 27, 2020, 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 April 27, 2020. Follow the steps below to Register for an Individual PACER account.

1. Go to www.pacer.gov.
2. Click the **Register** tab at the top of the page.
3. Select **PACER - Case Search Only**.

The screenshot shows the PACER website's registration page. At the top, there is a navigation bar with 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US'. A callout box points to the 'REGISTER' tab with the text 'Click Register'. Below the navigation bar, there is a 'REGISTER' sidebar with options: 'PACER - Case Search Only', 'Attorney Filers', 'Non-Attorney Filers', 'District/Bankruptcy Filers (Legacy)', and 'Firm Billing'. A callout box points to 'PACER - Case Search Only' with the text 'Select PACER Case Search Only'. The main content area features a 'Registration Wizard' section with a 'Start' button and a 'More Information' link. The text in the wizard reads: 'PACER offers registrations for several different functions. This Registration Wizard is designed to help you decide which registration option is best for your needs. If you already know what you need, use the Register menu on the left side of the screen. Otherwise, click Start below to begin.'

4. Click **Register for a PACER Account Now**.

The screenshot shows the 'PACER - CASE SEARCH ONLY REGISTRATION' section of the website. The navigation bar is the same as in the previous screenshot. The 'REGISTER' sidebar is also present. The main content area is titled 'PACER - CASE SEARCH ONLY REGISTRATION' and contains the following text: 'To obtain a PACER account, you must complete the [online PACER Registration Form](#). For immediate access to court records, provide a credit card during registration. If you do not provide a credit card, an activation code will be sent by U.S. mail to the address you provided on the registration form. Please allow 7-10 business days for mail delivery. For security reasons, activation codes cannot be emailed, faxed, or given over the phone.' Below this, it states: 'There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to PACER. All registered agencies or individuals will be charged the fee. Access to PACER systems will generate a **\$0.10 per page charge**. [i](#)' At the bottom, it says: 'If you would like to try PACER before registering, visit our [free training site](#). More detailed information about how to use PACER is available in the [PACER User Manual](#).' A callout box points to a button labeled 'Register for a PACER Account Now' with the text 'Click Register for a PACER Account Now'.

Register for an Individual PACER Account

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

PACER - CASE SEARCH ONLY REGISTRATION

Account Information

*** Required Information**

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 *

User Type *

Check here if this account is for a Government Account

User Verification *

Government Accounts

- FEDERAL GOVERNMENT
- FEDERAL JUDICIARY
- STATE OR LOCAL GOVERNMENT

Individual Accounts

- INDIVIDUAL**
- STUDENT
- PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE

Register for an Individual PACER Account

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

The screenshot shows a web form titled "User Information" with a blue header. Below the header, there is a red asterisk and the text "* Required Information". The form contains several fields and buttons:

- Buttons: "Generate Username" and "Check Username Available" (light blue).
- Fields: "Username *" (text input), "Password *" (text input), "Confirm Password *" (text input), "Security Question 1 *" (dropdown menu), "Security Answer 1 *" (text input), "Security Question 2 *" (dropdown menu), "Security Answer 2 *" (text input).
- Buttons at the bottom: "Next", "Back", "Reset", "Cancel" (light blue).

Callouts (yellow boxes with arrows) provide instructions:

- "Enter username and password" points to the Username, Password, and Confirm Password fields.
- "Select security questions and enter security answers" points to the Security Question 1, Security Answer 1, Security Question 2, and Security Answer 2 fields.
- "Click Next" points to the Next button.

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.
- 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.


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 \$15 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 https://www.pacer.gov/reg_firm.html for more information.

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

Acknowledgment of Policies and Procedures

PACER Administrative Account (PAA) Billing

Many organizations have asked for their employees to have individual PACER accounts, with the capability to consolidate billing at an organizational level. The PAA will allow an organization to receive a single invoice for charges from all accounts under its PAA.

- The firm must establish a PAA to manage all logins at the PACER Service Center website.
- All charges associated with each individual account are accrued to the PAA. The organization will be financially responsible for all associated accounts. If the balance due on the PAA is not paid in full each quarter, PACER service for all accounts linked to the PAA will be suspended. The PAA will be subject to the collection procedures described in these terms.
- For those who use the PAA, the \$15 waiver per quarter will only apply in the event that the firm billing account total for a quarter is less than \$15.
- If there is a past-due balance associated with a PAA, the account administrator cannot link any new individual accounts until the balance has been paid in full.

[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.

Check to acknowledge that you have read the policies and procedures; then click **Submit**.