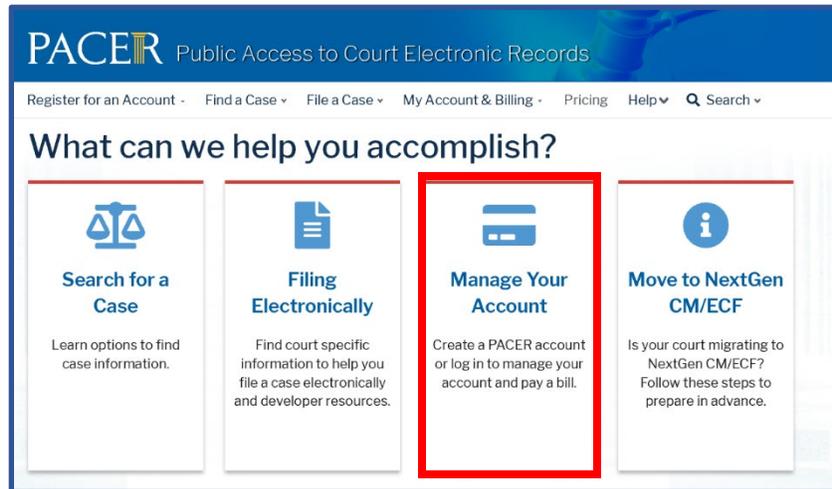


# REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

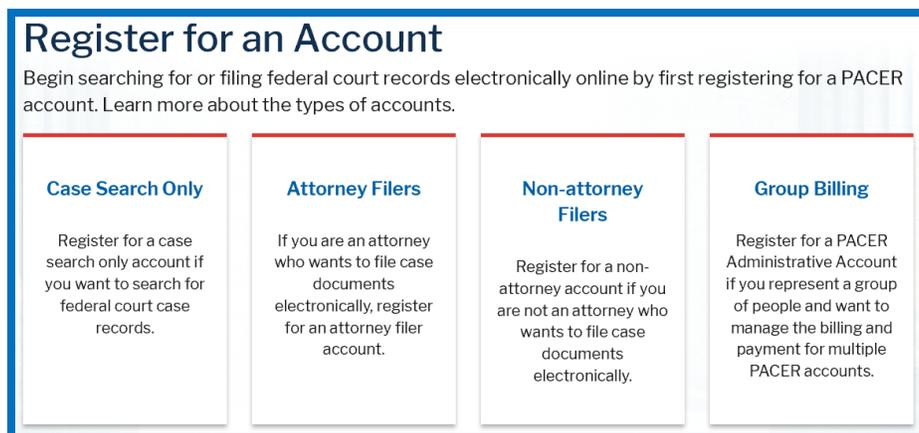
All users must have an individual PACER account to e-file and to register to e-file in the Court's CM/ECF system.

Follow the steps below to register for an individual PACER account. Shared accounts cannot be used to request e-filing privileges.

1. Go to [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov).
2. Select **Manage Your Account** and click the **Register for an Account** option.



3. Select the appropriate **Type of Account**:
  - a. **Attorney Filers** – for Attorneys only;
  - b. **Non-attorney Filers** – for Limited ECF Filers (all filers who are not licensed attorneys);



4. On the next screen, click **Register for a PACER Account** to advance to the Account Information screen.

## REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

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

The screenshot shows the 'Attorney Admissions and/or E-File Registration' form, specifically the 'Account Information' section. The form is titled 'Attorney Admissions and/or E-File Registration' and has a sub-header 'Account Information'. It contains several fields for user information, including 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. There are also fields for Primary Phone, Alternate Phone, Text Phone, Fax Number, Email, and Confirm Email. The 'User Type' dropdown menu is highlighted with a red box and shows 'INDIVIDUAL' selected. At the bottom of the form, there is a checkbox for 'Check here if this account will be used by an attorney appointed to the CIA Attorney Panel' and a 'User Verification' section with a 'I'm not a robot' checkbox and a reCAPTCHA logo. The form has 'Next', 'Reset', and 'Cancel' buttons at the bottom.

6. Enter a username and password. Select security questions and enter security answers. Click Next.

The screenshot shows the 'User Information' form. It has a sub-header 'User Information' and a section for '\* Required Information'. There are two buttons: 'Generate Username' and 'Check Username Available'. The form contains fields for Username, Password, Confirm Password, Security Question 1, Security Answer 1, Security Question 2, and Security Answer 2. The 'Security Question' dropdown menus show 'Select a Question'. At the bottom of the form, there are 'Next', 'Back', 'Reset', and 'Cancel' buttons.

# REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

7. The **Payment Information** screen below is **Optional**.
- If you complete this screen, PACER will charge the credit card quarterly for PACER fees incurred during the usage of your account. (**NOTE:** Filing fees due to the Court must be paid on the same day as the associated filing.)
  - 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.

The screenshot shows the 'Payment Information' screen. It contains the following text and fields:

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.**

Logos for VISA, MasterCard, American Express, and Discover are shown.

Account Holder Name \*  
Card Type \* (dropdown menu)  
Account Number \*  
Card Expiration Date \* (01 / 2020)  
 Use billing address  
Address \*  
City \*  
State \* (dropdown menu)  
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.**

Buttons: Next, Back, Reset, Cancel

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

The screenshot shows the 'Acknowledgment of Policies and Procedures' screen. It contains the following text and fields:

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.

Buttons: Submit, Back, Reset, Cancel

## REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

9. Once you receive confirmation that your PACER account has been created, you may click **Continue** to proceed to register to e-file in the U. S. Bankruptcy Court for the Northern District of Mississippi.
  - See the applicable procedures for your registration type (Attorney or Non-Attorney) and find the step/screenshot in the procedures where you select the Court Type to continue from here.

**Attorney Admissions and/or E-File Registration**

**Click Continue to complete the attorney admissions and/or e-file registration.**

Your PACER account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the **Continue** button below. You may also apply for attorney admissions and/or register to e-file at any time through the **Manage My Account** link located in the upper right corner of the PACER Service Center website.

[Continue](#)