

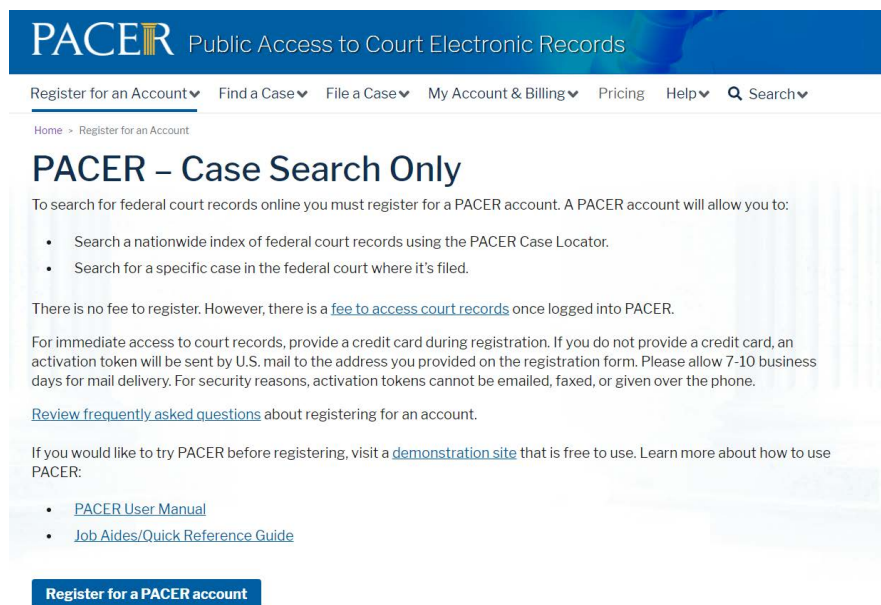
# REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

On January 19, 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 January 19, 2021. Follow the steps below to Register for an Individual PACER account.

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



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



## Register for an Individual PACER Account

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

**Registration**

**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 will be used for the PACER Panel

User Verification \*

FEDERAL JUDICIARY  
STATE OR LOCAL GOVERNMENT  
\*\*\*\*\* Individual Accounts \*\*\*\*\*  
INDIVIDUAL  
STUDENT  
PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE  
ATTORNEY

**Next** **Reset** **Cancel**

## Register for an Individual PACER Account

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

**PACER**  
Public Access To Court Electronic Records

### Registration

#### PACER - Case Search Only Registration

**User Information**

*\* Required Information*

**Generate Username** **Check Username Available**

Username \*

Password \*

Confirm Password \*

Security Question 1 \*

Security Answer 1 \*

Security Question 2 \*

Security Answer 2 \*

**Next** **Back** **Reset** **Cancel**

# 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.

The screenshot shows the 'Payment Information' section of the PACER registration process. It includes a heading 'PACER - Case Search Only Registration' and a sub-heading 'Payment Information'. The text explains that there is no registration fee but that a fee for access to information in PACER is established. It lists charges for document and audio file access. A note states that providing a credit card is optional, and if provided, it will be charged quarterly. Below the text are input fields for Account Holder Name, Card Type (a dropdown menu), Account Number, and Card Expiration Date. There are also checkboxes for 'Use billing address' and 'I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due.' At the bottom, there are buttons for 'Next', 'Back', 'Reset', and 'Cancel'.

**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://pacer.uscourts.gov/register-account/group-billing> for more information.

## 11. 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' section of the PACER registration process. It includes a heading 'PACER - Case Search Only Registration' and a sub-heading 'Acknowledgment of Policies and Procedures'. The text explains that there is no registration fee but that a fee for access to information in PACER is established. It lists charges for document and audio file access. Below the text is a section titled 'Acknowledgment of Policies and Procedures I understand that:' with a list of bullet points. A checkbox is checked, indicating that the user has read and understood the policies and procedures. At the bottom, there are buttons for 'Submit', 'Back', 'Reset', and 'Cancel'.