

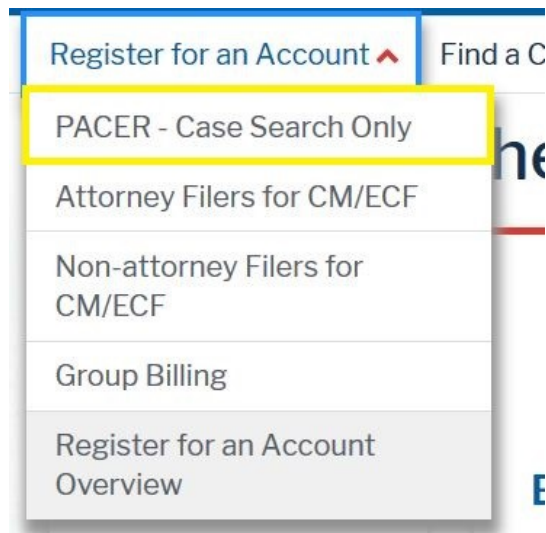
Register for a New PACER Account

All filers must have an individual PACER account to file in NextGen CM/ECF. Follow the steps outline below if you *do not have* a PACER account, or if you *share an account* with others at your law firm.

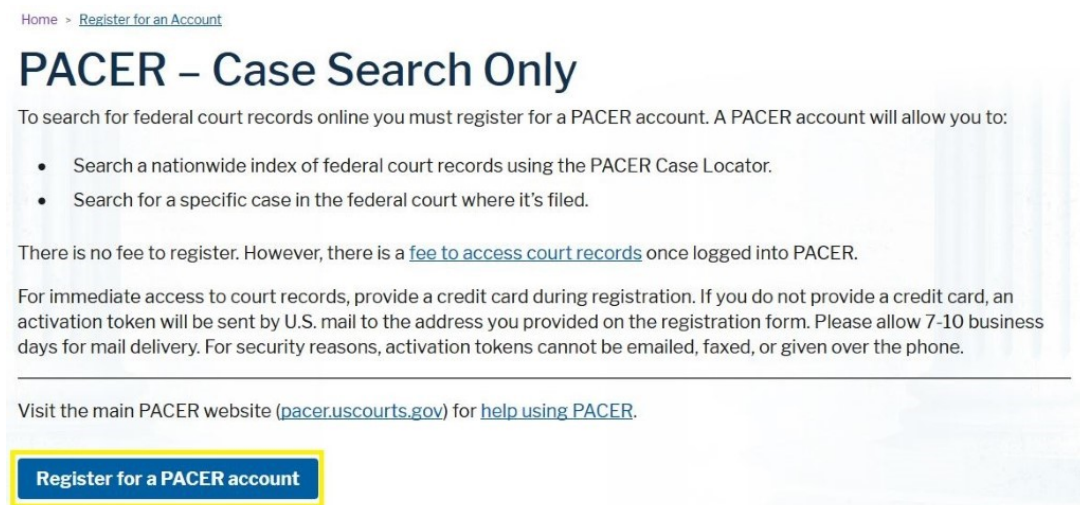
1. Open your web browser and navigate to pacer.uscourts.gov.
2. Click **Register for an Account** from the menu bar.



3. Select **PACER – Case Search Only**.



4. Then click the blue **Register for a PACER account** button.



5. Enter the required information in the registration form (designated by a red asterisk). In the **User Type** field, choose **ATTORNEY**. Click **Next**.

The screenshot shows a registration form with the following fields and options:

- Email ***: jcpubic@gmail.com
- Confirm Email ***: jcpubic@gmail.com
- User Type ***: A dropdown menu is open, showing options: FEDERAL JUDICIARY, STATE OR LOCAL GOVERNMENT, ***** Individual Accounts ***** (with a search bar), INDIVIDUAL, STUDENT, PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE, and **ATTORNEY** (highlighted in blue).
- Check here if this account will use the Panel
- User Verification ***: I'm a human

Buttons at the bottom: Next, Reset, Cancel.

6. Create a Username and Password and select **Security Questions**. Click **Next**.

The screenshot shows the "PACER - Case Search Only Registration" form with the following sections and fields:

- User Information** (blue header)
- * Required Information** (red text)
- Buttons: Generate Username, Check Username Available
- Username ***: Text input field
- Password ***: Text input field
- Confirm Password ***: Text input field
- Security Question 1 ***: Select a Question dropdown menu
- Security Answer 1 ***: Text input field
- Security Question 2 ***: Select a Question dropdown menu
- Security Answer 2 ***: Text input field

Buttons at the bottom: Next, Back, Reset, Cancel.

7. Enter payment information if desired. Providing a credit card is *optional*. If you would like to register without providing a credit card, then simply click **Next** without entering any financial information on this screen. ****NOTE:** If you submit your registration without providing a credit card, then you will *not* be able to immediately access PACER. You will receive an activation code by U.S. mail in seven to ten (7-10) business days.

8. Read and acknowledge the **Acknowledgement of Policies and Procedures**.

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.

9. You will receive a confirmation page when your registration is complete unless you opted not to provide credit card information.

PACER - Case Search Only Registration

Thank you for registering with the PACER Service Center!

Thank you for registering.

10. For any questions regarding **PACER registration assistance**, please contact PACER at (800) 676-6856.