

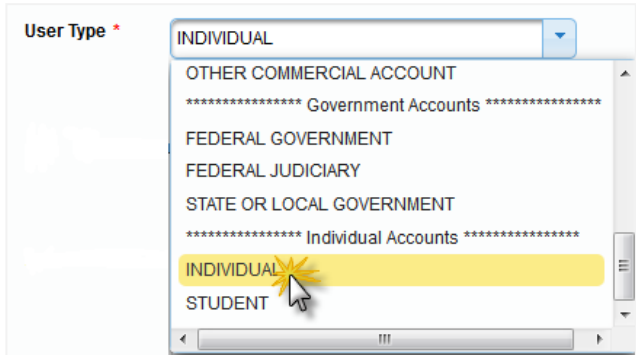


# Register for a NEW PACER Account

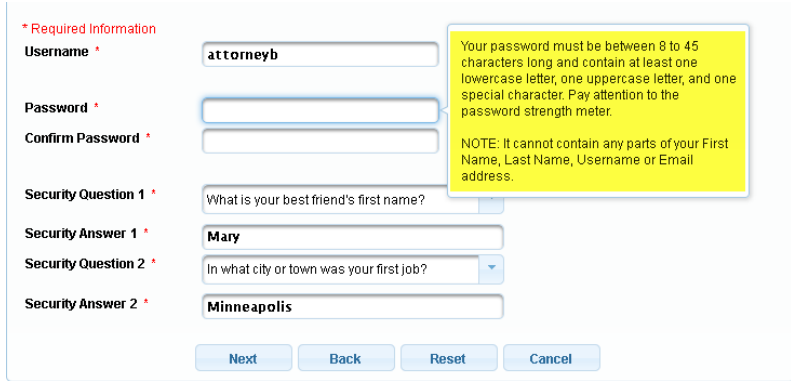
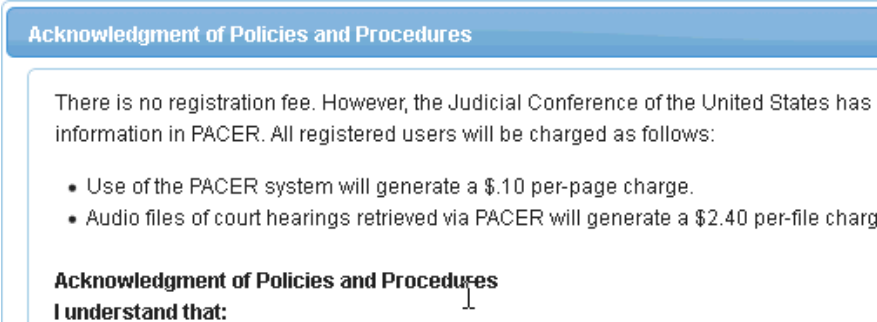
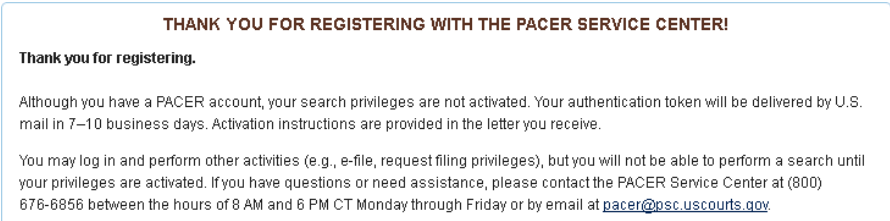
## Instructions

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

For questions, **please contact PACER at 1-800-676-6856.**

STEP	ACTION
1	Open a web browser and navigate to <a href="http://www.pacer.gov">www.pacer.gov</a> 
2	Click <b>REGISTER</b> .
3	Select <b>Attorney Filers</b> and then click <b>Register Now</b> 
4	Enter the required information in the registration form. In the User Type field, choose <b>INDIVIDUAL</b> <sup>1</sup> as your user type.  Click <b>Next</b> .

<sup>1</sup> If you work for a government agency, please make the appropriate selection under “Government Accounts” instead of selecting an individual account.

STEP	ACTION
5	<p>Create a Username and Password and answer the Security Questions.</p>  <p>Click <b>Next</b>.</p>
6	<p>Enter <b>payment information</b> if desired.  <u>Providing a credit card is optional.</u> If you would like to register without providing a credit card, click <b>Next</b> without entering any information on this screen.</p>
7	<p>Read and <b>acknowledge</b> the policies and procedures.</p>  <p><b>Acknowledgment of Policies and Procedures</b></p> <p>There is no registration fee. However, the Judicial Conference of the United States has information in PACER. All registered users will be charged as follows:</p> <ul style="list-style-type: none"> <li>• Use of the PACER system will generate a \$.10 per-page charge.</li> <li>• Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge</li> </ul> <p><b>Acknowledgment of Policies and Procedures</b>  <b>I understand that:</b></p>
8	<p>You will get a confirmation page when your registration is complete.</p>  <p><b>THANK YOU FOR REGISTERING WITH THE PACER SERVICE CENTER!</b></p> <p>Thank you for registering.</p> <p>Although you have a PACER account, your search privileges are not activated. Your authentication token will be delivered by U.S. mail in 7–10 business days. Activation instructions are provided in the letter you receive.</p> <p>You may log in and perform other activities (e.g., e-file, request filing privileges), but you will not be able to perform a search until your privileges are activated. If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at <a href="mailto:pacer@psc.uscourts.gov">pacer@psc.uscourts.gov</a>.</p>