## **Register for a NEW PACER Account**

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.

STEP	ACTION		
1	Open a web browser and navigate to <u>www.pacer.gov</u>		
	PACER PUBLIC ACCESS TO COURT ELECTRONIC RECORDS		
2	Click <b>REGISTER</b> from the menu bar.		
	HOME REGISTER FIND A	CASE	
3	Select PACER-Case Search Only and then click Register Now		
	REGISTER		
	PACER - Case Search Only		
	Register Now		
	Attorney Filers		
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.		
	User Type * INDIVIDUAL		
	OTHER COMMERCIAL ACCOUNT		
	FEDERAL GOVERNMENT	INIS **************	
	FEDERAL JUDICIARY		
	STATE OR LOCAL GOVERNMENT		
	**************************************	= *************	
	STUDENT		
	< III		
	Click Next.		

<sup>&</sup>lt;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	Create a Username and Password and select Security Questions. Click Next.  *Required Information Username * attorneyb attorneyb Password * Confirm Password * Confirm Password * Security Question 1 * What is your best friend's first name? Security Answer 1 * Mary Security Question 2 * In what city or town was your first job? Security Answer 2 * Minneapolis Next Back Reset Cancel		
6	<ul> <li>Enter payment information if desired. <u>Providing a credit card is optional.</u> If you would like to register without providing a credit card, click Next without entering any information on this screen.</li> <li>NOTE: If you submit your registration request without providing credit card information, you will not be able to immediately access PACER. You will receive an activation code by U.S. mail in 7-10 business days.</li> </ul>		
7	Read and acknowledge the policies and procedures.         Acknowledgment of Policies and Procedures         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:         • 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 charg         Acknowledgment of Policies and Procedures         I understand that:		
8	You will receive a confirmation page when your registration is complete. THANK YOU FOR REGISTERING WITH THE PACER SERVICE CENTER! Thank you for registering. 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. 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 pacer@psc.uscourts.gov.		
9	For questions, <b>please contact PACER at 1-800-676-6856.</b>		