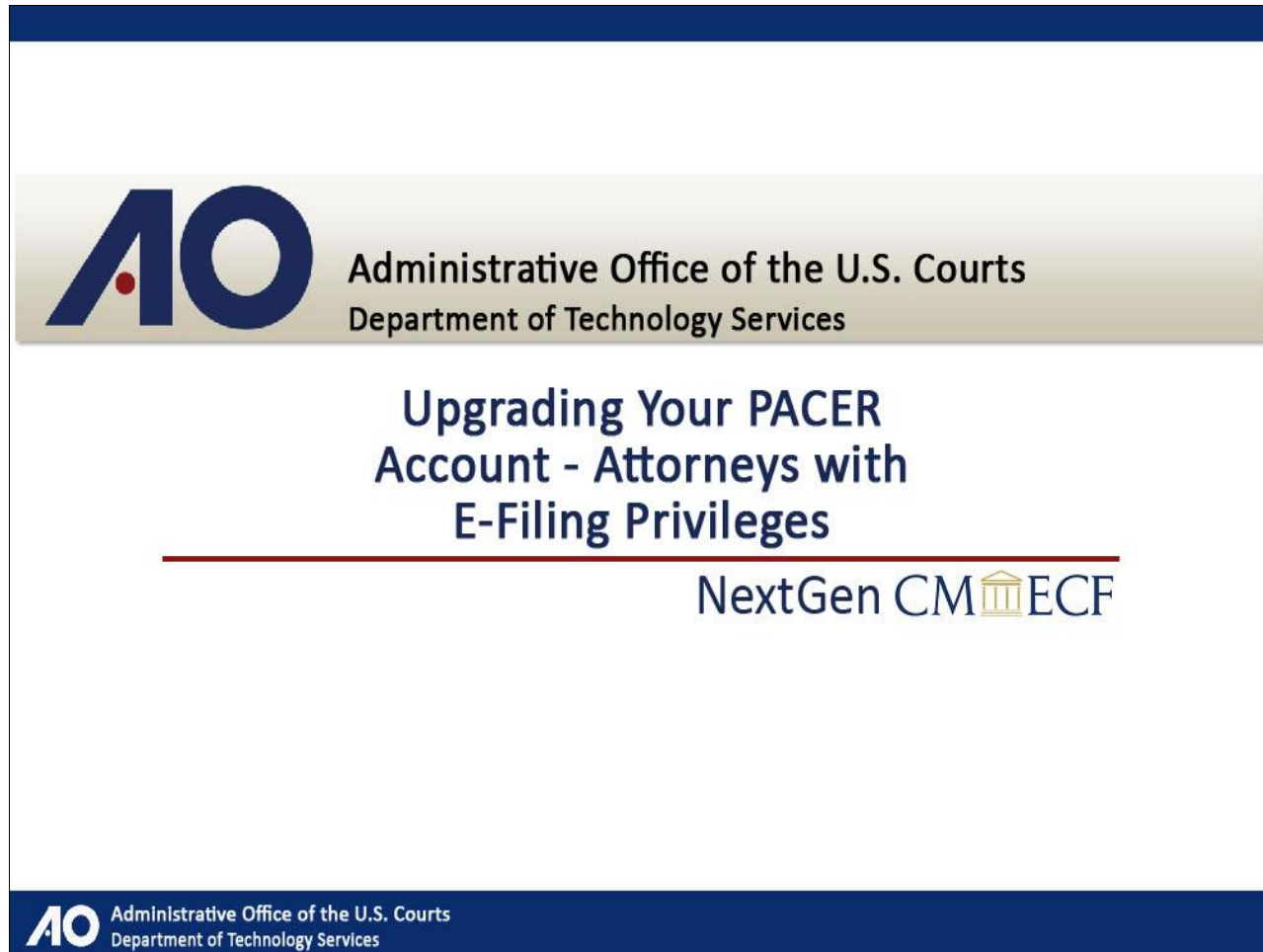



Slide 1 - Welcome



The slide features a dark blue header and footer. The header contains the AO logo (a stylized 'A' and 'O' in blue with a red dot) and the text 'Administrative Office of the U.S. Courts' and 'Department of Technology Services'. The main content area has a light beige background with the text 'Upgrading Your PACER Account - Attorneys with E-Filing Privileges' in dark blue. Below this text is a red horizontal line, followed by the text 'NextGen CM' in dark blue, a small icon of a classical building, and the text 'ECF' in dark blue. The footer contains the AO logo and the text 'Administrative Office of the U.S. Courts' and 'Department of Technology Services'.

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Department of Technology Services

**Upgrading Your PACER
Account - Attorneys with
E-Filing Privileges**

NextGen CM  ECF

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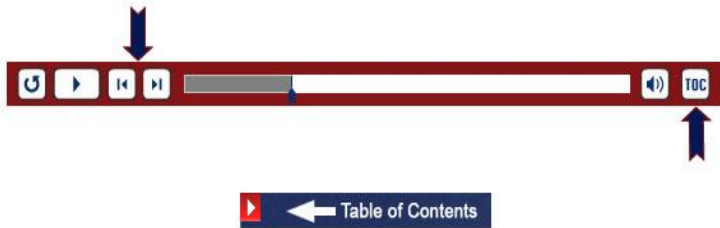
Note to student:

The slide numbering in the electronic version of this lesson versus the print version is slightly different for technical reasons. However, the layout is the same. In addition, some text was added to the print version to assist in comprehension.

Slide 2 - Navigation

Navigation Instructions

You can **Fast Forward** or **Rewind** the lesson by using the Navigation bar at the bottom of the screen.



The diagram shows a red navigation bar at the bottom of the screen. It contains several icons: a circular arrow (refresh), a right arrow (fast forward), a double left arrow (rewind), a double right arrow (fast forward), a progress slider, a speaker icon (audio), and a button labeled 'TOC'. A blue arrow points down to the navigation bar, and another blue arrow points up to the 'TOC' button. Below the navigation bar is a button with a red play icon and the text 'Table of Contents'.

There is a **Table of Contents**, or **TOC**, located at the top left corner of the screen. Click the **TOC** button to the right of the Navigation bar to open or close the **TOC**. From the **TOC**, you can click on an item to jump to that section in the lesson.

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Here are the instructions for navigating through this tutorial. Click Start when you're ready to begin.

Slide 3 - Introduction

Introduction

- Changes are coming to the login process for PACER and CM/ECF.
- Federal courts are in the process of transitioning to the Next Generation of CM/ECF (NextGen).



[Continue](#)

[Click Continue](#)

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Welcome! As you may have heard, changes are coming to the login process for PACER and CM/ECF. Federal courts are in the process of transitioning from their current CM/ECF system to the Next Generation of CM/ECF, or NextGen, which among other things will provide a new login module for these court systems. This training module will walk you through the process of upgrading your PACER account. Click Continue.

Slide 4 - Objectives

Objectives

By the end of this module, you will be able to:

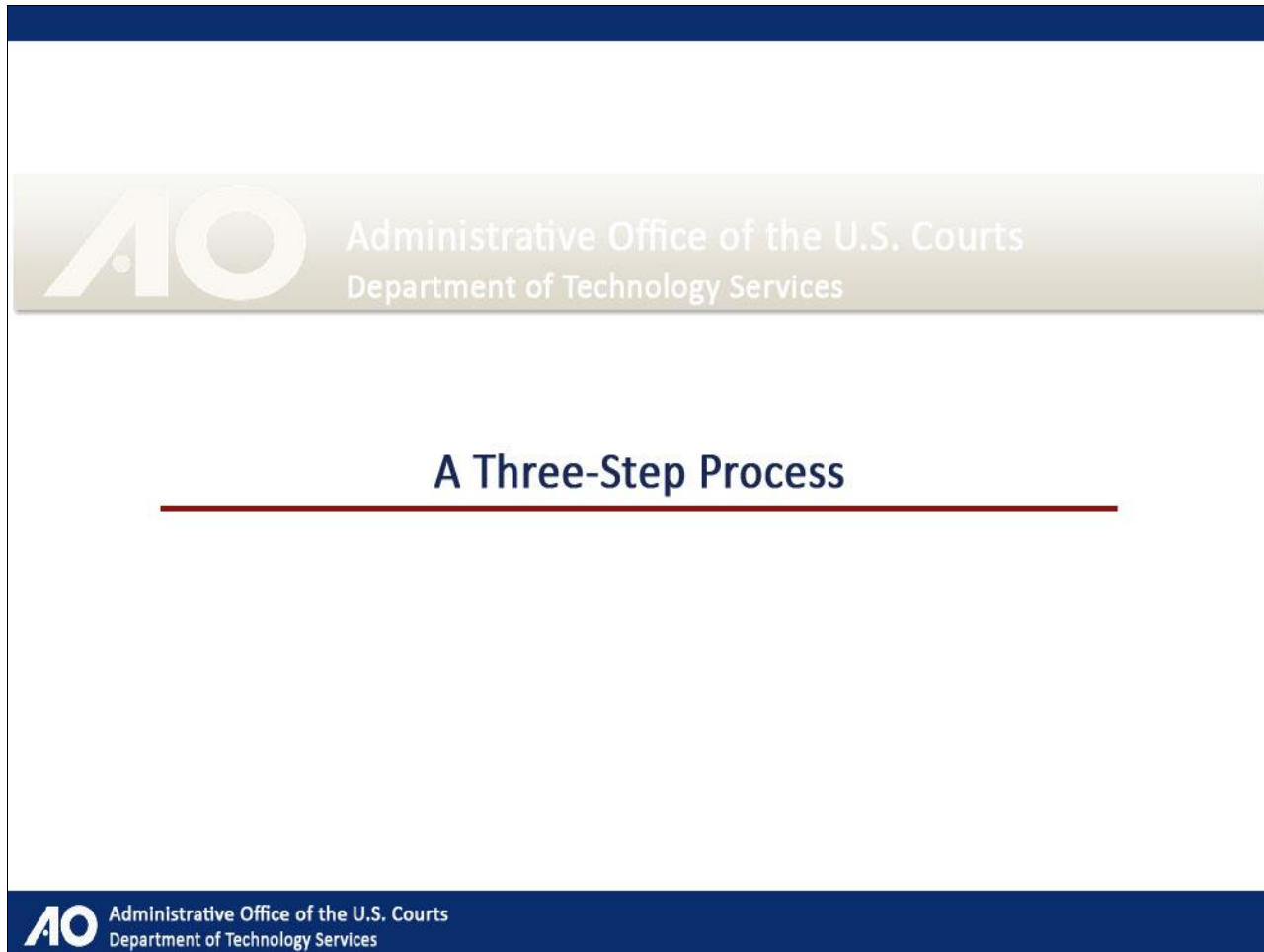
- Upgrade your PACER account.
- Link your existing CM/ECF accounts in NextGen courts to your upgraded PACER account.
- Apply online for admissions and e-filing privileges in a NextGen court.



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By the end of this module, you will be able to upgrade your PACER account, link your existing CM/ECF accounts in NextGen courts to your upgraded PACER account, and apply online for admissions and e-filing privileges in a NextGen court.

Slide 5 - A Three-Step Process



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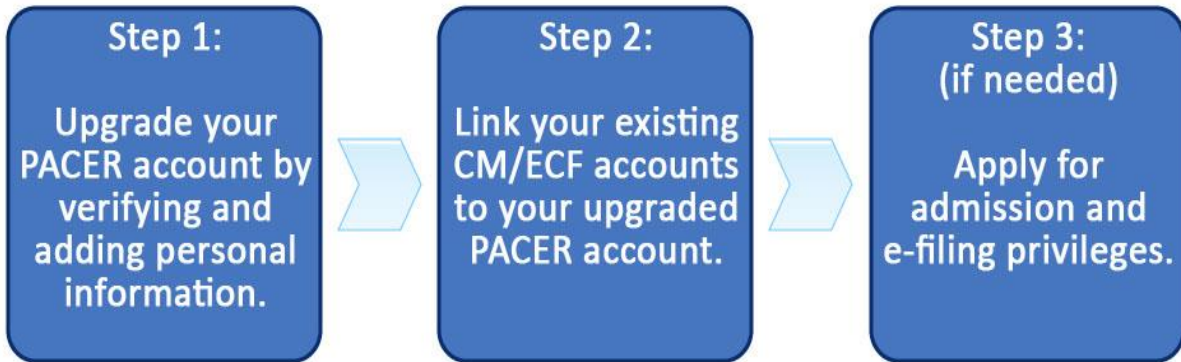
A Three-Step Process

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Department of Technology Services

The slide features a dark blue header and footer. The header contains the AO logo and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services". The main content area is white and contains the title "A Three-Step Process" in a dark blue font, underlined with a red line. The footer also contains the AO logo and the same text as the header.

Slide 6

A Three-Step Process



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This tutorial will guide you through the three-step process to upgrade your PACER account in order to take advantage of the benefits of the new login feature. The steps include upgrading your PACER account by verifying and adding personal information, linking your existing CM/ECF accounts to your upgraded PACER account, and applying for admission and e-file privileges, if needed.

Slide 7

Upgrade Your PACER Account

Your upgraded PACER account will have new security features, including a self-service login retrieval and password reset feature. This feature will require that your account has the following:

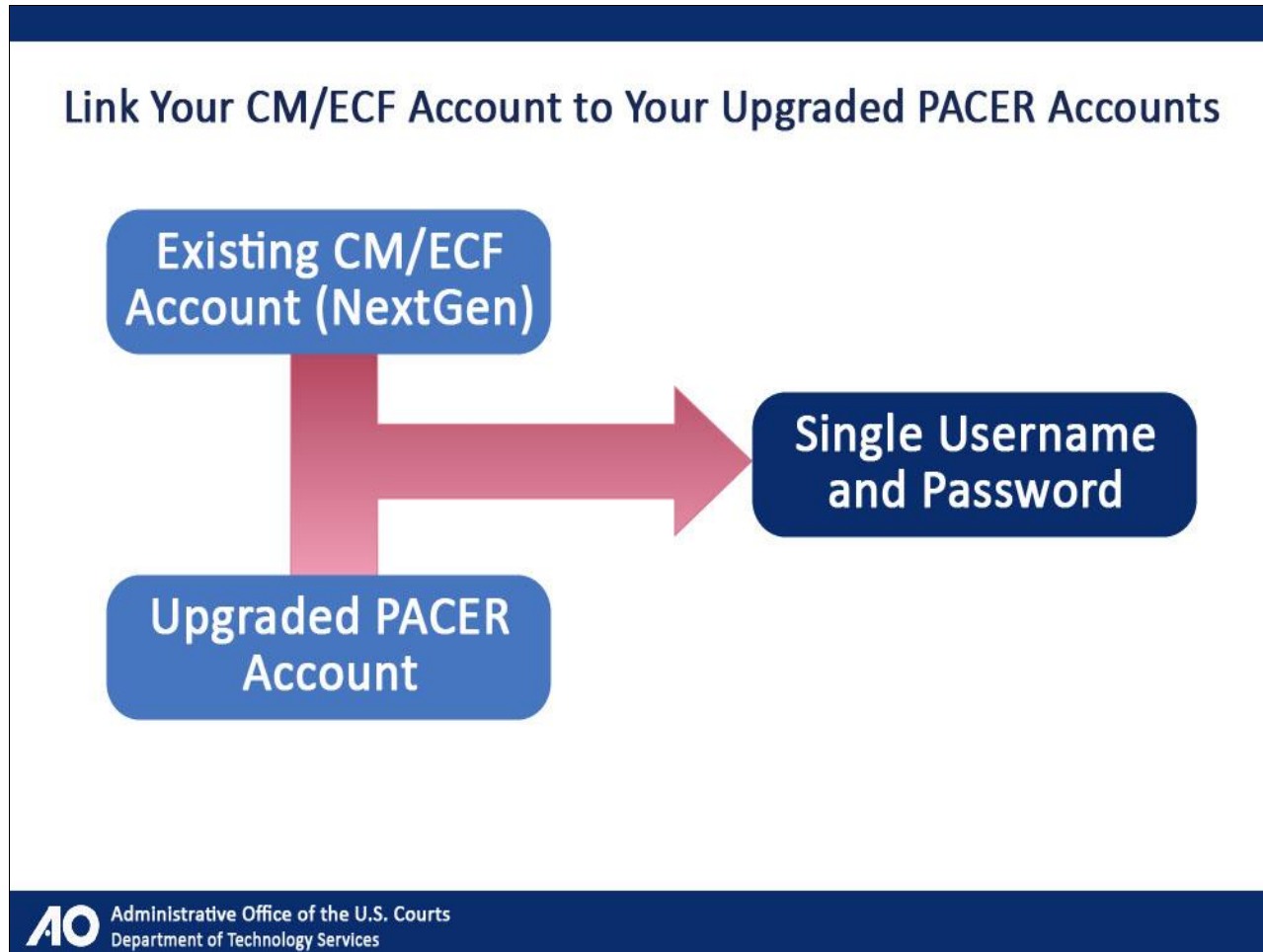
- Valid email address
- Security question and answer
- Date of birth on file



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Department of Technology Services

Your upgraded PACER account will have new security features, including a self-service login retrieval and password reset feature. This feature will require that your account has a valid email address, security question and answer, and date of birth on file.

Slide 8



Once the transition to NextGen is complete, the main advantage of the new login feature for attorneys will be the use of a single username and password, to be used whenever you need to access a court. This is accomplished by linking all of your existing CM/ECF accounts issued by NextGen courts to your upgraded PACER account.

Slide 9

Online Application for Admission and E-File Registration

- Attorneys new to a NextGen court will be required to request admission or e-filing privileges online at www.pacer.gov rather than directly with the court. This applies only to courts that have implemented NextGen.
- For non-NextGen courts, attorneys will continue to follow the procedures outlined on the court's website.

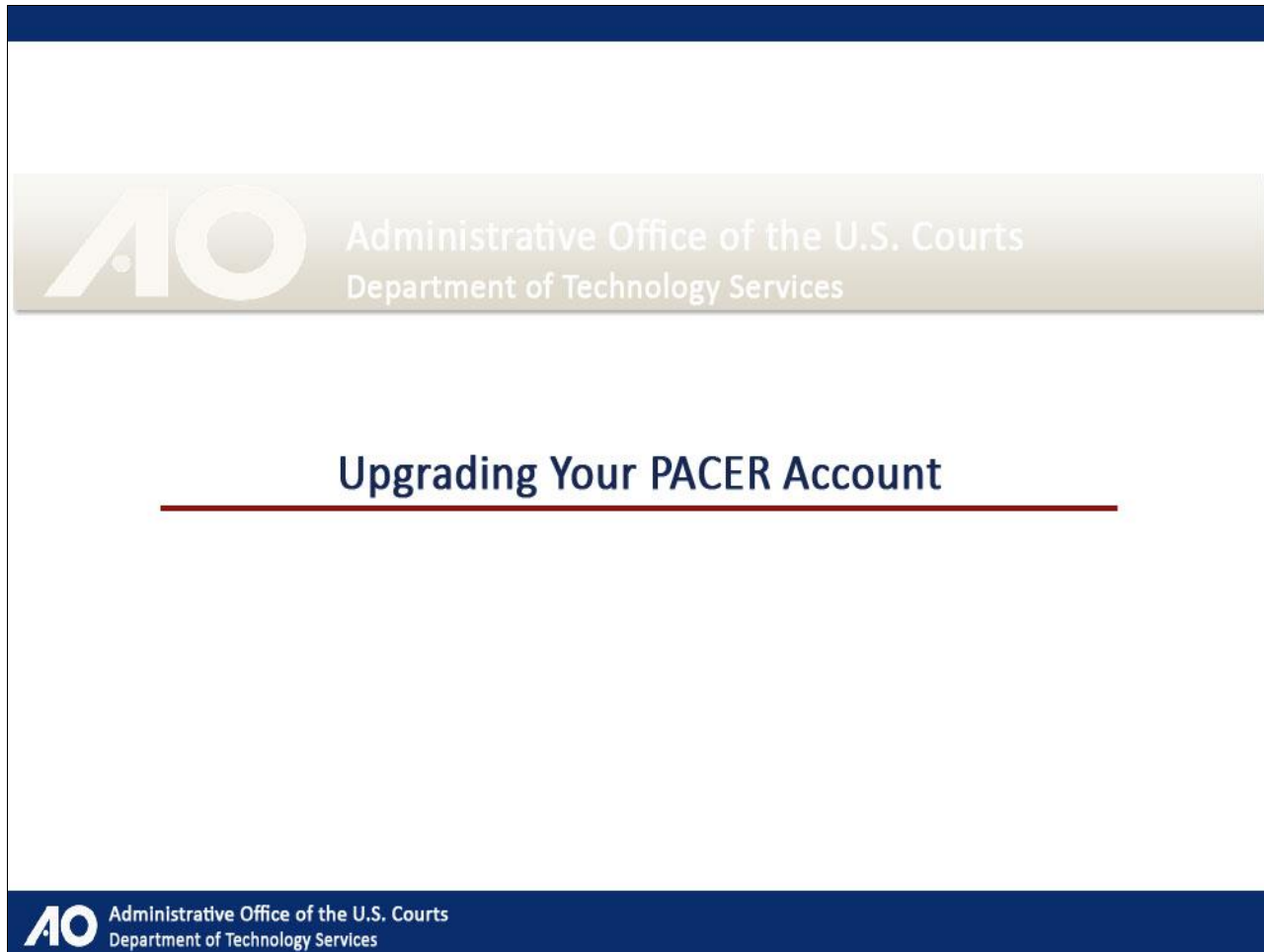


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Department of Technology Services

For attorneys, e-file registration and admissions to each NextGen court will be submitted online at www.pacer.gov. Once you have upgraded your PACER account, if you are new to a NextGen court, meaning you have not been admitted to practice in the court or are not registered to e-file there, you will apply for these privileges online through the screens shown later in this tutorial, rather than directly with the court.

Note that this applies only to courts that have implemented NextGen. You will continue to follow the procedures outlined on the court's website for non-NextGen courts.

Slide 10 - Upgrading Your PACER Account



The slide features a dark blue header bar at the top. Below it is a light beige banner containing the AO logo (a stylized 'A' and 'O' with a dot) on the left, and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services" on the right. The main content area is white and contains the title "Upgrading Your PACER Account" in a dark blue font, centered and underlined with a red line. At the bottom is a dark blue footer bar with the AO logo and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services" on the left.

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Department of Technology Services

Upgrading Your PACER Account

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Department of Technology Services

Slide 11

The screenshot shows the PACER website homepage. At the top, the URL www.pacer.gov is displayed in a red box. To its right, the link [Manage My Account](#) is highlighted with a red rectangle. The navigation bar includes links for HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. The main content area features a description of PACER, a 'NEXTGEN CM/ECF IS HERE' announcement, a 'FREQUENTLY USED' section with links like 'Court Links' and 'Forgot Your Password?', and a 'PACER CASE LOCATOR' section. On the right, there is a 'PACER LIBRARY' section with a list of documents and a 'WHO CAN ACCESS PACER?' section. The footer identifies the Administrative Office of the U.S. Courts and the Department of Technology Services.

www.pacer.gov [Manage My Account](#) [Manage My Appellate Filer Account](#) | [Case Search](#) [Sign In](#)

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS Login

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information online from federal appellate, district, and bankruptcy courts, and the PACER Case Locator. PACER is provided by the Federal Judiciary in keeping with its commitment to providing public access to court information via a centralized service.

NEXTGEN CM/ECF IS HERE

The Federal Judiciary has developed a next generation (NextGen) Case Management/Electronic Case Files (CM/ECF) system functionality that allows you to use the same account for both PACER and electronic filing access. Check the [court links](#) page to see if your court has upgraded to the NextGen functionality.

FREQUENTLY USED

- [Court Links](#)
- [Forgot Your Password?](#)
- [Billing Information](#)
- [Register for a PACER Account](#)
- [Frequently Asked Questions](#)

PACER CASE LOCATOR

The PACER Case Locator is a national index for U.S. district, bankruptcy, and appellate courts. A subset of information from each case is transferred to the PACER Case Locator server each night. The system serves as a locator index for PACER.

PACER LIBRARY

- [PACER Manual](#) (Coming Soon)
- [Important Security Notice](#) (05/06/2014)
- [April 2014 Newsletter](#) (04/03/2014)
- [Fee Schedule](#) (04/01/2013)
- [CM/ECF Release Notes](#) (03/15/2013)
- [Attention Appellate Court Mac Filers](#) (01/07/2013)
- [Firm Billing Available](#) (07/19/2012)

[More »](#)

WHO CAN ACCESS PACER?

PACER is available to anyone who [registers](#) for an account.

The more than one million PACER users include attorneys, pro se filers, government agencies, trustees, data collectors, researchers, educational and financial institutions, commercial enterprises, the media, and the general public.

<https://sapscd1.pacer.gov/psc0f/manage/maint.jsf>

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To update your current PACER account, go to www.pacer.gov. On the PACER home page, click [Manage My Account](#).

Slide 12

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

Username *

Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#)


NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.


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Department of Technology Services

Log in with your current PACER username and password.

Slide 13

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

 **PACER**
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS



HOMEREGISTERFIND A CASEE-FILEQUICK LINKSHELPCONTACT USRSS

PACER Links
Court Links
Search PACER Case Locator
Announcements
Frequently Asked Questions
Resources
Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login


Username *
PS0004

Password *

LoginClearCancel


[Need an Account?](#) | [Forgot Your Password?](#)


NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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Department of Technology Services

Slide 14

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

 **PACER**
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS



HOMEREGISTERFIND A CASEE-FILEQUICK LINKSHELPCONTACT USRSS

PACER Links
Court Links
Search PACER Case Locator
Announcements
Frequently Asked Questions
Resources
Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login


Username *
PS0004

Password *
●●●●●●●●

LoginClearCancel

[Need an Account?](#) | [Forgot Your Password?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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Department of Technology Services

Slide 15

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

Username * PS0004

Password * ●●●●●●●●

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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Department of Technology Services

Click Login.

Slide 16

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	PS0004
PACER Account Balance	\$0.00

Important News

[Settings](#) [Maintenance](#) [Payments](#) [Usage](#)

[Change Username](#) [Go Paperless \(Statements\)](#)
[Change Password](#) [Set PACER Preferences](#)
[Set Security Information](#)

<https://cso-pacer.psc.uscourts.gov/pscwf/manage/maint.jsf#mmTabView:mmMaintTab>

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From the Manage My Account page, you will see four tabs. Click Maintenance.

Slide 17

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	PS0004
PACER Account Balance	\$0.00

Important News

Settings Maintenance Payments Usage

[Update Personal Information](#) Update name, email address, title, and user type. [Update Personal Information](#)

<https://cso-pacer.psc.uscourts.gov/pscof/manage/convert.jsf>

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Department of Technology Services

Then click Update Personal Information.

Slide 18

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	PS0004
PACER Account Balance	\$0.00

Important News

Upgrade PACER Account

You currently have a legacy PACER account, and the action you have requested requires you to upgrade. This upgraded PACER account will allow you to access information within the court and perform different procedures without needing to use multiple logins. **NOTE:** This process will take your legacy PACER username out of existence. When you upgrade your PACER account, your username/password will change and you will no longer be able to share your account with other users.

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.

[Person](#) [Address](#) [Security](#)

* Required Information

Prefix

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Department of Technology Services

Take a moment to read the note about account conversion. Understand that you are upgrading your PACER account, and can use that account for read-only PACER access to all courts as well as filing access to NextGen courts.

Once the upgrade is complete, you can no longer use your old PACER username and password. Scroll down.

Slide 19

Change and you will no longer be able to share your account with other users.

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.

Person Address Security

*** Required Information**

Prefix	Select Prefix
First Name *	John
Middle Name	Q.
Last Name *	Public
Generation	Select Generation
Suffix	Select Suffix
Date of Birth *	<input type="text"/>
Email *	john.q.public@yourdomain.com
Confirm Email *	john.q.public@yourdomain.com
User Type *	LAW FIRM
Federal Tax ID *	84-0606868

Next Reset Cancel

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There are three tabs in which you are required to provide information. Note that some fields may have carried over from your current PACER account. For each tab, complete any required fields that are not already populated.

Slide 20

Change and you will no longer be able to share your account with other users.

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.

Person Address Security

*** Required Information**

Prefix


First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth * 

Email *

Confirm Email *

User Type *

Federal Tax ID *

Next Reset Cancel

Enter your date of birth as MM/DD/YYYY, or click on the calendar to select a date. You must be at least 18 years old to use this service.

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Department of Technology Services

Complete the Date of Birth field.

Slide 21

Change and you will no longer be able to share your account with other users.

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.

Person Address Security

*** Required Information**

Prefix


First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth * 

Email *

Confirm Email *

User Type *

Federal Tax ID *

Enter your date of birth as MM/DD/YYYY, or click on the calendar to select a date. You must be at least 18 years old to use this service.

Next Reset Cancel

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Click Next.

Slide 22

*** Required Information**

Firm/Office: Law Offices of John Q. Public

Unit/Department:

Address *: 123 Any Street

Room/Suite:

City *: Your Town

State *: Texas

County *: BEXAR

Zip/Postal Code *: 78558

Country *: United States of America

Primary Phone *: 555-226-3232

Alternate Phone:

Text Phone:

Fax Number:

Next Back Reset Cancel

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Click Next.

Slide 23

Person Address Security

*** Required Information**

Username *

Password *

Confirm Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

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The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.

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Department of Technology Services

Enter a new username, password, and complete your security questions and answers.

Slide 24

The screenshot shows the 'Security' tab of a registration form. The form is titled '* Required Information' and contains the following fields:

- Username ***: A text input field containing 'MyUsername'.
- Password ***: A text input field.
- Confirm Password ***: A text input field.
- Security Question 1 ***: A dropdown menu with 'Select a Question'.
- Security Answer 1 ***: A text input field.
- Security Question 2 ***: A dropdown menu with 'Select a Question'.
- Security Answer 2 ***: A text input field.

Below the fields are four buttons: 'Submit', 'Back', 'Reset', and 'Cancel'. A tooltip is visible next to the Username field with the following text:

Enter a username that is at least 8 and no more than 40 characters. Valid characters are letters, numbers, periods, and underscores.

NOTE: Periods, underscores, and capital letters are ignored by PACER and CM/ECF. Example: "PACER.Service.Center" may be displayed as "pacerservicecenter."

The footer of the page includes the following text:

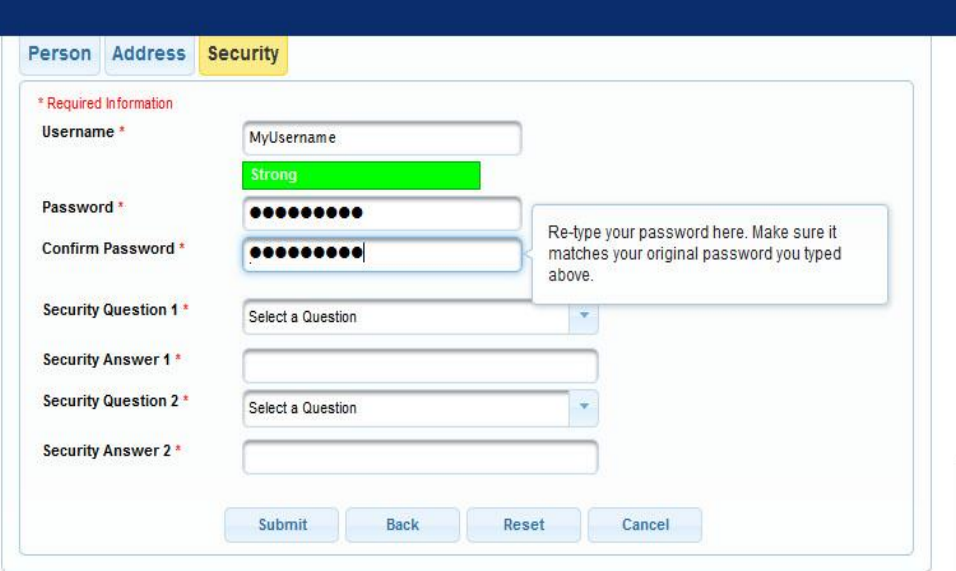
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Department of Technology Services

Provide username.

Slide 25



The screenshot displays the 'Security' tab of a PACER user registration form. The form includes the following fields and elements:

- Person** | **Address** | **Security** (selected tab)
- * Required Information**
- Username ***: Text input field containing 'MyUsername'.
- Password ***: Password input field with a strength indicator showing 'Strong' in green.
- Confirm Password ***: Password input field with a tooltip that reads: 'Re-type your password here. Make sure it matches your original password you typed above.'
- Security Question 1 ***: Dropdown menu with 'Select a Question'.
- Security Answer 1 ***: Text input field.
- Security Question 2 ***: Dropdown menu with 'Select a Question'.
- Security Answer 2 ***: Text input field.
- Buttons: **Submit**, **Back**, **Reset**, **Cancel**.

The footer of the page contains the following information:

- Navigation links: [Contact Us](#) | [Privacy](#) | [Policies and Procedures](#) | [About Us](#)
- Text: 'This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center. The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.'
- Logo: Administrative Office of the U.S. Courts, Department of Technology Services.

Provide and confirm password.

Slide 26

Person Address Security

*** Required Information**

Username * MyUsername

Password * **Strong**

Confirm Password *

Security Question 1 * Select a Question

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Cancel

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Department of Technology Services

Select a security question.

Slide 27

The screenshot displays the 'Security' tab of a PACER registration form. The form includes the following fields and elements:

- Person** | **Address** | **Security** (selected tab)
- * Required Information**
- Username ***: Input field containing 'MyUsername'.
- Password ***: Input field with a strength indicator showing 'Strong' in green.
- Confirm Password ***: Input field with masked characters (dots).
- Security Answer 1 ***: Dropdown menu with the text 'In what city or town was your first job?'. The selected answer is 'Austin'.
- Security Answer 2 ***: Input field with a tooltip overlay.
- Buttons**: Submit, Back, Reset, and Cancel.

Tooltip text: You should use an answer that is easy to remember but difficult for others to guess. Your answer should be between 4 and 100 characters long.

Footer:

- Administrative Office of the U.S. Courts, PACER Service Center.
- Department of Technology Services.
- AO logo.

And answer.

Slide 28

The screenshot shows the 'Security' tab of a registration form. The form is titled '* Required Information' and contains the following fields:

- Username ***: A text input field containing 'MyUsername'.
- Password ***: A password input field with a strength indicator showing 'Strong' in green.
- Confirm Password ***: A password input field with masked characters (dots).
- Security Question 1 ***: A dropdown menu with the selected question 'In what city or town was your first job?'.
- Security Answer 1 ***: A text input field containing 'Austin'.
- Security Question 2 ***: A dropdown menu with the selected question 'Select a Question'.
- Security Answer 2 ***: A text input field.

A dropdown menu is open for 'Security Question 2', showing a list of questions:

- Select a Question
- In what city or town was your first job?
- What is your best friend's first name?
- What is your father's middle name?
- What is your grandmother's maiden name?
- What is your oldest cousin's first name?
- What is your oldest sibling's birthday?
- What is your oldest sibling's middle name?
- What is your youngest sibling's birthday?

A 'Cancel' button is located to the right of the dropdown menu.

At the bottom of the form, there is a footer section with the following text:

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The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.

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Department of Technology Services

Select a second security question.

Slide 29

The screenshot shows the 'Security' tab of a registration form. The form includes fields for Username, Password, Confirm Password, Security Question 1, and Security Answer 1. A tooltip is displayed over the Security Answer 1 field, providing instructions on how to choose a secure answer. The form also has 'Submit', 'Back', 'Reset', and 'Cancel' buttons. The footer contains navigation links, a mission statement, and the AO logo.

Person Address Security

*** Required Information**

Username *

Password *

Confirm Password *

Security Question 1 *

Security Answer 1 *

You should use an answer that is easy to remember but difficult for others to guess. Your answer should be between 4 and 100 characters long.

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Department of Technology Services

And answer.

Slide 30

The screenshot shows the 'Security' tab of a PACER account registration form. The form is titled '* Required Information' and contains the following fields:

- Username ***: A text input field containing 'MyUsername'.
- Password ***: A password input field with a strength indicator showing 'Strong' in a green bar.
- Confirm Password ***: A password input field with masked characters (dots).
- Security Question 1 ***: A dropdown menu with the selected question 'In what city or town was your first job?'.
- Security Answer 1 ***: A text input field containing 'Austin'.
- Security Question 2 ***: A dropdown menu with the selected question 'What is your best friend's first name?'.
- Security Answer 2 ***: A text input field containing 'Gabe'.

At the bottom of the form are four buttons: 'Submit', 'Back', 'Reset', and 'Cancel'.

Below the form, there is a footer section with the following text:

Contact Us | Privacy | Policies and Procedures | About Us

This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.
The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.

AO Administrative Office of the U.S. Courts
Department of Technology Services

Completing the Security tab information is the final step in upgrading your PACER account. Once you click Submit, the username and password you entered will be your new username and password for PACER and all NextGen courts.

You will no longer be able to use your old PACER username and password. Click Submit.

Slide 31

The screenshot displays the PACER (Public Access to Court Electronic Records) website interface. At the top, the PACER logo is visible alongside the text 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS' and the United States Courts emblem. Navigation links include 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', 'CONTACT US', and an 'RSS' feed icon. The main content area is titled 'MANAGE MY ACCOUNT' and greets the user as 'Welcome, John Public'. A 'Logout' button is located in the top right corner of this section. A modal window titled 'Upgrade Complete' is centered on the screen, displaying a message: 'Your personal information has been successfully changed and you now have an upgraded PACER account.' with a 'Close' button. Below the message, there are tabs for 'Settings', 'Maintenance', 'Payments', and 'Usage'. Under the 'Settings' tab, there are links for 'Update Personal Information', 'Update Address Information', 'Attorney Admissions / E-File Registration', and 'Non-Attorney E-File Registration'. A left sidebar contains 'PACER Links' such as 'Court Links', 'Search PACER Case Locator', 'Announcements', 'Frequently Asked Questions', 'Resources', and 'Manage My Account'. The footer identifies the 'Administrative Office of the U.S. Courts' and 'Department of Technology Services'.

You will see a window confirming that your account has been upgraded and that your current username and password are no longer valid.

Slide 32

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

Settings Maintenance Payments Usage

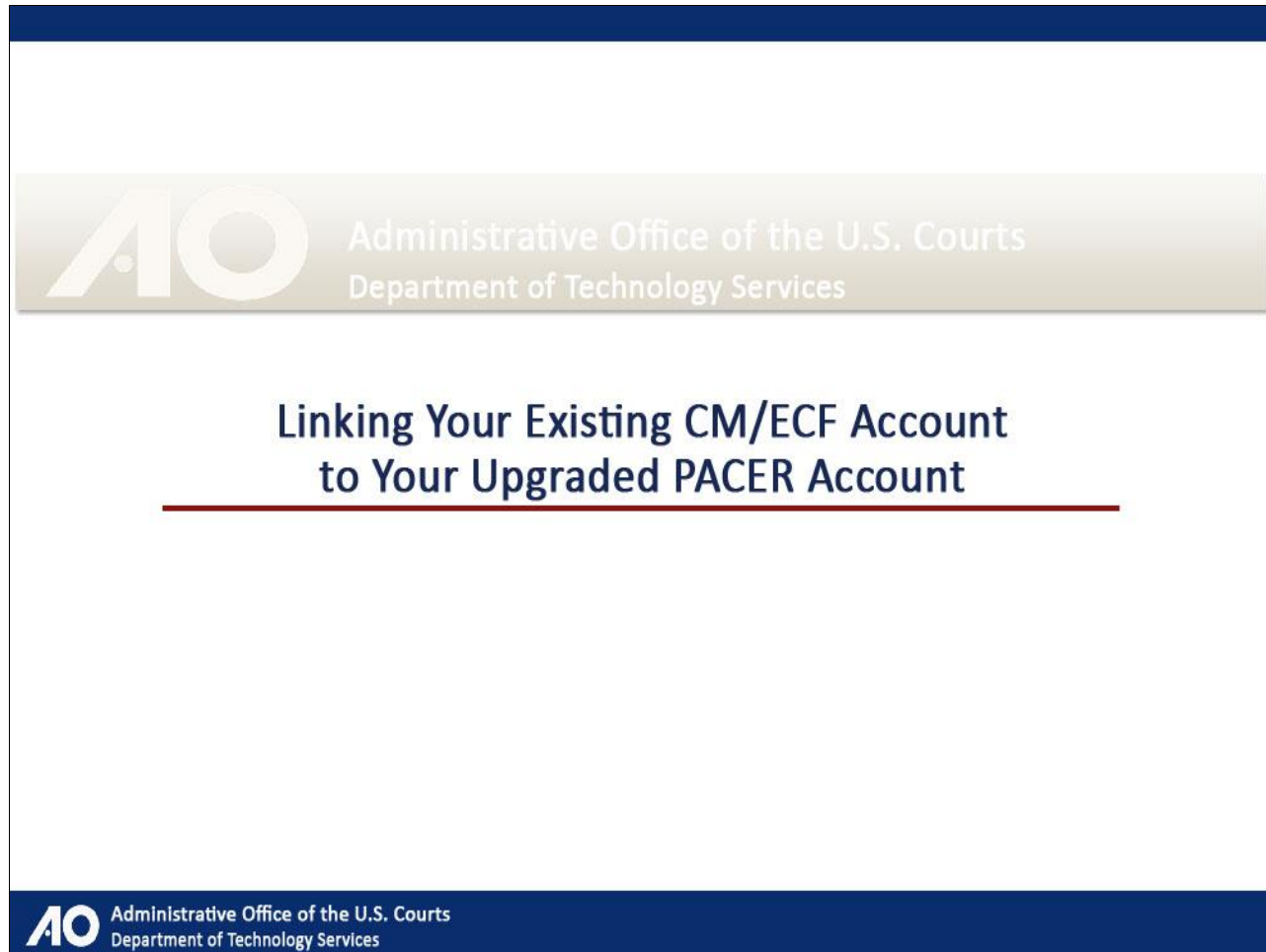
[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) [Non-Attorney E-File Registration](#)

AO Administrative Office of the U.S. Courts
Department of Technology Services

On the Manage My Account page, notice that your username is now the new one that you created.

Slide 33 - Linking CM/ECF



The slide features a dark blue header bar at the top. Below it is a light beige banner containing the AO logo (a stylized 'A' and 'O' with a dot) on the left and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services" on the right. The main content area is white and contains the title "Linking Your Existing CM/ECF Account to Your Upgraded PACER Account" in a dark blue, sans-serif font, centered and underlined with a red line. At the bottom is a dark blue footer bar with the AO logo and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services" on the left.

AO Administrative Office of the U.S. Courts
Department of Technology Services

**Linking Your Existing CM/ECF Account
to Your Upgraded PACER Account**

AO Administrative Office of the U.S. Courts
Department of Technology Services

Slide 34

The screenshot shows the PACER website interface. At the top, there are links for "Manage My Account", "Manage My Appellate Filer Account", and "Case Search Sign In". The PACER logo is on the left, and the "UNITED STATES COURTS" logo is on the right. A navigation bar includes "HOME", "REGISTER", and "RSS". A "PACER Links" sidebar is on the left. The main content area is titled "Welcome, John Public" and includes a "Logout" button. Three callout boxes are overlaid on the page:

- Top Callout:** Next, you will need to link your existing CM/ECF accounts in courts that have moved to NextGen to your upgraded PACER account. Select the option that best applies to you.
- Left Callout:** I need to determine if my court has moved to NextGen, and what I should do if it has not.
- Middle Callout:** I am already registered with my court and I need to determine if it has moved to NextGen, and what I should do if it has.
- Right Callout:** I already know that my court has moved to NextGen and I need to register to file.

At the bottom of the page, there is a footer for the "Administrative Office of the U.S. Courts" and "Department of Technology Services".

Next, you will need to link your existing CM/ECF accounts in courts that have moved to NextGen to your upgraded PACER account. From the menu of options, select the option that best applies to you.

Note to student:

The **left option** should take you to slide 35.

The **middle option** should take you to slide 38.

The **right option** should take you to slide 53.

Slide 35

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

Settings Maintenance Payments Usage

- [Change Username](#)
- [Change Password](#)
- [Set Security Information](#)
- [Go Paperless \(Statements\)](#)
- [Set PACER Preferences](#)

cso-pacer.psc.uscourts.gov/psc/cgi-bin/links.pl?quick=1

AO Administrative Office of the U.S. Courts
Department of Technology Services

To see if your court has moved to NextGen, you can visit the Court Links page and select your court or go to your court's CM/ECF webpage via your browser. In this example, we will use the Court Links page.

Slide 36

The screenshot shows the PACER website interface. At the top, there's a navigation bar with links like 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US'. Below this, the 'PACER Links' sidebar on the left includes 'Court Links', 'Search PACER Case Locator', 'Announcements', 'Frequently Asked Questions', 'Resources', and 'Manage My Account'. The main content area is titled 'INDIVIDUAL COURT SITES' and contains a list of court links organized by category: U.S. Supreme Court, National Locator, U.S. Courts of Appeals, U.S. District Courts, and U.S. Bankruptcy Courts. The 'Second Circuit - NextGen' link is highlighted with a red box. The footer of the page displays the 'AO' logo and the text 'Administrative Office of the U.S. Courts, Department of Technology Services'.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS Login

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

CM/ECF Version Number
RSS Feed
Court Information

INDIVIDUAL COURT SITES

Click a court below to access an individual PACER or Case Management/Electronic Case Files (CM/ECF) site. Visit the respective [court's homepage](#) for more information. (Note: Hover mouse over to see version.)

U.S. Supreme Court
[U.S. Supreme Court](#)

National Locator
[Pacer Case Locator](#)

U.S. Courts of Appeals
[First Circuit - ECF](#)
[First Circuit - BAP - ECF](#)
[First Circuit - BAP](#)
[Second Circuit \(Cases filed prior to 01/01/2010\)](#)
[Second Circuit - NextGen](#)
[Third Circuit - ECF](#)

U.S. District Courts
[Alabama Middle - ECF](#)
[Alabama Northern - ECF](#)
[Alabama Southern - ECF](#)
[Alaska - ECF](#)
[Arizona - ECF](#)
[Arkansas Eastern - ECF](#)
[Arkansas Western - ECF](#)
[California Central - ECF](#)
[California Eastern - ECF](#)
[California Northern - ECF](#)
[California Southern - ECF](#)

U.S. Bankruptcy Courts
[Alabama Middle - ECF](#)
[Alabama Northern - ECF](#)
[Alabama Southern - ECF](#)
[Alaska - ECF](#)
[Arizona - ECF](#)
[Arkansas Eastern - ECF](#)
[Arkansas Western - ECF](#)
[California Central - L.A.](#)
[California Central - ECF](#)
[California Eastern - ECF](#)
[California Northern - ECF](#)
[California Southern - ECF](#)

AO Administrative Office of the U.S. Courts
Department of Technology Services

Courts that have moved to NextGen will be clearly marked on the Court Links page. If a court is not labeled in this manner, it has not moved to NextGen.

Slide 37

The screenshot shows the PACER website interface. At the top, there are links for "Manage My Account", "Manage My Appellate Filer Account", and "Case Search Sign In". The PACER logo is prominently displayed, along with the text "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS". Below the header, there is a navigation bar with links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. On the right side of the navigation bar, there are icons for RSS and a Login button.

A white callout box with a blue border is overlaid on the page, containing the following instructions:

- Continue using your current CM/ECF credentials to log in to CM/ECF.
- If you are new to this court, you must apply for attorney admissions and/or register to file directly with the court.

Below the callout box, the "INDIVIDUAL COURT SITES" section is visible, listing various courts and their ECF status. Two buttons, "Menu" and "Continue", are highlighted with red boxes. The "Menu" button is located above the "Continue" button. The "Continue" button is located below the "Menu" button.

At the bottom of the page, the logo for the Administrative Office of the U.S. Courts is displayed, along with the text "Department of Technology Services".

If your court has not yet moved to NextGen, you will continue to use your current CM/ECF credentials to log in to CM/ECF. If you are new to this court, you must apply for attorney admissions and/or register to file directly with the court, as well as pay any applicable fees, following local rules and procedures. Click Menu to return to the menu options, or click Continue to complete this module.

Note to student:

The "Menu" button would take you back to slide 34.

The "Continue" button would take you to slide 89.

Slide 38

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

Settings Maintenance Payments Usage

- [Change Username](#)
- [Change Password](#)
- [Set Security Information](#)
- [Go Paperless \(Statements\)](#)
- [Set PACER Preferences](#)

cso-pacer.psc.uscourts.gov/psc/cgi-bin/links.pl?quick=1

AO Administrative Office of the U.S. Courts
Department of Technology Services

To see if your court has moved to NextGen, you can visit the Court Links page and select your court or go to your court's CM/ECF webpage via your browser. In this example, we will use the Court Links page.

To see if your court has moved to NextGen, you can visit the Court Links page and select your court or go to your court's CM/ECF webpage via your browser. In this example, we will use the Court Links page.

Slide 39

The screenshot shows the PACER website interface. At the top, there's a navigation bar with links like 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US'. Below this, the 'PACER Links' sidebar on the left includes 'Court Links', 'Search PACER Case Locator', 'Announcements', 'Frequently Asked Questions', 'Resources', and 'Manage My Account'. The main content area is titled 'INDIVIDUAL COURT SITES' and contains a list of court links organized by category: U.S. Supreme Court, National Locator, U.S. Courts of Appeals, U.S. District Courts, and U.S. Bankruptcy Courts. The 'Second Circuit - NextGen' link is highlighted with a red box. The footer of the page displays the 'AO' logo and the text 'Administrative Office of the U.S. Courts, Department of Technology Services'.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS Login

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

CM/ECF Version Number
RSS Feed
Court Information

INDIVIDUAL COURT SITES

Click a court below to access an individual PACER or Case Management/Electronic Case Files (CM/ECF) site. Visit the respective [court's homepage](#) for more information. (Note: Hover mouse over to see version.)

U.S. Supreme Court
[U.S. Supreme Court](#)

National Locator
[Pacer Case Locator](#)

U.S. Courts of Appeals
[First Circuit - ECF](#)
[First Circuit - BAP - ECF](#)
[First Circuit - BAP](#)
[Second Circuit \(Cases filed prior to 01/01/2010\)](#)
[Second Circuit - NextGen](#)
[Third Circuit - ECF](#)

U.S. District Courts
[Alabama Middle - ECF](#)
[Alabama Northern - ECF](#)
[Alabama Southern - ECF](#)
[Alaska - ECF](#)
[Arizona - ECF](#)
[Arkansas Eastern - ECF](#)
[Arkansas Western - ECF](#)
[California Central - ECF](#)
[California Eastern - ECF](#)
[California Northern - ECF](#)
[California Southern - ECF](#)

U.S. Bankruptcy Courts
[Alabama Middle - ECF](#)
[Alabama Northern - ECF](#)
[Alabama Southern - ECF](#)
[Alaska - ECF](#)
[Arizona - ECF](#)
[Arkansas Eastern - ECF](#)
[Arkansas Western - ECF](#)
[California Central - L.A.](#)
[California Central - ECF](#)
[California Eastern - ECF](#)
[California Northern - ECF](#)
[California Southern - ECF](#)

AO Administrative Office of the U.S. Courts
Department of Technology Services

Courts that have moved to NextGen will be clearly marked on the Court Links page. If a court is not labeled in this manner, it has not moved to NextGen.

Slide 40

The screenshot shows the PACER website interface. At the top, there's a navigation bar with links like 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US'. Below this, the 'PACER Links' sidebar on the left includes 'Court Links', 'Search PACER Case Locator', 'Announcements', 'Frequently Asked Questions', 'Resources', and 'Manage My Account'. The main content area is titled 'INDIVIDUAL COURT SITES' and contains a list of court links organized by category: U.S. Supreme Court, National Locator, U.S. Courts of Appeals, U.S. District Courts, and U.S. Bankruptcy Courts. The 'Second Circuit - NextGen' link under the 'U.S. Courts of Appeals' section is highlighted with a red box. The footer of the page displays the 'AO' logo and the text 'Administrative Office of the U.S. Courts, Department of Technology Services'.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS Login

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

CM/ECF Version Number
RSS Feed
Court Information

INDIVIDUAL COURT SITES

Click a court below to access an individual PACER or Case Management/Electronic Case Files (CM/ECF) site. Visit the respective [court's homepage](#) for more information. (Note: Hover mouse over to see version.)

U.S. Supreme Court
[U.S. Supreme Court](#)

National Locator
[Pacer Case Locator](#)

U.S. Courts of Appeals
[First Circuit - ECF](#)
[First Circuit - BAP - ECF](#)
[First Circuit - BAP](#)
[Second Circuit \(Cases filed prior to 01/01/2010\)](#)
[Second Circuit - NextGen](#)
[Third Circuit - ECF](#)

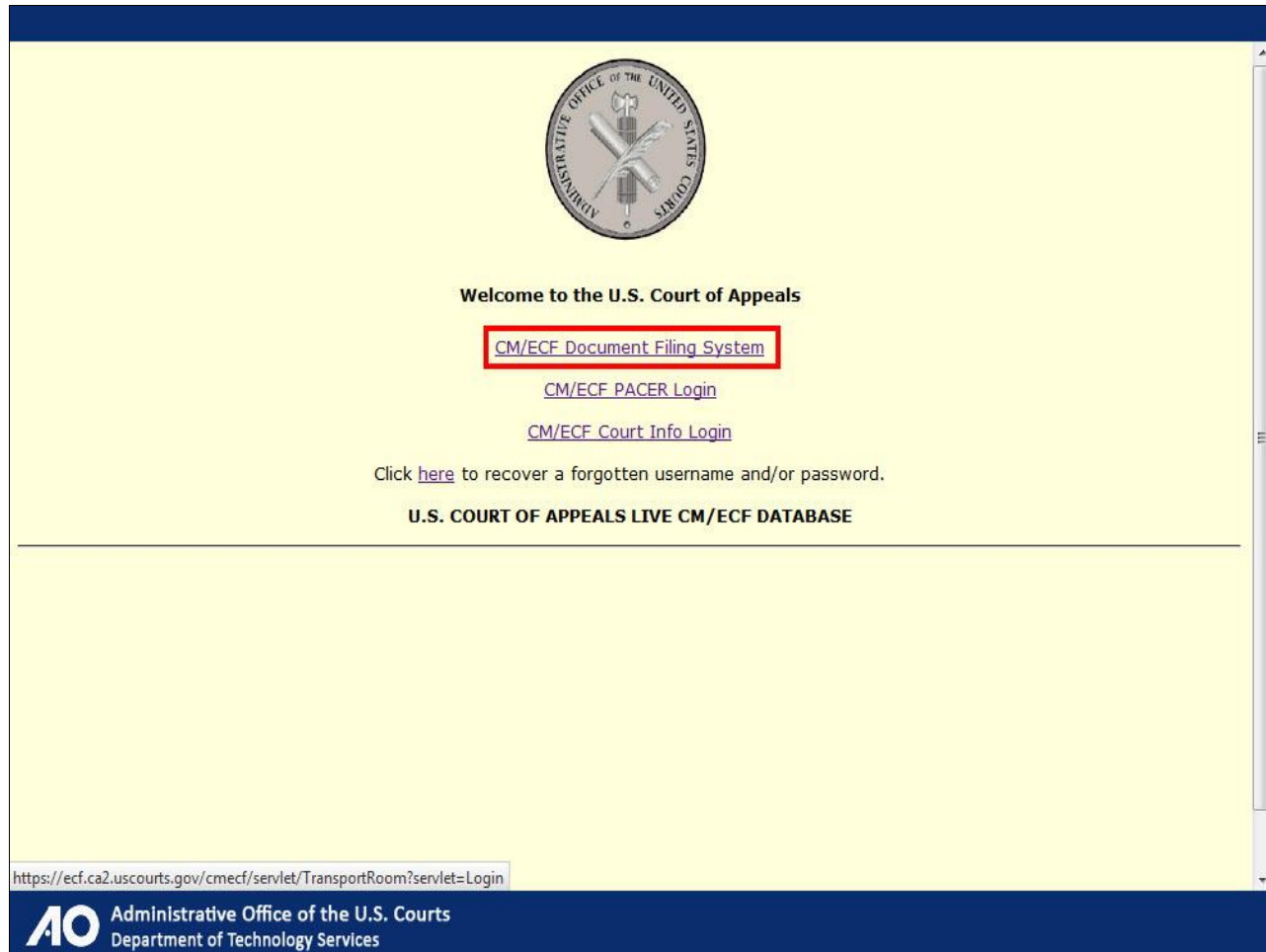
U.S. District Courts
[Alabama Middle - ECF](#)
[Alabama Northern - ECF](#)
[Alabama Southern - ECF](#)
[Alaska - ECF](#)
[Arizona - ECF](#)
[Arkansas Eastern - ECF](#)
[Arkansas Western - ECF](#)
[California Central - ECF](#)
[California Eastern - ECF](#)
[California Northern - ECF](#)
[California Southern - ECF](#)

U.S. Bankruptcy Courts
[Alabama Middle - ECF](#)
[Alabama Northern - ECF](#)
[Alabama Southern - ECF](#)
[Alaska - ECF](#)
[Arizona - ECF](#)
[Arkansas Eastern - ECF](#)
[Arkansas Western - ECF](#)
[California Central - L.A.](#)
[California Central - ECF](#)
[California Eastern - ECF](#)
[California Northern - ECF](#)
[California Southern - ECF](#)

AO Administrative Office of the U.S. Courts
Department of Technology Services

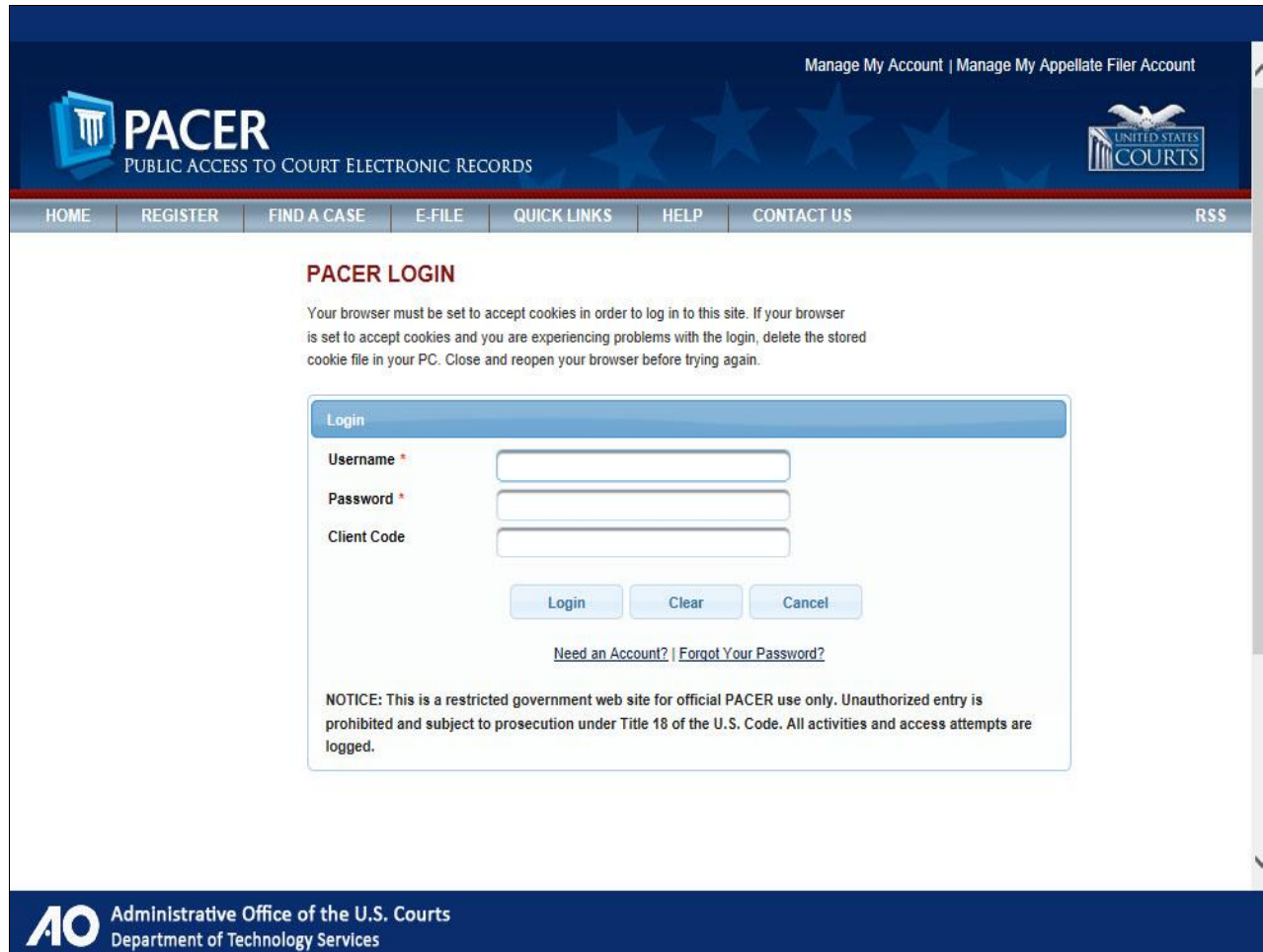
For the purpose of this demonstration, your court is the Second Circuit Court of Appeals, which has upgraded to NextGen. Click the Second Circuit Court of Appeals.

Slide 41



The screen you are seeing now is a splash screen used by the U.S. Court of Appeals. Other courts may not display this type of page. Click CM/ECF Document Filing System.

Slide 42



The screenshot shows the PACER (Public Access to Court Electronic Records) login interface. At the top, there is a dark blue header with the PACER logo on the left and links for "Manage My Account" and "Manage My Appellate Filer Account" on the right. Below the header is a navigation bar with links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, and RSS. The main content area is white and features the title "PACER LOGIN" in red. Below the title, a message states: "Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again." A login form is centered, containing three input fields: "Username *", "Password *", and "Client Code". Below these fields are three buttons: "Login", "Clear", and "Cancel". Under the buttons are two links: "Need an Account?" and "Forgot Your Password?". A notice at the bottom of the form states: "NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged." The footer of the page is dark blue and contains the AO (Administrative Office of the U.S. Courts) logo and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services".

Manage My Account | Manage My Appellate Filer Account

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES
COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER LOGIN

Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Login

Username *

Password *

Client Code

Login Clear Cancel

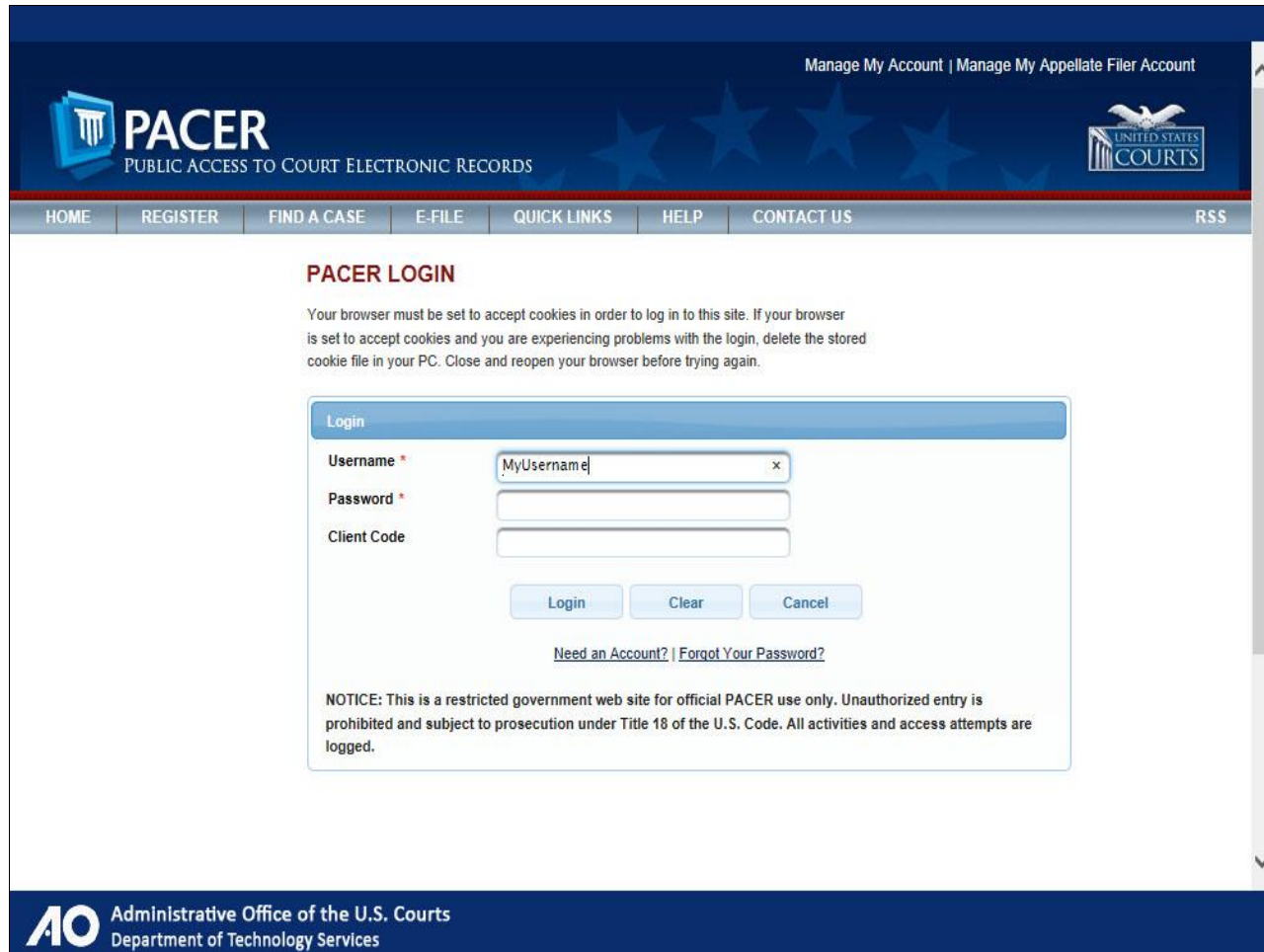
[Need an Account?](#) | [Forgot Your Password?](#)

NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

AO Administrative Office of the U.S. Courts
Department of Technology Services

You have been directed to the court's new central login screen. Log in with your new PACER username and password.

Slide 43



The screenshot shows the PACER (Public Access to Court Electronic Records) login page. The header features the PACER logo and the text "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS". Navigation links include HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, and RSS. The main content area is titled "PACER LOGIN" and includes a warning about cookies. Below this is a login form with fields for Username, Password, and Client Code, along with Login, Clear, and Cancel buttons. A notice at the bottom states that the site is restricted for official PACER use only.

Manage My Account | Manage My Appellate Filer Account

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES
COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER LOGIN

Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Login

Username *

Password *

Client Code

Login Clear Cancel

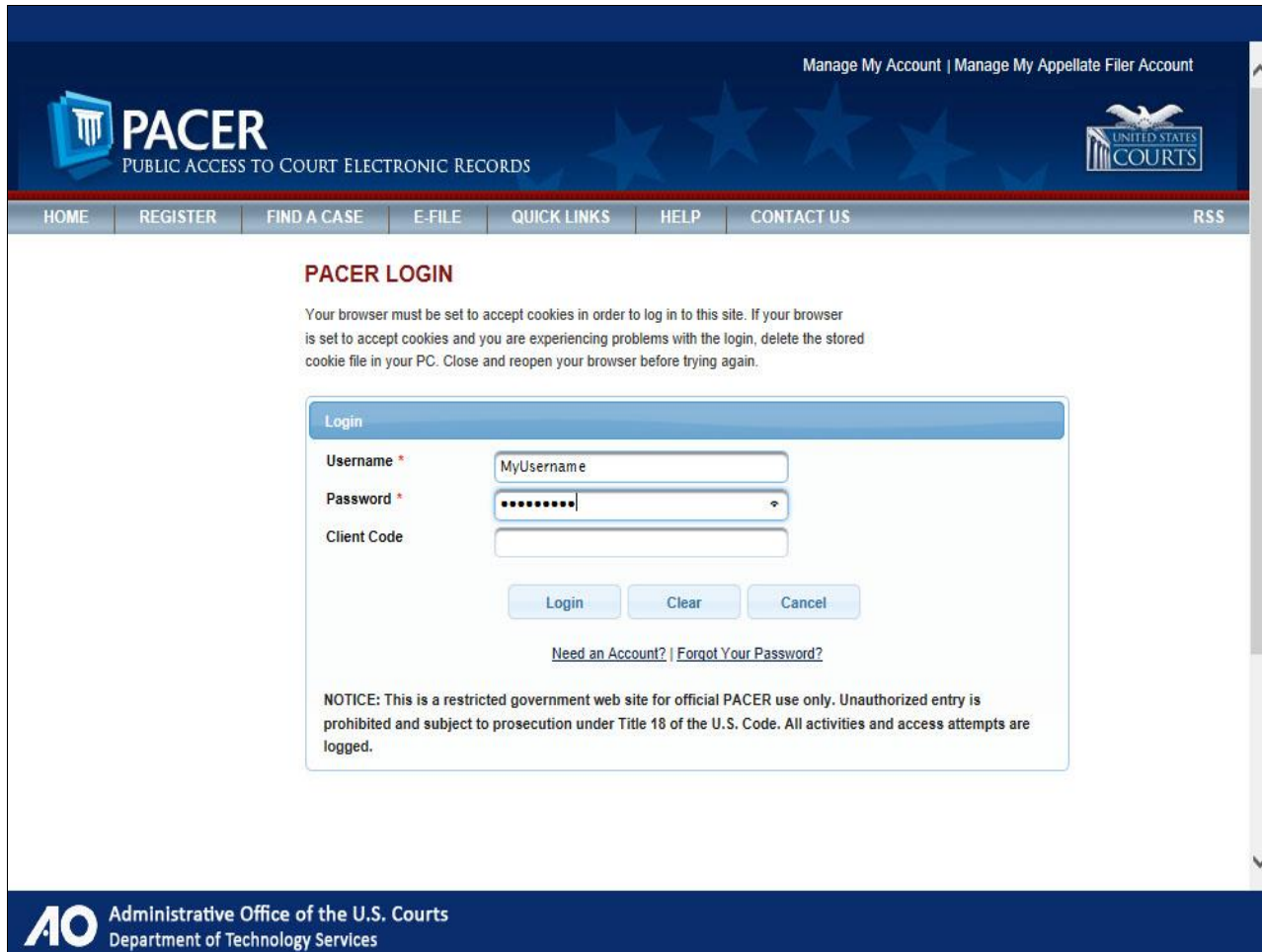
[Need an Account?](#) | [Forgot Your Password?](#)

NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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Department of Technology Services

Provide username.

Slide 44



The screenshot shows the PACER (Public Access to Court Electronic Records) login page. The header features the PACER logo and the text "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS". Navigation links include HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, and RSS. The main content area is titled "PACER LOGIN" and includes a warning about cookies. The login form has fields for Username (pre-filled with "MyUsername"), Password (masked with dots), and Client Code. Below the form are "Login", "Clear", and "Cancel" buttons, along with links for "Need an Account?" and "Forgot Your Password?". A notice at the bottom states that the site is restricted for official PACER use only. The footer identifies the Administrative Office of the U.S. Courts, Department of Technology Services.

Manage My Account | Manage My Appellate Filer Account

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER LOGIN

Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Login

Username *

Password *

Client Code

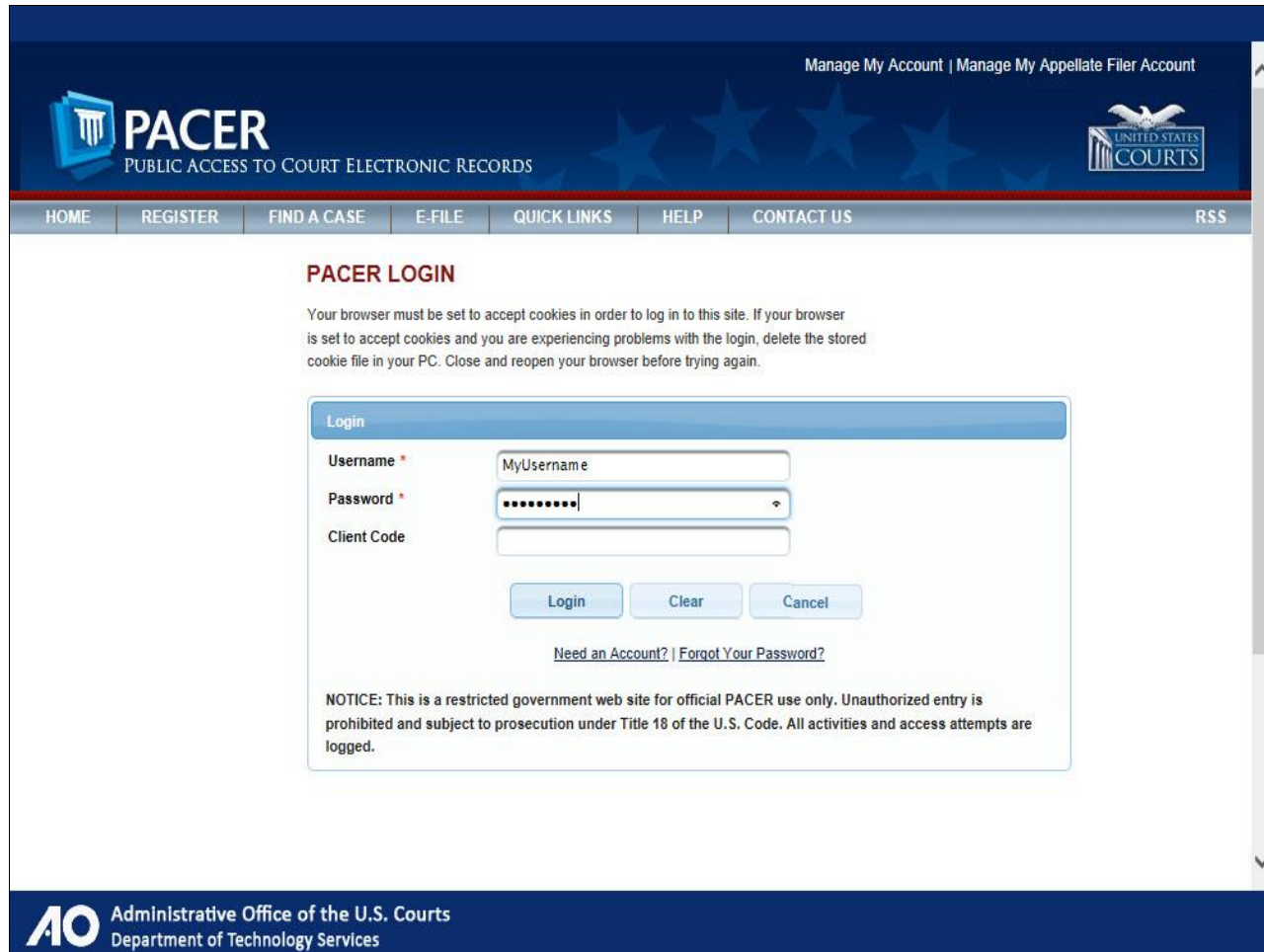
[Need an Account?](#) | [Forgot Your Password?](#)

NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

AO Administrative Office of the U.S. Courts
Department of Technology Services

Provide password.

Slide 45



The screenshot shows the PACER (Public Access to Court Electronic Records) login page. At the top, there is a navigation bar with links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, and RSS. The PACER logo is on the left, and the United States Courts logo is on the right. The main heading is "PACER LOGIN". Below it, a message states: "Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again." The login form contains three input fields: "Username *" with the value "MyUsername", "Password *" with masked characters, and "Client Code". Below the fields are three buttons: "Login", "Clear", and "Cancel". There are also links for "Need an Account?" and "Forgot Your Password?". A notice at the bottom states: "NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged." The footer of the page identifies the Administrative Office of the U.S. Courts, Department of Technology Services.

Manage My Account | Manage My Appellate Filer Account

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES
COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER LOGIN

Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Login

Username * MyUsername

Password * [Masked]

Client Code

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#)

NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

AO Administrative Office of the U.S. Courts
Department of Technology Services

Click Login.

Slide 46

The screenshot displays a web interface with a dark blue header and footer. A white box in the upper left contains an 'Attention' message in a red header. The message states: 'You do not have permission to file in this court.' Below this, there are four links: 'Request permission to file', 'Link a CM/ECF account to my PACER account' (highlighted with a red box), 'Search for case data', and 'Logout' (a blue link). At the bottom of the white box, a URL is visible: <https://ecf.cm1a.aocms.uscourts.gov/n/AttorneyFiling/linkECFandCSOaccount.jsf>. The footer features the AO logo and the text 'Administrative Office of the U.S. Courts' and 'Department of Technology Services'.

Attention

You do not have permission to file in this court.

[Request permission to file](#)

[Link a CM/ECF account to my PACER account](#)

[Search for case data](#)

[Logout](#)

<https://ecf.cm1a.aocms.uscourts.gov/n/AttorneyFiling/linkECFandCSOaccount.jsf>

AO Administrative Office of the U.S. Courts
Department of Technology Services

Once you have logged in to your upgraded PACER account, the next step is to link your existing CM/ECF filing account for this court to your upgraded PACER account by clicking the corresponding link.

Note that the message at the top of the screen that says, "You do not have permission to file in this court" will not be displayed again for this court once you have completed linking your CM/ECF and PACER accounts.

Slide 47

Link a CM/ECF account to my PACER account

CM/ECF Login

CM/ECF Password


Submit

[Clear](#)

[Cancel](#)

[Forgot login/password](#)

[More about Upgraded PACER account](#)

 Administrative Office of the U.S. Courts
Department of Technology Services

Next, enter your existing CM/ECF username and password in order to link your CM/ECF account to your upgraded PACER account.

Slide 48

Link a CM/ECF account to my PACER account

CM/ECF Login

sfcambell9926| x

CM/ECF Password

Submit

[Clear](#)

[Cancel](#)

[Forgot login/password](#)
[More about Upgraded PACER account](#)

 Administrative Office of the U.S. Courts
Department of Technology Services

Provide CM/ECF username.

Slide 49

Link a CM/ECF account to my PACER account

CM/ECF Login

sfcambell9926

CM/ECF Password


••••••••

Submit

Clear

Cancel

[Forgot login/password](#)
[More about Upgraded PACER account](#)

 Administrative Office of the U.S. Courts
Department of Technology Services

Provide password.

Slide 50

Link a CM/ECF account to my PACER account

CM/ECF Login

sfcambell9926

CM/ECF Password

.....

Submit

Clear

Cancel

[Forgot login/password](#)
[More about Upgraded PACER account](#)

https://ecf.cm1a.aocms.uscourts.gov/n/AttorneyFiling/linkECFandCSOaccount.jsf

AO


Administrative Office of the U.S. Courts
Department of Technology Services

Click Submit.

Slide 51



[Filing](#) [Reports ▼](#) [Utilities ▼](#) [Logout](#) [Getting Started](#) [Help](#)




U.S. Court of Appeals CM/ECF
Official Attorney Electronic Document Filing System

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571.

Welcome
Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu.

[Court Information](#)

Last Login Fri Mar 11 17:54:23 EST 2011

 **Administrative Office of the U.S. Courts**
Department of Technology Services

You will know you have linked your accounts when you arrive at the Official Attorney Electronic Document Filing System page for your court.

Slide 52

CM/ECF

Filing Reports Utilities Logout Getting Started Help

U.S. Court of Appeals CM/ECF
Official Attorney Electronic Document Filing System

Congratulations! You have linked your CM/ECF account to your upgraded PACER account.

Menu

Continue

Administrative Office of the U.S. Courts
Department of Technology Services

Congratulations! You have successfully linked your CM/ECF account to your upgraded PACER account! If you need to link your upgraded PACER login to additional NextGen courts, follow the steps we just completed by navigating to the NextGen court. Click Menu to return to the menu options, or click Continue to complete this module.

Note to student:

The “Menu” button would take you back to slide 34.

The “Continue” button would take you to slide 89.

Slide 53

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

Settings **Maintenance** Payments Usage

- [Change Username](#)
- [Change Password](#)
- [Set Security Information](#)
- [Go Paperless \(Statements\)](#)
- [Set PACER Preferences](#)

<https://cso-pacer.psc.uscourts.gov/pscuf/manage/maint.jsf#mmTabView:mmMaintTab>

AO Administrative Office of the U.S. Courts
Department of Technology Services

To register to file, begin by clicking the Maintenance tab.

Slide 54

The screenshot displays the PACER (Public Access to Court Electronic Records) website's 'Manage My Account' interface. At the top, there are links for 'Manage My Account', 'Manage My Appellate Filer Account', and 'Case Search Sign In'. The PACER logo and 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS' are on the left, while the 'UNITED STATES COURTS' logo is on the right. A navigation bar includes links for HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US, along with an RSS feed icon.

On the left sidebar, under 'PACER Links', there are links for Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account. The main content area is titled 'MANAGE MY ACCOUNT' and welcomes 'John Public'. It features a 'Logout' button and a table of account information:

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Below this is a section for 'Important News'. Further down, there are tabs for Settings, Maintenance, Payments, and Usage. Under the 'Usage' tab, there are links for 'Update Per...', 'Update Add...', and 'Attorney Admissions / E-File Registration' (which is highlighted with a red box). A tooltip for the 'Update Add...' link reads: 'Apply for attorney admissions or register to e-file at a participating court (attorneys only)'. Below the 'Attorney Admissions / E-File Registration' link is a link for 'Non-Attorney E-File Registration'.

The URL at the bottom of the page is <https://cso-pacer.psc.uscourts.gov/pscof/manage/efileAttorney.jsf>. The footer includes the 'AO' logo and the text 'Administrative Office of the U.S. Courts' and 'Department of Technology Services'.

Then, click Attorney Admissions/E-File Registration.

Slide 55

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public **Logout**

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type *

Court *


Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).


AO Administrative Office of the U.S. Courts
Department of Technology Services

Select the Court Type and Court.

Slide 56

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

 **PACER**
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS



HOMEREGISTERFIND A CASEE-FILEQUICK LINKSHELPCONTACT USRSS

PACER Links
Court Links
Search PACER Case Locator
Announcements
Frequently Asked Questions
Resources
Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type *


Court *

Select Court Type

U.S. Appellate Courts


Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).


NextResetCancel

 Administrative Office of the U.S. Courts
Department of Technology Services

Slide 57

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

 **PACER**
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS



HOMEREGISTERFIND A CASEE-FILEQUICK LINKSHELPCONTACT USRSS

PACER Links
Court Links
Search PACER Case Locator
Announcements
Frequently Asked Questions
Resources
Manage My Account

MANAGE MY ACCOUNT
Welcome, John Public

Logout

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

IN WHAT COURT DO YOU WANT TO PRACTICE?
** Required Information*
Court Type *


U.S. Appellate Courts

Court *

Select Court


Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).


NextResetCancel

 Administrative Office of the U.S. Courts
Department of Technology Services

Slide 58

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

 **PACER**
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS



HOMEREGISTERFIND A CASEE-FILEQUICK LINKSHELPCONTACT USRSS

PACER Links
Court Links
Search PACER Case Locator
Announcements
Frequently Asked Questions
Resources
Manage My Account

MANAGE MY ACCOUNT
Welcome, John Public

Logout

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

IN WHAT COURT DO YOU WANT TO PRACTICE?
** Required Information*
Court Type *

U.S. Appellate Courts

Court *


Select Court

Select Court

U.S. Court of Appeals, AZ Test - NextGen

Note: Centralized attorney admission is available for all courts. If you do not see a court listed, please visit that court's website for more information. [Court Links Page](#).

NextResetCancel

 Administrative Office of the U.S. Courts
Department of Technology Services

Slide 59

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type *

Court *

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).

[Next](#) [Reset](#) [Cancel](#)

AO Administrative Office of the U.S. Courts
Department of Technology Services

Click Next after Court Type and Court are selected.

Slide 60

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

- Attorney Admissions and E-File
- E-File Registration Only
- Pro Hac Vice
- Federal Attorney

AO Administrative Office of the U.S. Courts
Department of Technology Services

Scroll down.

Slide 61

Frequently Asked Questions
Resources
Manage My Account

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

Attorney Admissions and E-File
E-File Registration Only
Pro Hac Vice
Federal Attorney

[Before continuing, view the local Policies and Procedures for the selected court \(Electronic File URL\)](#)
Test e-filer instructions.

[Before continuing, view the local Policies and Procedures for the selected court \(Attorney URI\)](#)
Test attorney instructions.

Back Cancel

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Department of Technology Services

Before you can apply for admission and e-file privileges in a court, you must review the admissions and e-file policies and procedures for the court you have selected by clicking the appropriate links.

Once you have completed this step, click Attorney Admissions and E-File.

Slide 62

Frequently Asked Questions

Resources

Manage My Account

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

Attorney Admissions and E-File

E-File Registration Only

Pro Hac Vice

Federal Attorney

Please Wait

Before continuing, view the local Policies and Procedures for the selected court (Electronic File URL)

Test e-filer instructions.

Before continuing, view the local Policies and Procedures for the selected court (Attorney URI)

Test attorney instructions.

Back


Cancel


Waiting for cso-pacer.psc.uscourts.gov...

AO Administrative Office of the U.S. Courts
Department of Technology Services

Slide 63

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

 **PACER**
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS



HOMEREGISTERFIND A CASEE-FILEQUICK LINKSHELPCONTACT USRSS

PACER Links
Court Links
Search PACER Case Locator
Announcements
Frequently Asked Questions
Resources
Manage My Account

MANAGE MY ACCOUNT
Welcome, John PublicLogout

Account Number2617065
UsernameMyUsername
PACER Account Balance\$0.00

Important News

COMPLETE ALL SECTIONS OF ATTORNEY ADMISSIONS

Attorney Bar Information

* Required Information

FEDERAL BAR INFORMATION


☐ I am admitted to the bar in one or more federal courts.

Our data indicates that you have been admitted to the bar of the following federal court(s):

Verified Federal Bar Information			
Federal Court	Bar ID	Bar Status	Date Admitted

Enter information for any federal court not listed in table on the left:

Additional Federal Bar Information		
Federal Court	Bar ID	Date Admitted

 Administrative Office of the U.S. Courts
Department of Technology Services

Complete all sections for attorney admissions. Scroll down.

Slide 64

Attorney Information

Attorney Type (check all that apply) * ☒ Civil ☒ Criminal ☐ Bankruptcy

Have you ever been disbarred/censured/denied admission? * ☐ Yes ☒ No

Do you have disciplinary action pending? * ☐ Yes ☒ No

Have you ever been convicted of a felony? * ☐ Yes ☒ No

Fee Acknowledgment *

☒ I acknowledge that I will be charged an admission fee if I am admitted.

☐ I request that the admission fee be waived for the following reason:

Document Upload

Admission document 1 *

Additional Attorney Information Required by Court

What law school did you attend? *

In what year did you graduate from law school? *

AO Administrative Office of the U.S. Courts
Department of Technology Services

Complete the Attorney Information section.

Before uploading files, it is worth noting that different courts have different requirements. Some courts may require you to upload up to three different files; however, others may require none. In this example, this court requires one file. Click Upload.

Slide 65

The screenshot displays the 'Attorney Information' section of the PACER for E-Filing Attorneys interface. The section includes the following fields and options:

- Attorney Type (check all that apply) ***: ☒ Civil ☒ Criminal ☐ Bankruptcy
- Have you ever been disbarred/censured/denied admission? ***: ☐ Yes ☒ No
- Do you have disciplinary action pending? ***: ☐ Yes ☒ No
- Have you ever been convicted of a felony? ***: ☐ Yes ☒ No

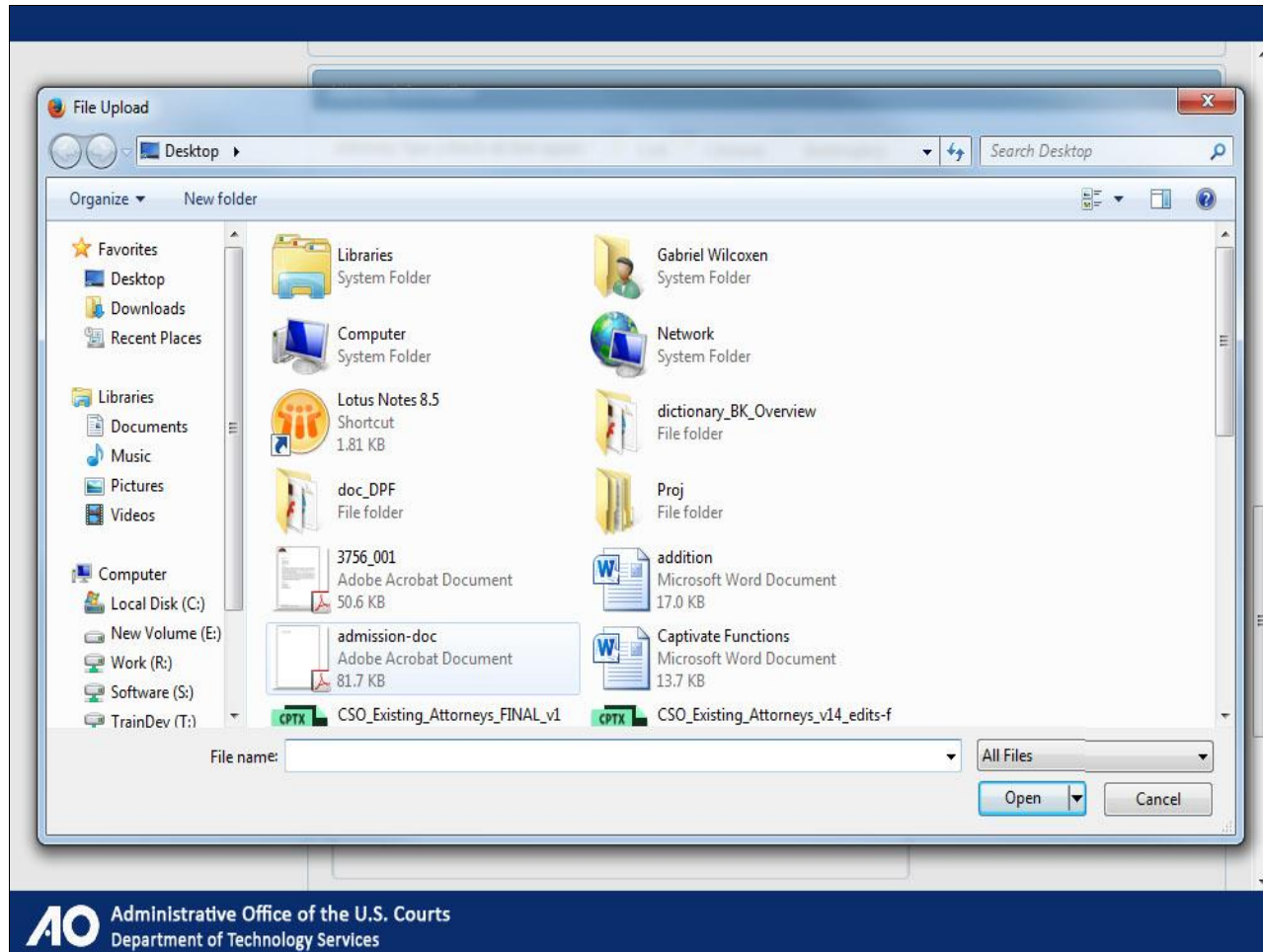
An 'Upload Admission document 1' dialog box is open, showing a '+ Browse' button and a 'Close' button. Below the dialog box, the 'Additional Attorney Information Required by Court' section is visible, containing two text input fields:

- What law school did you attend? ***
- In what year did you graduate from law school? ***

The footer of the interface reads: AO Administrative Office of the U.S. Courts Department of Technology Services.

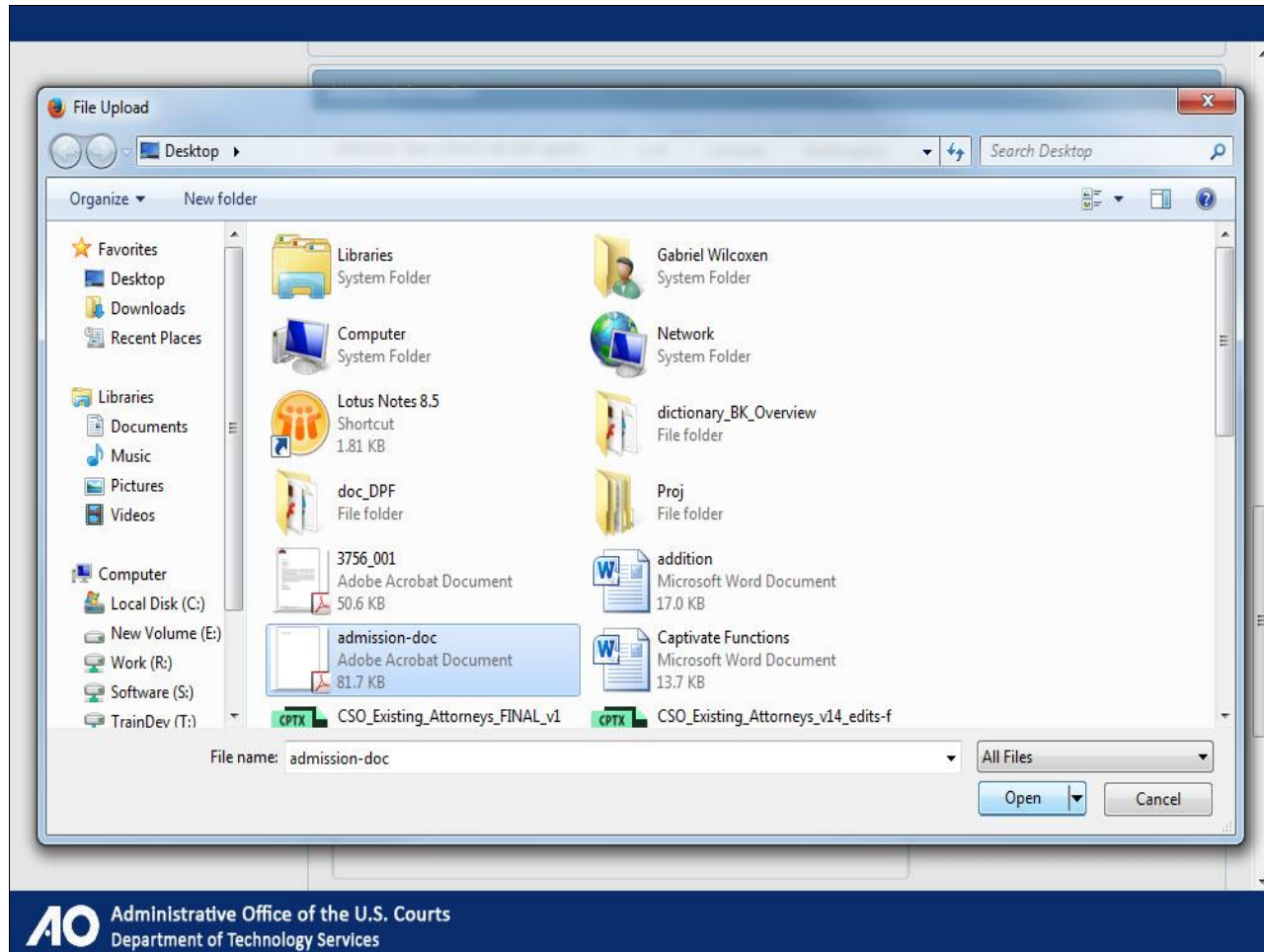
Browse to the file by clicking +Browse.

Slide 66



Browse and select.

Slide 67



Click Open.

Slide 68

The screenshot displays the 'Attorney Information' section of the PACER for E-Filing Attorneys interface. The section includes several questions with radio button options:

- Attorney Type (check all that apply) * ☒ Civil ☒ Criminal ☐ Bankruptcy
- Have you ever been disbarred/censured/denied admission? * ☐ Yes ☒ No
- Do you have disciplinary action pending? * ☐ Yes ☒ No
- Have you ever been convicted of a felony? * ☐ Yes ☒ No

A modal dialog box titled 'Upload Admission document 1' is overlaid on the form. It contains a message: 'File admission-doc.pdf was successfully uploaded!' and a 'Close' button.

Below the dialog box, the 'Additional Attorney Information Required by Court' section is visible, with the following questions:

- What law school did you attend? *
- In what year did you graduate from law school? *

The footer of the interface reads: 'AO Administrative Office of the U.S. Courts Department of Technology Services'.

Upload successful.

Slide 69

Have you ever been convicted of a felony? * ☐ Yes ☒ No

Fee Acknowledgment *

☒ I acknowledge that I will be charged an admission fee if I am admitted.

☐ I request that the admission fee be waived for the following reason:

Document Upload

Admission document 1 * [Remove](#)

Additional Attorney Information Required by Court

What law school did you attend? *


George Washington University Law School

In what year did you graduate from law school? *

1996

This field is required and may not exceed 255 characters.

[Next](#) [Back](#) [Reset](#) [Cancel](#)



AO Administrative Office of the U.S. Courts
Department of Technology Services

Continue completing all required sections and fields. Enter a law school and date.

Slide 70

Have you ever been convicted of a felony? * ☐ Yes ☒ No

Fee Acknowledgment *

☒ I acknowledge that I will be charged an admission fee if I am admitted.

☐ I request that the admission fee be waived for the following reason:

Document Upload

Admission document 1 * [Remove](#)

Additional Attorney Information Required by Court

What law school did you attend? *


George Washington University Law School

In what year did you graduate from law school? *

1996

This field is required and may not exceed 255 characters.

[Next](#) [Back](#) [Reset](#) [Cancel](#)



AO Administrative Office of the U.S. Courts
Department of Technology Services

Click Next.

Slide 71

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

* Required Information

Role in Court *

Title

Please verify your address. You may also enter a different address from the one provided for your CSO account.

☐ Use a different address. Checking this will clear the address fields below.

Firm/Office

AO Administrative Office of the U.S. Courts
Department of Technology Services

Complete Filer Information. Scroll down.

Slide 72

Manage My Account

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

*** Required Information**

Role in Court * Attorney

Title Enter or Select a Title

Please verify your address. You may also enter a different address from the one provided for your CSO account.
☐ Use a different address. Checking this will clear the address fields below.

Firm/Office Law Offices of John Q. Public

Unit/Department

Address * 123 Any Street

Room/Suite

City * Your Town

State * Texas

County * BEXAR

Zip/Postal Code * 78558

Country * United States of America

AO Administrative Office of the U.S. Courts
Department of Technology Services

Most of the fields are pre-populated. Scroll down to the Delivery Method and Formatting section.

Slide 73

Additional Filer Information

Already Admitted at Court

Court Bar ID

Other Names Used

Most Recent Cases (in selected court)

Delivery Method and Formatting

Frequency *

Email Format *

Additional Email(s)

Confirm Additional Email(s)

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Department of Technology Services

Complete the two required fields in the Delivery and Formatting section.

Slide 74

Additional Filer Information

Already Admitted at Court

Court Bar ID

Other Names Used

Most Recent Cases (in selected court)

Delivery Method and Formatting

Frequency *

Email Format *

Additional Email(s)

Confirm Additional Email(s)

AO Administrative Office of the U.S. Courts
Department of Technology Services

Slide 75

Additional Filer Information

Already Admitted at Court

Select Court

Court Bar ID

Other Names Used

Most Recent Cases
(in selected court)

Delivery Method and Formatting

Frequency *

Daily Summary

Email Format *

Select Email Format

Additional Email(s)

Confirm Additional Email(s)

Next

Back

Reset

Cancel

AO

Administrative Office of the U.S. Courts
Department of Technology Services

Slide 76

Additional Filer Information

Already Admitted at Court

Court Bar ID

Other Names Used

Most Recent Cases (in selected court)

Delivery Method and Formatting

Frequency *

Email Format *


Additional Email(s)

Select Email Format

HTML

Text

Confirm Additional Email(s)


Administrative Office of the U.S. Courts
Department of Technology Services

Slide 77

The screenshot displays a web form for PACER for E-Filing Attorneys. It is divided into two main sections: 'Additional Filer Information' and 'Delivery Method and Formatting'. The 'Additional Filer Information' section includes fields for 'Already Admitted at Court' (a dropdown menu showing 'Select Court'), 'Court Bar ID' (a text input field), 'Other Names Used' (a text input field), and 'Most Recent Cases (in selected court)' (a text input field). The 'Delivery Method and Formatting' section includes 'Frequency *' (a dropdown menu showing 'Daily Summary'), 'Email Format *' (a dropdown menu showing 'HTML'), 'Additional Email(s)' (a text input field), and 'Confirm Additional Email(s)' (a text input field). At the bottom of the form, there are four buttons: 'Next', 'Back', 'Reset', and 'Cancel'. The footer of the page features the AO logo and the text 'Administrative Office of the U.S. Courts' and 'Department of Technology Services'.

Additional Filer Information

Already Admitted at Court

Court Bar ID

Other Names Used

Most Recent Cases (in selected court)

Delivery Method and Formatting

Frequency *

Email Format *

Additional Email(s)

Confirm Additional Email(s)

AO Administrative Office of the U.S. Courts
Department of Technology Services

Click Next.

Slide 78

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Manage Recurring Payments** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods and set any of them as the default for your search fees, admissions/renewal fees, and/or e-file fees.

AO Administrative Office of the U.S. Courts
Department of Technology Services

You are now in the section to enter payment information. This section is optional. For the purpose of this demonstration, we will not enter payment information.

Slide 79

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Manage Recurring Payments** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods and set any of them as the default for your search fees, admissions/renewal fees, and/or e-file fees.

AO Administrative Office of the U.S. Courts
Department of Technology Services




Scroll down.

Slide 80

Recurring Payments option under the Payments tab.


Select your method of payment from the [Add Credit Card](#) and [Add ACH Payment](#) options below. You may store up to three payment methods and set any of them as the default for your search fees, admissions/renewal fees, and/or e-file fees.

To set a payment method as a default, click the gray icon, which will turn blue when selected.

-  Click this icon to set the default payment method for your PACER search fees. The selected card will be automatically charged for your quarterly usage.
-  Click this icon to set the default payment method for your filing fees.
-  Click this icon to set the default payment method for your admissions/renewal fees.

[Add Credit Card](#)
[Add ACH Payment](#)

[Next](#) [Back](#) [Cancel](#)

 Administrative Office of the U.S. Courts
Department of Technology Services

Note that this section also gives you the option to store credit card information to be used to pay your admission and filing fees.

Slide 81

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

Acknowledgment of Policies and Procedures for Attorney Admissions

☐ Check here to acknowledge that you have read and agree to the Local Requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#)*

E-Filing Terms of Use

ATTORNEY E-FILING TERMS AND CONDITIONS

- I agree that a filing or submission made with my CM/ECF login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.

AO Administrative Office of the U.S. Courts
Department of Technology Services

You are now on the last page of your registration. Read the local court policies and procedures...

Slide 82

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

Acknowledgment of Policies and Procedures for Attorney Admissions

☒ Check here to acknowledge that you have read and agree to the Local Requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#)*

E-Filing Terms of Use

ATTORNEY E-FILING TERMS AND CONDITIONS

- I agree that a filing or submission made with my CM/ECF login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.

AO Administrative Office of the U.S. Courts
Department of Technology Services

...and select the check box.

Slide 83

☒ Check here to acknowledge that you have read and agree to the Local Requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

E-Filing Terms of Use

ATTORNEY E-FILING TERMS AND CONDITIONS


- I agree that a filing or submission made with my CM/ECF login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my CM/ECF login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my CM/ECF account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

☐ By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *

☐ Check here to acknowledge that you have read and agree to the local Requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court

 Administrative Office of the U.S. Courts
Department of Technology Services

Read the attorney e-filing terms of use...

Slide 84

☒ Check here to acknowledge that you have read and agree to the Local Requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

E-Filing Terms of Use

U.S. BANKRUPTCY COURTS

- I consent to electronic service and notice in accordance with [Federal Rule of Bankruptcy Procedure 7005](#) and [9036](#).
- I agree to waive service of notice of the entry of an order or judgment by mail under [Federal Rule of Bankruptcy Procedure 9022](#), and I consent to such service of notice by electronic means.
- I am aware that electronic notification generated by CM/ECF constitutes service/notice of the filed document(s) on registered CM/ECF users, but there are exceptions to electronic service where conventional service may be required by the Federal Rules, local rules, orders, policies or procedures. See, e.g., [Fed. R. Civ. P. 4, 45](#); [Fed. R. Bankr. P. 1010, 7004, 9014, 9016](#). Intended recipients who are not registered through CM/ECF must be served conventionally outside the CM/ECF system with a copy of any document filed electronically.
- If the terms and conditions change, information regarding the changes will be posted at: [enter website here]. I understand that it is my responsibility as the account holder to read any posted changes. Continued use of my CM/ECF account following any posted changes means that I accept and agree to the changes.

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AO Administrative Office of the U.S. Courts
Department of Technology Services

...and select the acknowledgment check boxes.

Slide 85

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E-Filing Terms of Use

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 Administrative Office of the U.S. Courts
Department of Technology Services

Scroll down to the bottom of the page.

Slide 86

• I am aware that electronic notification generated by CM/ECF constitutes service/notice of the filed document(s) on registered CM/ECF users, but there are exceptions to electronic service where conventional service may be required by the Federal Rules, local rules, orders, policies or procedures. See, e.g., [Fed. R. Civ. P. 4, 45](#); [Fed. R. Bankr. P. 1010, 7004, 9014, 9016](#). Intended recipients who are not registered through CM/ECF must be served conventionally outside the CM/ECF system with a copy of any document filed electronically.

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☒ Check here to acknowledge that you have read and agree to the local Requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

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Department of Technology Services

And click Submit.

Slide 87

The screenshot displays the PACER website's 'Manage My Account' section. At the top, there are links for 'Manage My Account', 'Manage My Appellate Filer Account', and 'Case Search Sign In'. The PACER logo and 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS' are on the left, while the 'UNITED STATES COURTS' logo is on the right. A navigation bar includes links for HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US, along with an RSS feed icon. On the left sidebar, under 'PACER Links', there are links for Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account. The main content area is titled 'MANAGE MY ACCOUNT' and welcomes 'John Public'. It shows account details: Account Number 2617065, Username MyUsername, and PACER Account Balance \$0.00. There is an 'Important News' section and a 'Logout' button. A large blue box with the text 'THANK YOU FOR REGISTERING !' is prominent. Below this, a message states: 'Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to Manage My Account and select the E-File Registration/Maintenance History from the Maintenance Tab.' A 'Done' button is at the bottom of this message box. The footer features the AO logo and text: 'Administrative Office of the U.S. Courts, Department of Technology Services'.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

Confirmation Page

THANK YOU FOR REGISTERING !

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to [Manage My Account](#) and select the [E-File Registration/Maintenance History](#) from the Maintenance Tab.

[Done](#)

AO Administrative Office of the U.S. Courts
Department of Technology Services

Congratulations! You have successfully registered with your court. Your e-file registration will be processed by the court you selected. You will receive an email notification at the email address you provided regarding the status of your admission and registration as well as any additional information or instructions. Click Done.

Slide 88

The screenshot shows the PACER Public Access website interface. At the top, there are links for "Manage My Account", "Manage My Appellate Filer Account", and "Case Search Sign In". The PACER logo is on the left, and the United States Courts logo is on the right. A navigation menu on the left includes "HOME", "REGISTER", "PACER Links", "Court Links", "Search PACER Case Loc...", "Announcements", "Frequently Asked Questio...", "Resources", and "Manage My Account". A "Logout" button is visible on the right. A central notification box contains the following text:

- If your request is rejected, you will be notified via email.
- If your request is approved and an admissions fee is NOT required, the court will approve your admissions request in CM/ECF and you will be notified.
- If your request is approved and an admissions fee IS required, you will be notified via email that an admissions fee is due.
- Once your payment is made, the court will approve your admissions request in CM/ECF and you will be notified. **Note that if you do not make a payment, your admissions request will remain pending.**

Below the notification box, there are two columns of links: "Update Personal Information", "Update Address Information", "Check E-File Status", "E-File Registration/Maintenance H...", "Attorney Admissions / E-File Registration", "Non-Attorney E-File Registration", and "Update Delivery Method and Formatting Options". At the bottom of the notification box are two buttons: "Menu" and "Continue". The footer of the page reads "AO Administrative Office of the U.S. Courts Department of Technology Services".

If your request is rejected, you will be notified via a system-generated email. If your request is approved and an admissions fee is NOT required, the court will approve your admissions request in CM/ECF and you will be notified that the request was approved.

If your request is approved and an admissions fee IS required, you will be sent an email notifying you that an admissions fee is due. The email will include a link to the payment utility in CM/ECF, which will require you to log in using your upgraded PACER account.

Once your payment is made, the court will approve your admissions request in CM/ECF and you will be notified that the request was approved. Note that if you do not make a payment, your admissions request will remain pending.

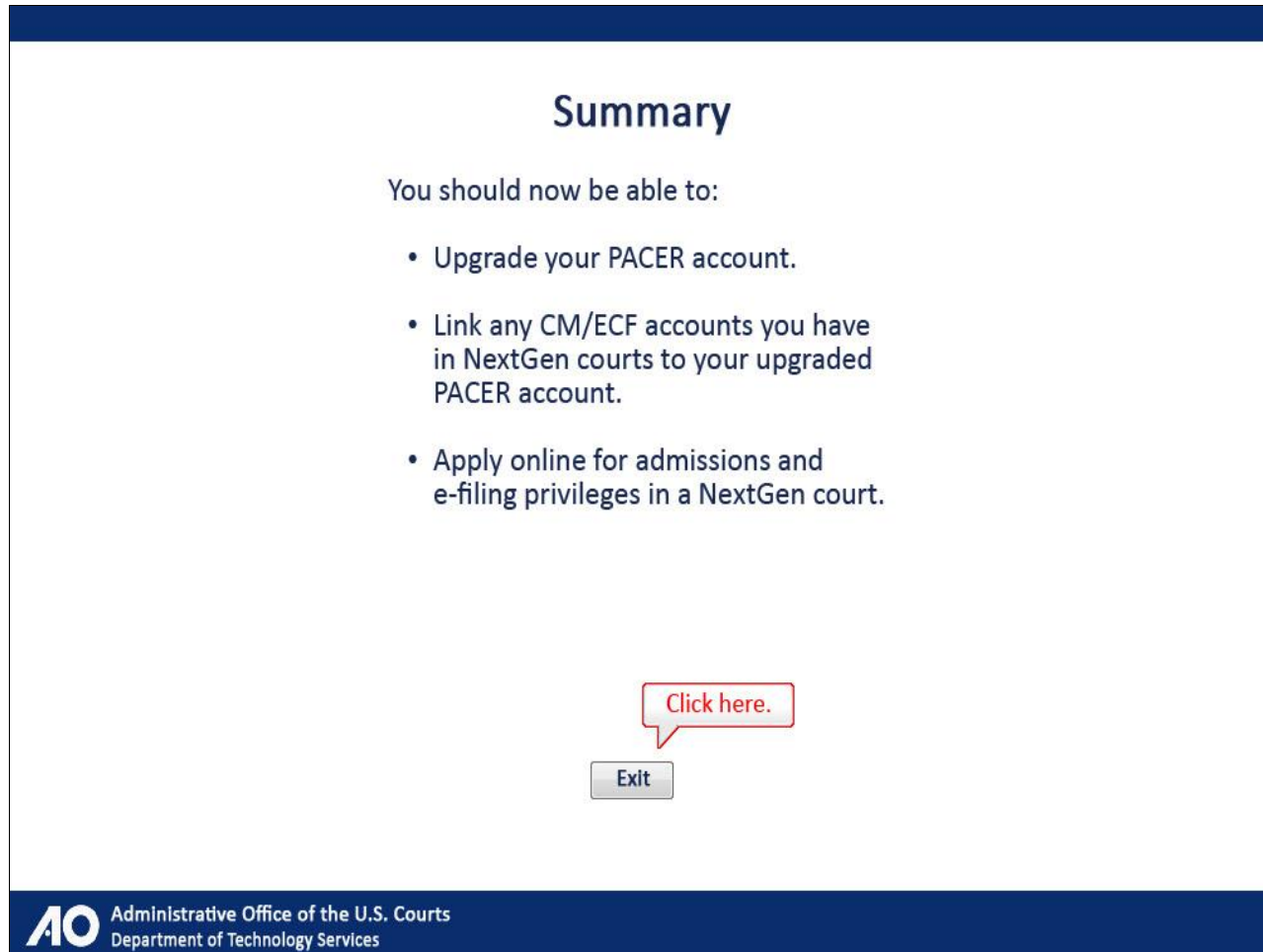
Click Menu to return to the menu options, or click Continue to complete this module.

Note to student:

The "Menu" button would take you back to slide 34.

The "Continue" button would take you to slide 89.

Slide 89 - Summary & Exit



The slide features a dark blue header and footer. The main content area is white. At the top center, the word "Summary" is written in a large, dark blue font. Below it, the text "You should now be able to:" is followed by a bulleted list of three items. At the bottom center, there is a red speech bubble with the text "Click here." pointing to a grey button labeled "Exit". The footer contains the AO logo and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services".

Summary

You should now be able to:

- Upgrade your PACER account.
- Link any CM/ECF accounts you have in NextGen courts to your upgraded PACER account.
- Apply online for admissions and e-filing privileges in a NextGen court.

[Click here.](#)

Exit

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Department of Technology Services

Depending on the options you selected, you should now be able to upgrade your PACER account, link any CM/ECF accounts you have in NextGen courts to your upgraded PACER account, and apply online for admissions and e-filing privileges in a NextGen court.

Click Exit to complete this module.

Slide 90 - Module Information

Module Information

Upgrading Your PACER Account - Attorneys with E-Filing Privileges

Production Information:

Produced by AO-DTS-SDSO-TD

Contact Information: AOTXml_ELM@aotx.uscourts.gov

June 2014

Electronic Learning Module 1.0

Click R

Click here.

Return



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