Complete these steps on/after October 9th

| STEP | ACTION | | | | |
|------|--|--|--|--|--|
| 1 | Go to Pacer's website <u>http://www.pacer.gov.</u> | | | | |
| 2 | Select Manage My Account at the top of the page. | | | | |
| | Manage My Account Manage My Appellate Filer Account Case Search Sign In | | | | |
| 3 | Enter your new PACER Username and Password then select Login. 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 *Required Information Username * Password * | | | | |
| | Login Clear Cancel | | | | |
| | 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. | | | | |

| 4 | After logging in, g File Registration. | po to Maintenance tab and then click Non-Attorney/E- |
|---|--|---|
| 5 | Select U.S. Bank Bankruptcy Court Filer Information | ruptcy Courts as Court Type. Select Montana t- NextGen as Court. Select Role in Court. |
| | court. * Required Information Court Type * Court * Before cont | U.S. Bankruptcy Courts U.S. Bankruptcy Courts Montana Bankruptcy Court (test) - NextGen inuing, view the local Policies and Procedures on Electronic Filing for the selected court f October 9, 2018, the United States Bankruptcy Court, District of Montana, is live |
| | Role in Court * Please verify your addres Use a different add Firm/Office Unit/Department Address * | NextGen CM/ECF 1.2.0.1. All case information is available by logging in with a PACER account and password. |

| 6 | Verify that all filer information (from your PACER account) is correct the Additional Filer Information Section, enter any other necessary information if it applies to you. | | | | | |
|----|--|--|--|--|--|--|
| | | | | | | |
| | Additional Filer Information | | | | | |
| | Other Names Used | | | | | |
| | Most Recent Case (in court where you are registering) | | | | | |
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| | | | | | | |
| 7 | Verify and confirm Primary Email address, select desired Email | | | | | |
| | Frequency and select desired Email Format, then click Next. | | | | | |
| | | | | | | |
| | Delivery Method and Formatting | | | | | |
| | Use a different email. Checking this will clear the primary email fields below. | | | | | |
| | Primary Email * buttetestgroup+jimsmith@gmail.com | | | | | |
| | Confirm Primary Email * buttetestgroup+jimsmith@gmail.com | | | | | |
| | Email Frequency * Once Per Day (Daily Summary) | | | | | |
| | Email Format * | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 0 | Add a Daymaant antian if not already added | | | | | |
| ð | Add a Payment option if not already added. | | | | | |
| Q | Read and select the Acknowledgment of Policies and Procedures | | | | | |
| 5 | check boxes and then click Submit. | | | | | |
| | | | | | | |
| | property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court, are solely responsible for | | | | | |
| | Click bars to deveload a printable varsion of the Neg Atterney E filing Tarme and Conditions | | | | | |
| | Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your | | | | | |
| | signature for registration. * | | | | | |
| | Click 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. * | | | | | |
| | | | | | | |
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| 10 | Confirmation Page. | | | | | |
| | | | | | | |

| | 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 <u>E-File Registration/Maintenance History</u> from the Maintenance Tab. | | | | | | |
| | | | | | | | |
| | Done | | | | | | |
| 11 | I Verify your status Click Manage My Account: Click the Maintenance tab Select Check E-file Status Click Check View the Status | | | | | | |
| | Court Type 🔺 | Court 🗢 | Status | | | | |
| | U.S. Bankruptcy Courts | Montana Bankruptcy Court (test) - NextGen | Check | | | | |
| | Cancel | | | | | | |
| | | | | | | | |