



STEP	ACTION
1	Go to Pacer's website http://www.pacer.gov .
2	Select Manage My Account at the top of the page. 
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. 

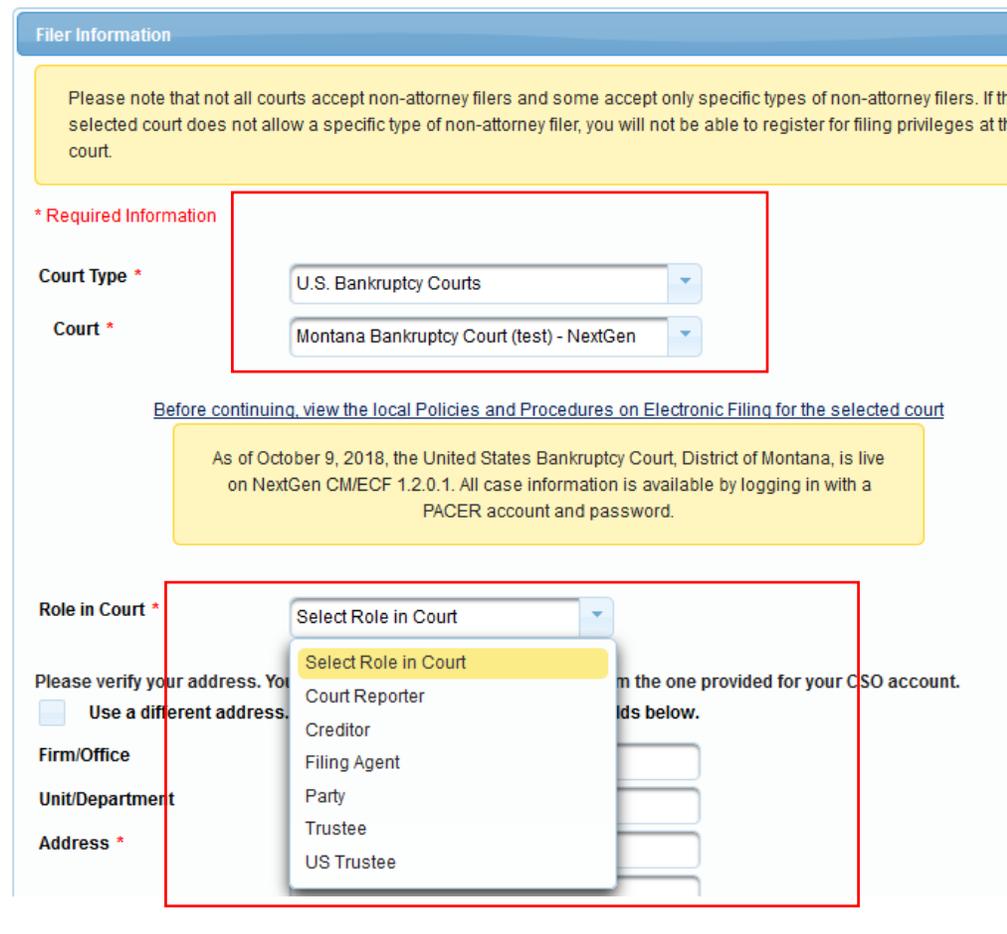
4

After logging in, go to Maintenance tab and then click Non-Attorney/E-File Registration.



5

Select U.S. Bankruptcy Courts as Court Type. Select Montana Bankruptcy Court- NextGen as Court. Select Role in Court.



<p>6</p>	<p>Verify that all filer information (from your PACER account) is correct. In the Additional Filer Information Section, enter any other necessary information if it applies to you.</p> <div data-bbox="461 317 1390 533" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #4f81bd; color: white; padding: 2px 5px; border-radius: 3px;">Additional Filer Information</div> <p>Other Names Used <input type="text"/></p> <p>Most Recent Case (in court where you are registering) <input type="text"/></p> </div>
<p>7</p>	<p>Verify and confirm Primary Email address, select desired Email Frequency and select desired Email Format, then click Next.</p> <div data-bbox="412 898 1403 1199" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #4f81bd; color: white; padding: 2px 5px; border-radius: 3px;">Delivery Method and Formatting</div> <p><input type="checkbox"/> Use a different email. Checking this will clear the primary email fields below.</p> <p>Primary Email * <input type="text" value="buttetestgroup+jimsmith@gmail.com"/></p> <p>Confirm Primary Email * <input type="text" value="buttetestgroup+jimsmith@gmail.com"/></p> <p>Email Frequency * <input type="text" value="Once Per Day (Daily Summary)"/></p> <p>Email Format * <input type="text" value="Text"/></p> </div>
<p>8</p>	<p>Add a Payment option if not already added.</p>
<p>9</p>	<p>Read and select the Acknowledgment of Policies and Procedures check boxes and then click Submit.</p> <div data-bbox="487 1520 1380 1745" style="border: 1px solid #ccc; padding: 10px;"> <p>property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court, are solely responsible for redacting pleadings. See Fed. R. App. P. 25(a)(5); Fed. R. Civ. P. 5.2; Fed. R. Crim. P. 49.1; and Fed. R. Bankr. P.</p> <p>Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions</p> <p><input checked="" type="checkbox"/> Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *</p> <p><input checked="" type="checkbox"/> 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. *</p> </div>
<p>10</p>	<p>Confirmation Page.</p>

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

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Verify your status
Click Manage My Account:
Click the Maintenance tab
Select Check E-file Status
Click Check
View the Status

Check E-File Status

Court Type ▲	Court ⇅	Status
U.S. Bankruptcy Courts	Montana Bankruptcy Court (test) - NextGen	Check

Cancel