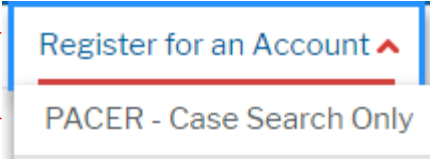

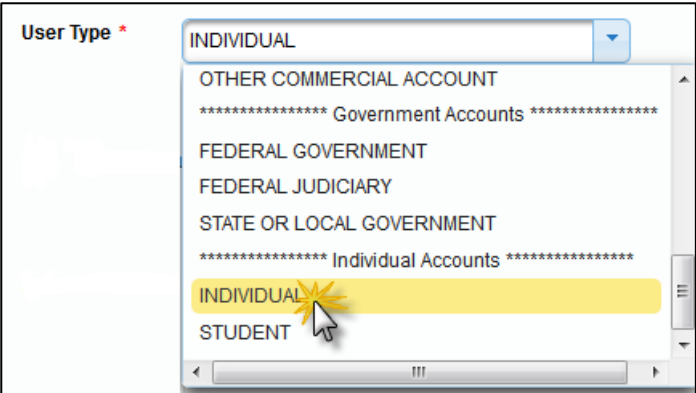
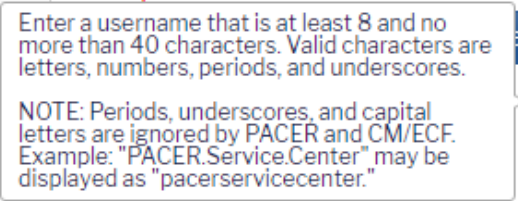
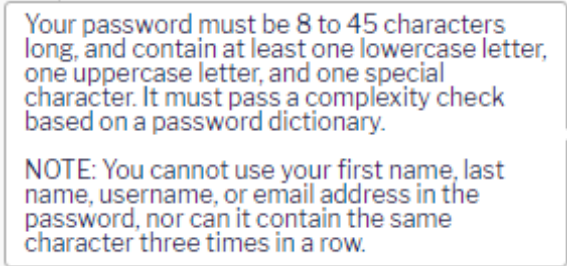


# Register for a New PACER Account

(July 2020)

Your **PACER** username and password will be used for e-filing.

1	Go to <a href="https://pacer.uscourts.gov">https://pacer.uscourts.gov</a>
2	<p>Click: <b>Register for an Account</b></p> <p>Click: <b>PACER - Case Search Only</b></p> 
3	<p>Click: <b>Register for a PACER account</b></p> 
4	<p><b>Complete the PACER registration form</b></p> <ul style="list-style-type: none"> <li>Fields with an asterisk (*) are mandatory.</li> <li>Choose the <b>User Type</b> that best describes your situation.</li> </ul> <p>Click: <b>Next</b></p> 
5	<p>Create a <b>Username</b></p> <p>Review the username requirements shown here</p> <p><b>** Jot down your username, it will be used for e-filing</b></p> 
6	<p>Create a <b>Password</b></p> <p>Review the password requirements shown here</p> <p><b>** Jot down your password, it will be used for e-filing</b></p> 
7	Select <b>security questions and answers</b>

# Register for a New PACER Account

(July 2020)

<p>8</p>	<p><b>Enter Payment Information, if desired.</b></p> <p><b>**Please note that if you do not supply a credit card, there will be a delay in the activation of your account.</b></p> <p>For immediate access to court records, provide a credit card during registration. If you do not provide a credit card, an activation code will be sent by U.S. mail to the address you provided on the registration form. Please allow 7-10 business days for mail delivery. <b>For security reasons, activation codes cannot be emailed, faxed, or given over the phone.</b></p>
<p>9</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p><b>Acknowledgement of Policies and Procedures</b></p> <p>Read and <b>acknowledge</b> the policies and procedures</p> <p>Click: <b>Submit</b></p> </div> <div style="width: 55%; border: 1px solid #ccc; padding: 10px;"> <h3 style="text-align: center;">PACER - Case Search Only Registration</h3> <div style="background-color: #0070c0; color: white; padding: 5px; text-align: center;"> <b>Acknowledgment of Policies and Procedures</b> </div> <p>There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:</p> <ul style="list-style-type: none"> <li>Use of the PACER system will generate a \$.10 per-page charge.</li> <li>Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.</li> </ul> <p><b>Acknowledgment of Policies and Procedures I understand that:</b></p> <ul style="list-style-type: none"> <li>There is a charge for accessing information in PACER. See the Fee Information section above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.</li> <li>Certain accounts may be designated, under Judicial Conference policy, as</li> </ul> <p style="text-align: center;"><a href="#">Click here to download a printable version of the Policies and Procedures</a></p> <p><b>* Required Information</b></p> <p><input type="checkbox"/> Click here to acknowledge you have read and understand the policies and procedures listed above. *</p> <p><small>If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.</small></p> <div style="text-align: center;"> <span style="border: 1px solid #0070c0; padding: 2px 10px; margin: 0 5px;">Submit</span> <span style="border: 1px solid #0070c0; padding: 2px 10px; margin: 0 5px;">Back</span> <span style="border: 1px solid #0070c0; padding: 2px 10px; margin: 0 5px;">Reset</span> <span style="border: 1px solid #0070c0; padding: 2px 10px; margin: 0 5px;">Cancel</span> </div> </div> </div>
<p>10</p>	<p><b>Your PACER account is created!</b></p> <ul style="list-style-type: none"> <li>The Court cannot retrieve your PACER username and password. Only PACER can.</li> <li>Your PACER username and password will be used for e-filing.</li> </ul>

# Register for a New PACER Account

(July 2020)

11 Thank you for registering with the PACER Service Center!

If you did not enter a credit card, your search privileges are not activated.

You may log in and perform other activities.

## PACER - Case Search Only Registration

Thank you for registering with the PACER Service Center!

Thank you for registering.

Although you have a PACER account, your search privileges are not activated. Your authentication token will be delivered by U.S. mail in 7-10 business days. Activation instructions are provided in the letter you receive.

You may log in and perform other activities (e.g., e-file, request filing privileges), but you will not be able to perform a search until your privileges are activated. If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov).

If you want to receive instant access to PACER search privileges, log in to **Manage My Account** at [www.pacer.gov](http://www.pacer.gov). Select **Activate Case Search Privileges**. Click the link in the instructions and provide your credit card information. If the card is validated, your privileges will be activated.

The Judicial Conference of the United States has established a \$10 per-page fee for access to PACER. All registered agencies or individuals will be charged the fee. If usage is under \$30 in a quarter, the fees will be waived. If over \$30, the account is billed for all usage.

Fee examples:

- If you enter a party name and receive 2 pages of matches, the charge is \$0.20.
- If you enter a case number and the docket is 10 pages, the charge is \$1.00.
- If you select a docket entry that is 5 scanned pages, the charge is \$0.50.

NOTE: There is a 30-page cap for images of filed documents and case-specific reports (e.g., docket, creditor listing, claims register). You will not be charged more than \$3.00 when you access these items that are more than 30 pages. The cap does not apply to case listings, name search results, or transcripts (when available online).

Continue

Done

## SAMPLE EMAIL: PACER Account Registration Created

From: <[do\\_not\\_reply@psc.uscourts.gov](mailto:do_not_reply@psc.uscourts.gov)>  
 Date: Wed, Jul 22, 2020 at 10:22 AM  
 Subject: PACER Account Registration Created  
 To: <[johndoe@johndoeatty.com](mailto:johndoe@johndoeatty.com)>



Your PACER account has been created. Please ensure the information below is correct:

<b>Account Number</b>	1234567
<b>Contact Name</b>	John Doe
<b>User Name</b>	JohnDoe
<b>Account Status</b>	Under Review: You will receive an email when the review is complete. You may also check the status of your account by logging in at <a href="#">Manage My Account</a> .

**NOTE:** Please do not reply to this message. This is an automated message sent from an unmonitored mailbox. If you have questions or comments, please email them to [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or call the PACER Service Center at (800) 676-6856 between 8 AM and 6 PM CT Monday through Friday.