



Registering for a New PACER Account

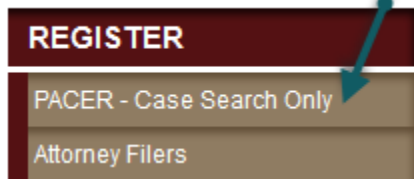
In order to use NextGen, attorneys with individual CM/ECF accounts must have individual PACER accounts. If you do not have your own PACER account, follow the steps below to register for an account.

Step 1 Go to www.pacer.gov

Step 2 Select Register from main menu bar



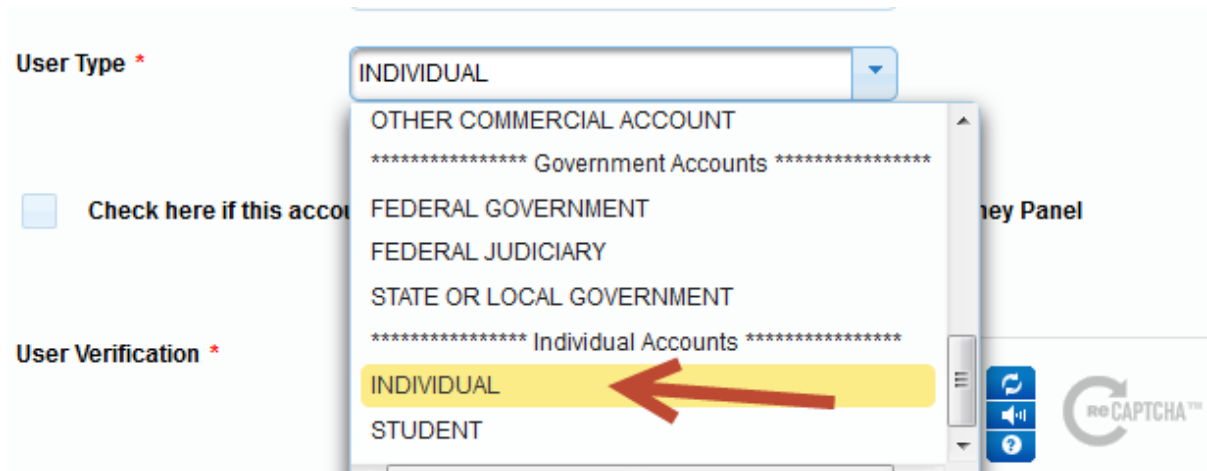
Step 3 Select **PACER - CASE SEARCH ONLY** from left panel



Step 4 Select link **REGISTER FOR PACER ACCOUNT NOW**

Register for a PACER Account Now

Step 5 Complete the View Only PACER registration form and select **Individual** as the User Type and perform the **I am not a Robot** exercise. When successful, click **NEXT**.



NOTE: If you work for a government agency, make the appropriate selection from the Government Accounts category.

Step 6 Create a User Name, Password, select the security questions, and click **NEXT**.

Step 7 Enter the payment information to be saved. (This screen is optional.)

Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** below without entering any information on this screen. For instant access to PACER, PACER will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.

Step 8 Read the policies and procedures, then confirm by placing a checkmark in the box for required information. Then select **Submit**.

[Click here to download a printable version of the Policies and Procedures](#)

*** Required Information**

Check here to acknowledge you have read and understand the policies and procedures listed above. *

Step 9 The last screen will thank you for registering with the PACER service center. This account is initially for viewing documents, not for e-filing. This account may be used immediately for viewing documents only. Once linked with your CM/ECF account after our Court goes live on NextGen, this account will be used for e-filing and viewing documents.