

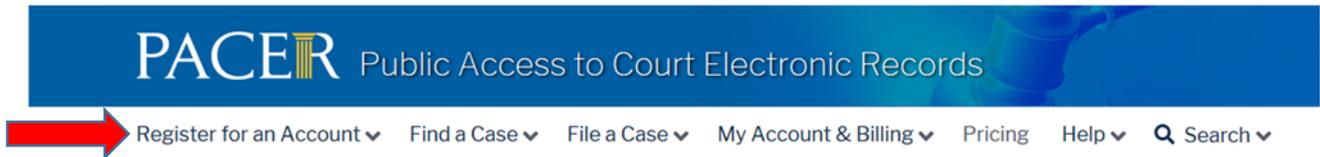


Registering for a New PACER Account

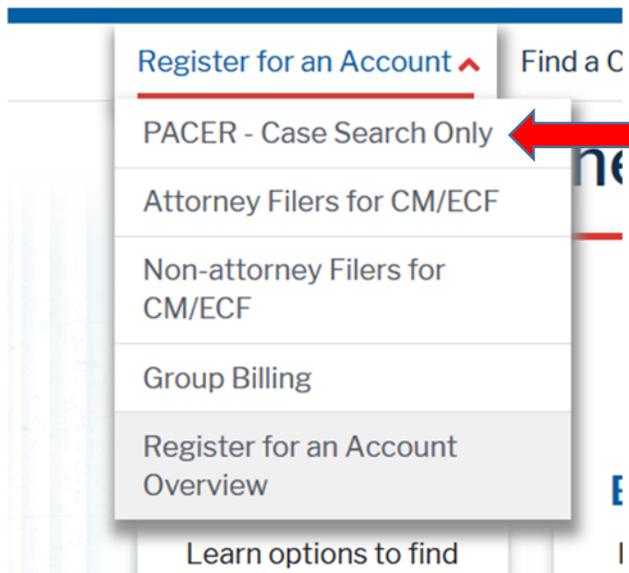
In order to use NextGen, attorneys with individual CM/ECF accounts must have individual PACER accounts. If you do not have your own PACER account, follow the steps below to register for an account.

Step 1 Go to www.pacer.uscourts.gov

Step 2 Select **Register for an Account** from main menu bar



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



Step 4 Select link **REGISTER FOR 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**.

The screenshot shows a web form for PACER registration. The 'User Type' field is a dropdown menu with 'INDIVIDUAL' selected. A red arrow points to the 'INDIVIDUAL' option, which is highlighted in yellow. The dropdown menu lists several categories: 'INDIVIDUAL', 'OTHER COMMERCIAL ACCOUNT', '***** Government Accounts *****', 'FEDERAL GOVERNMENT', 'FEDERAL JUDICIARY', 'STATE OR LOCAL GOVERNMENT', '***** Individual Accounts *****', 'INDIVIDUAL', and 'STUDENT'. To the right of the dropdown is a reCAPTCHA panel with a 'Key Panel' label. Below the dropdown, there is a checkbox labeled 'Check here if this account is for a government agency' and a 'User Verification' section with a red asterisk.

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 just for viewing documents, not for e-filing. This account may be used immediately for viewing documents only. Once linked with your CM/ECF account, this account will be used for e-filing and viewing documents.