

Application for Media Accounts

1. You must first email a [Media Access Registration Form](#) to ecfhelpdesk@mnd.uscourts.gov with a subject line of: **Attention: Media Access.**
2. Navigate to www.pacer.gov
3. Click **Manage My Account** at the very top of the page



4. **Login** with your PACER username and password

5. Click on the **Maintenance** tab

6. Select **Non-Attorney E-File Registration**

7. Complete all sections of the **E-File Registration** section and click **Next**. Select **U.S. District Courts** as the Court Type and **Minnesota District Court** as the Court.

8. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen. PACER allows users to add a credit card or ACH payment method for these fee types:

- **P**: PACER search fees
- **F**: Filing fees
- **A**: Admissions/renewal fees

"PACER search fees" is the only fee type applicable to media "view-only" accounts. The letter icon will be blue when if selected.

9. Check the two **Non-Attorney E-Filing Terms and Conditions** acknowledgment boxes.

10. Click **Submit**. The court will review your admission request. You will receive an email from psc.uscourts.gov your registration has been processed. No requests are processed without a Media Access Registration Form approved by the Clerk of Court for the District of Minnesota.

11. For further information about Media Access, please see our website at http://www.mnd.uscourts.gov/Media_Information.shtml.