## New PACER Account

Please see the steps below to register for a <u>new</u> account with PACER.

- 1. Navigate to <u>www.pacer.uscourts.gov</u>
- 2. Click Register for an Account



3. In the drop-down options, select the type of account:



## 4. Select Register for a PACER account

**Register for a PACER account** 

 Now you will see the Attorney Admissions and/or E-File Registration page. Please fill in your information. When you get to the last drop-down, User Type, select <u>INDIVIDUAL</u>, even if you are an attorney. Select Next when this section is completed.

User Type *	Select User Type	
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Check here if this account w Panel	TEDERNE GOVERNMENT	
	FEDERAL JUDICIARY	
	unt w STATE OR LOCAL GOVERNMENT	
	******************** Individual Accounts ************************************	
	INDIVIDUAL 4	
User Verification *	STUDENT	
	PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE	
	ATTORNEY	-

- 6. The next screen will ask that you enter your user information, then select **Next**.
- 7. Now it will ask you to enter credit card information. There is no fee for registration, but this page explains what fees PACER does charge. If you don't want to enter credit information, select Next. <u>PLEASE NOTE:</u> If you do not enter in a credit card your PACER account will say the account is "Inactive". This relates to your searching privileges and does not affect your filing status with the court.
- 8. Then, you will see the page for Acknowledgment of Policies and Procedures. Read over this portion, click the box to acknowledge, then select **Submit**.

\* Required Information
Click here to acknowledge you have read and understand the policies and procedures listed above. \*

- 9. The final screen is a confirmation that reads "Thank you for registering with the PACER Service Center!" The account has been created.
- 10. For questions, please contact PACER at 1-800-676-6856.