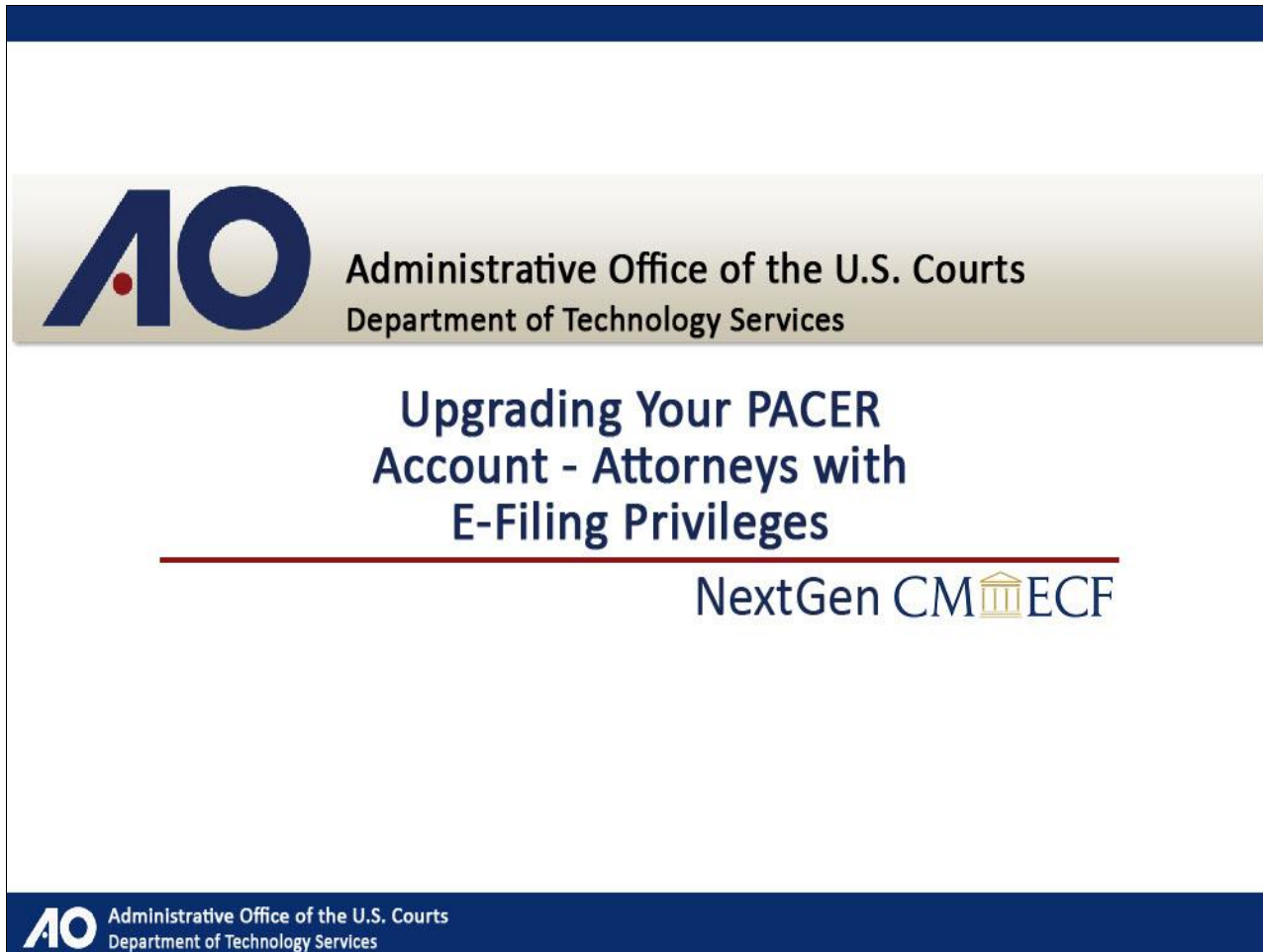


Slide 1 - Welcome



The slide features a dark blue header and footer. The header contains the AO logo (a stylized 'A' and 'O' in blue) and the text 'Administrative Office of the U.S. Courts' and 'Department of Technology Services'. The main content area is white with a light beige gradient bar at the top. The title 'Upgrading Your PACER Account - Attorneys with E-Filing Privileges' is centered in blue. Below the title is a red horizontal line, followed by the 'NextGen CM ECF' logo, which includes a small icon of a classical building. The footer contains the AO logo and the text 'Administrative Office of the U.S. Courts' and 'Department of Technology Services'.

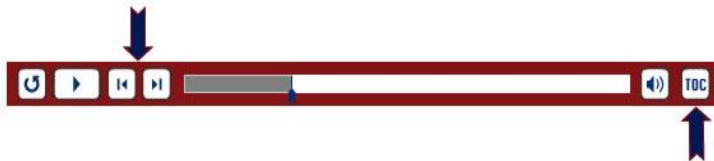
Note to student:

The slide numbering in the electronic version of this lesson versus the print version is slightly different for technical reasons. However, the layout is the same. In addition, some text was added to the print version to assist in comprehension.

Slide 2 - Navigation

Navigation Instructions

You can **Fast Forward** or **Rewind** the lesson by using the Navigation bar at the bottom of the screen.



There is a **Table of Contents**, or **TOC**, located at the top left corner of the screen. Click the **TOC** button to the right of the Navigation bar to open or close the **TOC**. From the **TOC**, you can click on an item to jump to that section in the lesson.

Start

Click Start

Here are the instructions for navigating through this tutorial. Click Start when you're ready to begin.

Slide 3 - Introduction

Introduction

- Changes are coming to the login process for PACER and CM/ECF.
- Federal courts are in the process of transitioning to the Next Generation of CM/ECF (NextGen).



[Continue](#)

[Click Continue](#)

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Department of Technology Services

Welcome! As you may have heard, changes are coming to the login process for PACER and CM/ECF. Federal courts are in the process of transitioning from their current CM/ECF system to the Next Generation of CM/ECF, or NextGen, which among other things will provide a new login module for these court systems. This training module will walk you through the process of upgrading your PACER account. Click Continue.

Slide 4 - Objectives

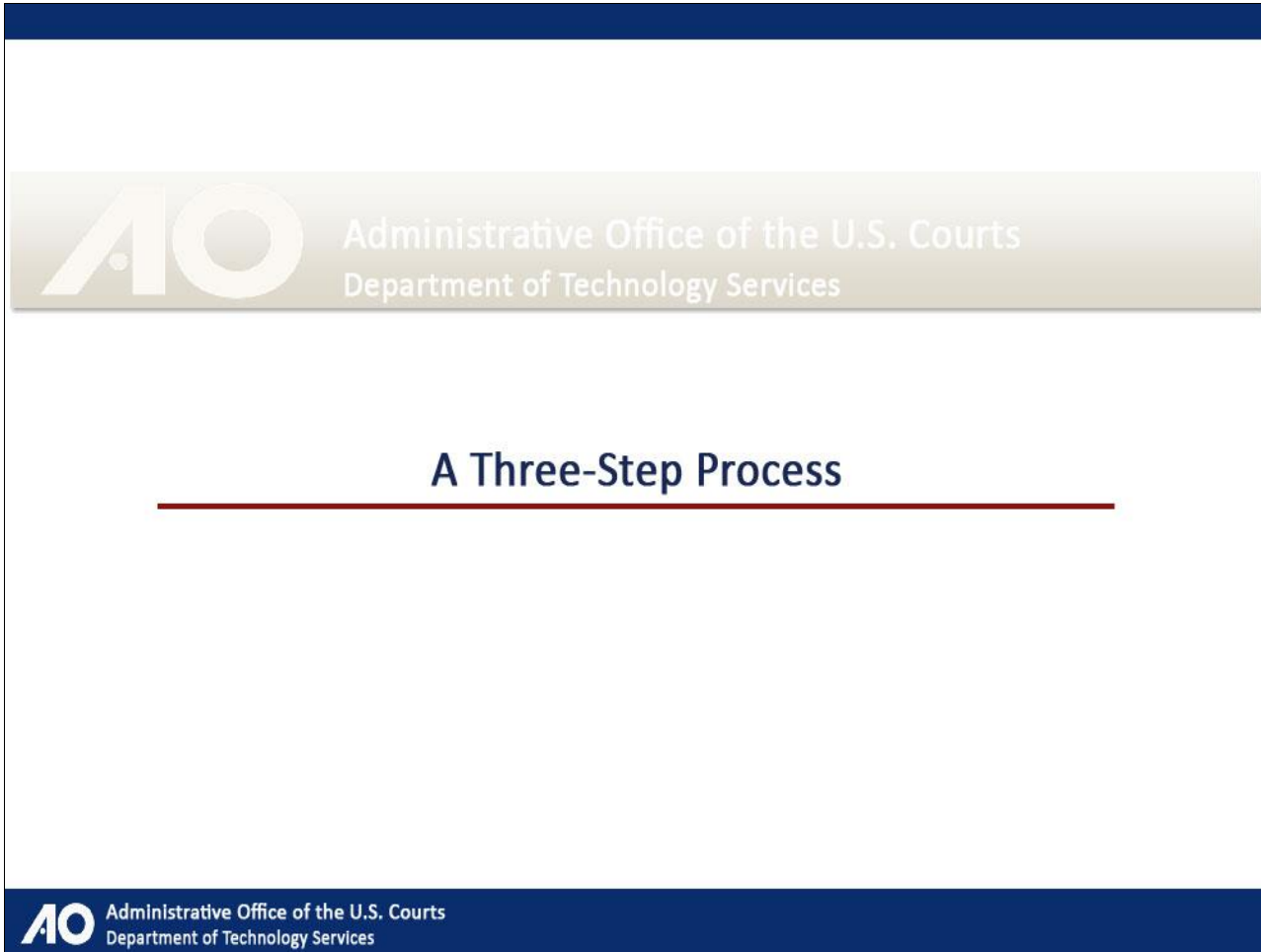
Objectives

By the end of this module, you will be able to:

- Upgrade your PACER account.
- Link your existing CM/ECF accounts in NextGen courts to your upgraded PACER account.
- Apply online for admissions and e-filing privileges in a NextGen court.

By the end of this module, you will be able to upgrade your PACER account, link your existing CM/ECF accounts in NextGen courts to your upgraded PACER account, and apply online for admissions and e-filing privileges in a NextGen court.

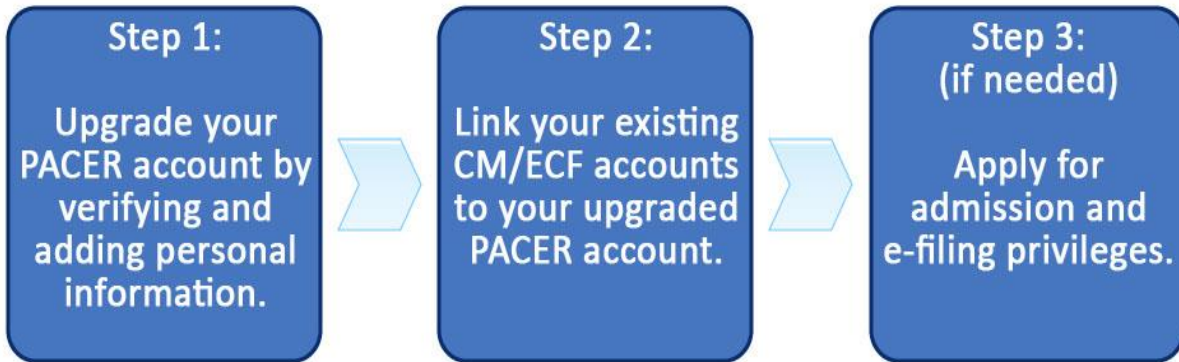
Slide 5 - A Three-Step Process



The slide features a dark blue header bar at the top. Below it is a light beige horizontal bar containing the AO logo on the left and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services" on the right. The main body of the slide is white and contains the title "A Three-Step Process" centered in a dark blue font, with a thin red horizontal line underneath. At the bottom, there is a dark blue footer bar with the AO logo and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services" on the left.

Slide 6

A Three-Step Process



This tutorial will guide you through the three-step process to upgrade your PACER account in order to take advantage of the benefits of the new login feature. The steps include upgrading your PACER account by verifying and adding personal information, linking your existing CM/ECF accounts to your upgraded PACER account, and applying for admission and e-file privileges, if needed.

Slide 7

Upgrade Your PACER Account

Your upgraded PACER account will have new security features, including a self-service login retrieval and password reset feature. This feature will require that your account has the following:

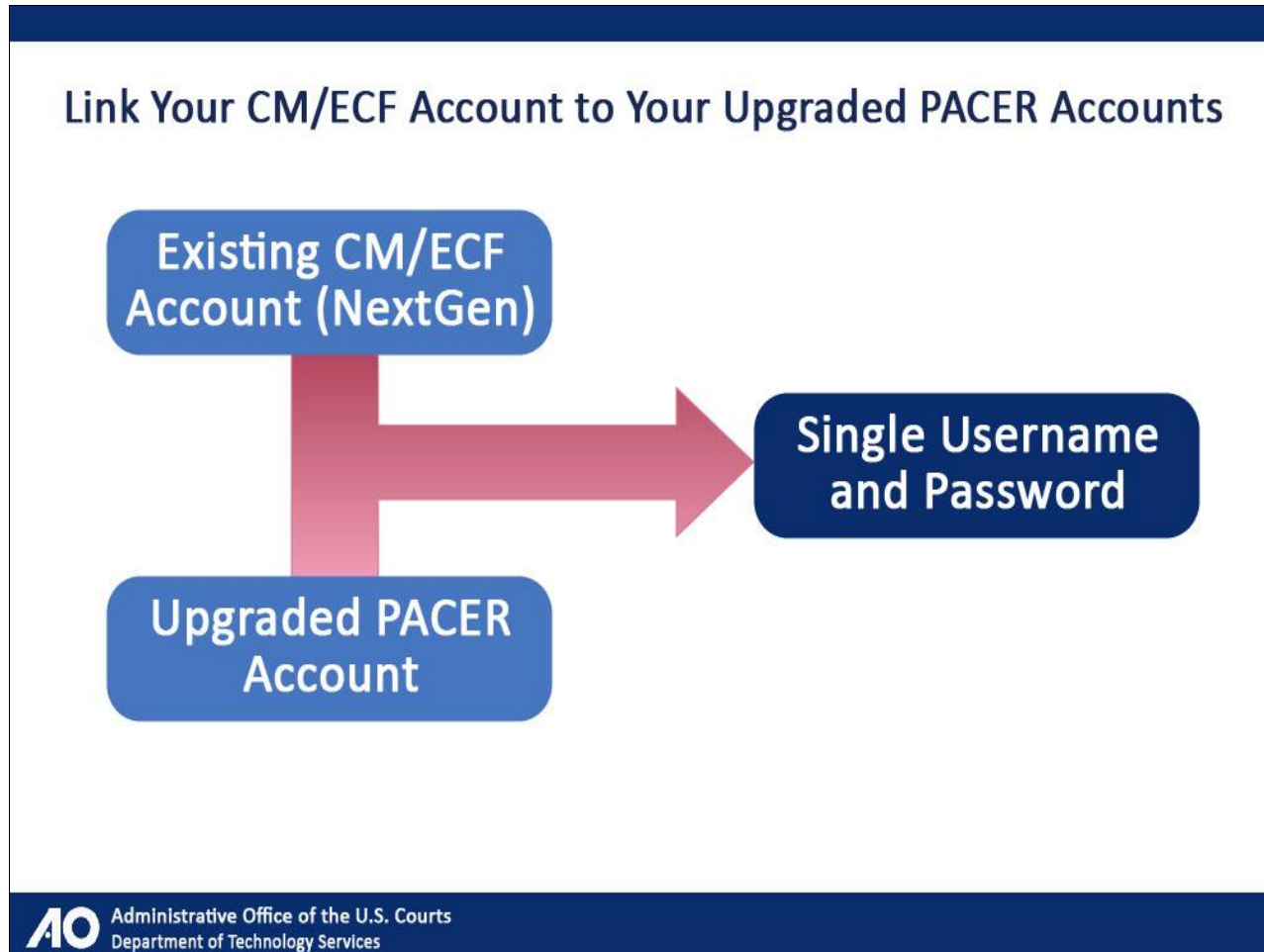
- Valid email address
- Security question and answer
- Date of birth on file



Administrative Office of the U.S. Courts
Department of Technology Services

Your upgraded PACER account will have new security features, including a self-service login retrieval and password reset feature. This feature will require that your account has a valid email address, security question and answer, and date of birth on file.

Slide 8



Once the transition to NextGen is complete, the main advantage of the new login feature for attorneys will be the use of a single username and password, to be used whenever you need to access a court. This is accomplished by linking all of your existing CM/ECF accounts issued by NextGen courts to your upgraded PACER account.

Slide 9

Online Application for Admission and E-File Registration

- Attorneys new to a NextGen court will be required to request admission or e-filing privileges online at www.pacer.gov rather than directly with the court. This applies only to courts that have implemented NextGen.
- For non-NextGen courts, attorneys will continue to follow the procedures outlined on the court's website.



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Department of Technology Services

For attorneys, e-file registration and admissions to each NextGen court will be submitted online at www.pacer.gov. Once you have upgraded your PACER account, if you are new to a NextGen court, meaning you have not been admitted to practice in the court or are not registered to e-file there, you will apply for these privileges online through the screens shown later in this tutorial, rather than directly with the court.

Note that this applies only to courts that have implemented NextGen. You will continue to follow the procedures outlined on the court's website for non-NextGen courts.

Slide 10 - Upgrading Your PACER Account



The slide features a dark blue header bar at the top. Below it is a light beige horizontal bar containing the AO logo on the left and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services" on the right. The main body of the slide is white and contains the title "Upgrading Your PACER Account" centered, with a red horizontal line underneath. At the bottom, there is a dark blue footer bar with the AO logo and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services" on the left.

Slide 11

www.pacer.gov

[Manage My Account](#) [Manage My Appellate Filer Account](#) | [Case Search](#) [Sign In](#)

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS Login

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information online from federal appellate, district, and bankruptcy courts, and the PACER Case Locator. PACER is provided by the Federal Judiciary in keeping with its commitment to providing public access to court information via a centralized service.

NEXTGEN CM/ECF IS HERE

The Federal Judiciary has developed a next generation (NextGen) Case Management/Electronic Case Files (CM/ECF) system functionality that allows you to use the same account for both PACER and electronic filing access. Check the [court links](#) page to see if your court has upgraded to the NextGen functionality.

FREQUENTLY USED

- [Court Links](#)
- [Forgot Your Password?](#)
- [Billing Information](#)
- [Register for a PACER Account](#)
- [Frequently Asked Questions](#)

PACER CASE LOCATOR

The PACER Case Locator is a national index for U.S. district, bankruptcy, and appellate courts. A subset of information from each case is transferred to the PACER Case Locator server each night. The system serves as a locator index for PACER.

PACER LIBRARY

- [PACER Manual \(Coming Soon\)](#)
- [Important Security Notice \(05/06/2014\)](#)
- [April 2014 Newsletter](#) (04/03/2014)
- [Fee Schedule \(04/01/2013\)](#)
- [CM/ECF Release Notes \(03/15/2013\)](#)
- [Attention Appellate Court Mac Filers \(01/07/2013\)](#)
- [Firm Billing Available \(07/19/2012\)](#)

[More »](#)

WHO CAN ACCESS PACER?

PACER is available to anyone who registers for an account.

The more than one million PACER users include attorneys, pro se filers, government agencies, trustees, data collectors, researchers, educational and financial institutions, commercial enterprises, the media, and the general public.

<https://sapscd1.pacer.gov/psc/management/maint.jsf>

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Department of Technology Services

To update your current PACER account, go to www.pacer.gov. On the PACER home page, click [Manage My Account](#).

Slide 12

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

Username *

Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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Department of Technology Services

Log in with your current PACER username and password.

Slide 13

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

Username * PS0004

Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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Department of Technology Services

Slide 14

The screenshot shows the PACER website interface. At the top right, there are links for "Manage My Account", "Manage My Appellate Filer Account", and "Case Search Sign In". The PACER logo is on the left, with the text "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS". A navigation bar contains links for HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US, along with an RSS icon. On the left side, there is a "PACER Links" menu with options like Court Links, Search PACER Case Locator, Announcements, etc. The main content area is titled "MANAGE MY ACCOUNT" and includes a description of account management functions. A "Login" form is centered, with a "Username" field containing "PS0004" and a "Password" field with masked characters. Below the fields are "Login", "Clear", and "Cancel" buttons. A notice at the bottom of the form states: "NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged." The footer of the page features the AO logo and the text "Administrative Office of the U.S. Courts Department of Technology Services".

Slide 15

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

Username * PS0004

Password * ●●●●●●●●

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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Department of Technology Services

Click Login.

Slide 16

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	PS0004	
PACER Account Balance	\$0.00	

Settings Maintenance Payments Usage

- [Change Username](#)
- [Change Password](#)
- [Set Security Information](#)
- [Go Paperless \(Statements\)](#)
- [Set PACER Preferences](#)

<https://cso-pacer.psc.uscourts.gov/pscof/manage/maint.jsf#mmTabView:mmMaintTab>

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Department of Technology Services

From the Manage My Account page, you will see four tabs. Click Maintenance.

Slide 17

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	PS0004
PACER Account Balance	\$0.00

Important News

Settings Maintenance Payments Usage

[Update Personal Information](#) Update name, email address, title, and user type.

[Update Personal Information](#)

<https://cso-pacer.psc.uscourts.gov/pscof/manage/convert.jsf>

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Department of Technology Services

Then click Update Personal Information.

Slide 18

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	PS0004
PACER Account Balance	\$0.00

Important News

Upgrade PACER Account

You currently have a legacy PACER account, and the action you have requested requires you to upgrade. This upgraded PACER account will allow you to access information within the court and perform different procedures without needing to use multiple logins. **NOTE:** This process will take your legacy PACER username out of existence. When you upgrade your PACER account, your username/password will change and you will no longer be able to share your account with other users.

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.

Person Address Security

* Required Information

Prefix

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Department of Technology Services

Take a moment to read the note about account conversion. Understand that you are upgrading your PACER account, and can use that account for read-only PACER access to all courts as well as filing access to NextGen courts.

Once the upgrade is complete, you can no longer use your old PACER username and password. Scroll down.

Slide 19

change and you will no longer be able to share your account with other users.

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.

Person Address Security

** Required Information*

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

Email *

Confirm Email *

User Type *

Federal Tax ID *

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Department of Technology Services

There are three tabs in which you are required to provide information. Note that some fields may have carried over from your current PACER account. For each tab, complete any required fields that are not already populated.

Slide 20

change and you will no longer be able to share your account with other users.

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.

Person Address Security

*** Required Information**

Prefix


First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth * 

Email *

Confirm Email *

User Type *

Federal Tax ID *

Enter your date of birth as MM/DD/YYYY, or click on the calendar to select a date. You must be at least 18 years old to use this service.

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Department of Technology Services

Complete the Date of Birth field.

Slide 21

Change and you will no longer be able to share your account with other users.

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.

Person Address Security

*** Required Information**

Prefix	Select Prefix
First Name *	John
Middle Name	Q.
Last Name *	Public
Generation	Select Generation
Suffix	Select Suffix
Date of Birth *	01/01/1988
Email *	john.q.public@yourdomain.com
Confirm Email *	john.q.public@yourdomain.com
User Type *	LAW FIRM
Federal Tax ID *	84-0606868

Enter your date of birth as MM/DD/YYYY, or click on the calendar to select a date. You must be at least 18 years old to use this service.

Next Reset Cancel

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Department of Technology Services

Click Next.

Slide 22

*** Required Information**

Firm/Office	<input type="text" value="Law Offices of John Q. Public"/>
Unit/Department	<input type="text"/>
Address *	<input type="text" value="123 Any Street"/> <input type="text"/> <input type="text"/>
Room/Suite	<input type="text"/>
City *	<input type="text" value="Your Town"/>
State *	<input type="text" value="Texas"/>
County *	<input type="text" value="BEXAR"/>
Zip/Postal Code *	<input type="text" value="78558"/>
Country *	<input type="text" value="United States of America"/>
Primary Phone *	<input type="text" value="555-226-3232"/>
Alternate Phone	<input type="text"/>
Text Phone	<input type="text"/>
Fax Number	<input type="text"/>

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Department of Technology Services

Click Next.

Slide 23

The screenshot shows a web form with three tabs: 'Person', 'Address', and 'Security'. The 'Security' tab is active and highlighted in yellow. Below the tabs, there is a section titled '* Required Information'. This section contains the following fields:

- Username ***: A text input field.
- Password ***: A text input field.
- Confirm Password ***: A text input field.
- Security Question 1 ***: A dropdown menu with the text 'Select a Question' and a downward arrow.
- Security Answer 1 ***: A text input field.
- Security Question 2 ***: A dropdown menu with the text 'Select a Question' and a downward arrow.
- Security Answer 2 ***: A text input field.

At the bottom of the form area, there are four buttons: 'Submit', 'Back', 'Reset', and 'Cancel'. Below the form area, there is a decorative horizontal line with a white eagle icon in the center. Below this line, there is a navigation menu with links: 'Contact Us | Privacy | Policies and Procedures | About Us'. Below the navigation menu, there is a small text block: 'This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center. The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.' To the right of this text is a circular seal of the Administrative Office of the U.S. Courts. At the bottom left of the page, there is a logo for 'AO Administrative Office of the U.S. Courts Department of Technology Services'.

Enter a new username, password, and complete your security questions and answers.

Slide 24

Person Address **Security**

*** Required Information**

Username *

Password *

Confirm Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *


Submit Back Reset Cancel

Enter a username that is at least 8 and no more than 40 characters. Valid characters are letters, numbers, periods, and underscores.

NOTE: Periods, underscores, and capital letters are ignored by PACER and CM/ECF. Example: "PACER.Service.Center" may be displayed as "pacerservicecenter."

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The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.



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Department of Technology Services

Provide username.

Slide 25

The screenshot shows the 'Security' tab of a PACER user registration form. The form is titled '* Required Information' and includes the following fields:

- Username ***: A text input field containing 'MyUsername'.
- Password ***: A password input field with a strength indicator showing 'Strong' in green.
- Confirm Password ***: A password input field with a tooltip that reads: 'Re-type your password here. Make sure it matches your original password you typed above.'
- Security Question 1 ***: A dropdown menu with the text 'Select a Question'.
- Security Answer 1 ***: A text input field.
- Security Question 2 ***: A dropdown menu with the text 'Select a Question'.
- Security Answer 2 ***: A text input field.

At the bottom of the form are four buttons: 'Submit', 'Back', 'Reset', and 'Cancel'. The footer of the page includes the AO logo, the text 'Administrative Office of the U.S. Courts Department of Technology Services', and a circular seal of the Administrative Office of the U.S. Courts.

Provide and confirm password.

Slide 26

The screenshot shows a web form with three tabs: 'Person', 'Address', and 'Security'. The 'Security' tab is active. The form contains the following fields:

- Username ***: A text input field containing 'MyUsername'.
- Password ***: A password input field with a strength indicator showing 'Strong' in green.
- Confirm Password ***: A password input field with masked characters.
- Security Question 1 ***: A dropdown menu currently showing 'Select a Question'.
- Security Answer 1 ***: A text input field.
- Security Question 2 ***: A dropdown menu currently showing 'Select a Question'.
- Security Answer 2 ***: A text input field.

A 'Cancel' button is located to the right of the form. The footer of the page includes navigation links (Contact Us, Privacy, Policies and Procedures, About Us), a disclaimer, and the logo of the Administrative Office of the U.S. Courts, Department of Technology Services.

Select a security question.

Slide 27

Person **Address** **Security**

** Required Information*

Username *

Password *

Confirm Password *

In what city or town was your first job?

Select a Question

Security Answer 2 *

You should use an answer that is easy to remember but difficult for others to guess. Your answer should be between 4 and 100 characters long.

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Department of Technology Services

And answer.

Slide 28

The screenshot shows the 'Security' tab of a PACER registration form. The form includes the following fields:

- Username ***: MyUsername
- Password ***: Strong (indicated by a green bar)
- Confirm Password ***: (masked with dots)
- Security Question 1 ***: In what city or town was your first job? (dropdown menu)
- Security Answer 1 ***: Austin
- Security Question 2 ***: Select a Question (dropdown menu)
- Security Answer 2 ***: (empty field)

A dropdown menu is open for 'Security Question 2', showing the following options:

- Select a Question
- In what city or town was your first job?
- What is your best friend's first name?
- What is your father's middle name?
- What is your grandmother's maiden name?
- What is your oldest cousin's first name?
- What is your oldest sibling's birthday?
- What is your oldest sibling's middle name?
- What is your youngest sibling's birthday?

At the bottom of the form, there is a 'Cancel' button. The footer of the page contains the following text:

Contact Us | Privacy | Policies and Procedures | About Us

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The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.

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Department of Technology Services

Select a second security question.

Slide 29

Person Address **Security**

*** Required Information**

Username *

Password *

Confirm Password *


Security Question 1 *

Security Answer 1 *

You should use an answer that is easy to remember but difficult for others to guess. Your answer should be between 4 and 100 characters long.

Contact Us | Privacy | Policies and Procedures | About Us

This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.
The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.



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Department of Technology Services

And answer.

Slide 30

The screenshot shows a web form with three tabs: 'Person', 'Address', and 'Security'. The 'Security' tab is active and highlighted in yellow. Below the tabs, there is a section titled '* Required Information'. The form contains the following fields:

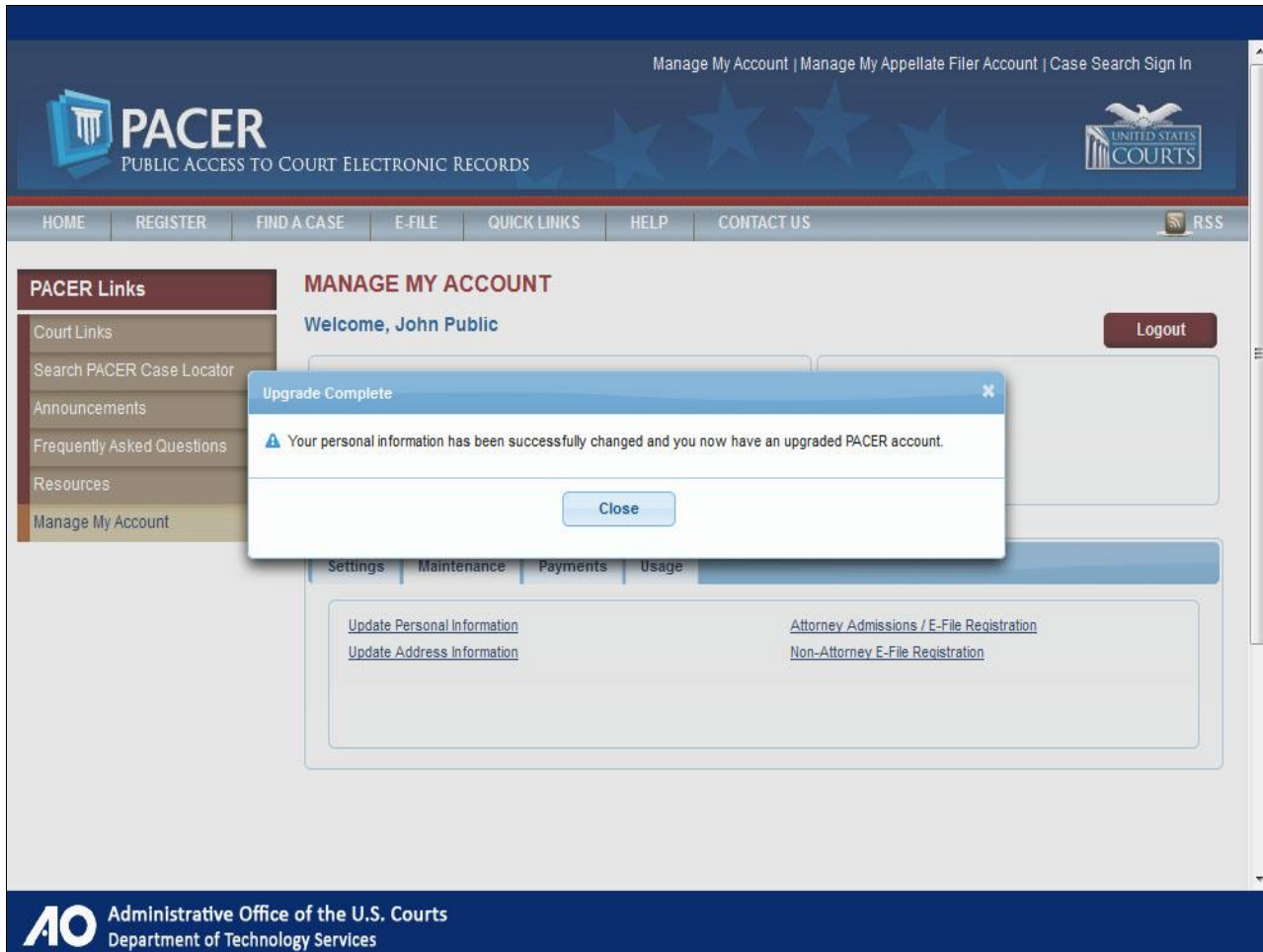
- Username ***: A text input field containing 'MyUsername'.
- Password ***: A password input field with a strength indicator showing 'Strong' in a green bar.
- Confirm Password ***: A password input field with masked characters (dots).
- Security Question 1 ***: A dropdown menu with the selected question 'In what city or town was your first job?'.
- Security Answer 1 ***: A text input field containing 'Austin'.
- Security Question 2 ***: A dropdown menu with the selected question 'What is your best friend's first name?'.
- Security Answer 2 ***: A text input field containing 'Gabe'.

At the bottom of the form are four buttons: 'Submit', 'Back', 'Reset', and 'Cancel'. Below the form, there is a decorative banner with an eagle logo and navigation links: 'Contact Us | Privacy | Policies and Procedures | About Us'. A footer section contains the text: 'This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center. The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.' and the AO logo with 'Administrative Office of the U.S. Courts Department of Technology Services'.

Completing the Security tab information is the final step in upgrading your PACER account. Once you click Submit, the username and password you entered will be your new username and password for PACER and all NextGen courts.

You will no longer be able to use your old PACER username and password. Click Submit.

Slide 31



You will see a window confirming that your account has been upgraded and that your current username and password are no longer valid.

Slide 32

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News


Settings Maintenance Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)
[Update Address Information](#) [Non-Attorney E-File Registration](#)

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Department of Technology Services


On the Manage My Account page, notice that your username is now the new one that you created.

Slide 33 - Linking CM/ECF



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Department of Technology Services

**Linking Your Existing CM/ECF Account
to Your Upgraded PACER Account**



Administrative Office of the U.S. Courts
Department of Technology Services

Slide 34

The screenshot shows the PACER website interface. At the top, there are links for "Manage My Account", "Manage My Appellate Filer Account", and "Case Search Sign In". The PACER logo is on the left, and the United States Courts logo is on the right. A navigation bar includes "HOME" and "REGISTRATION". A white callout box at the top center contains the text: "Next, you will need to link your existing CM/ECF accounts in courts that have moved to NextGen to your upgraded PACER account. Select the option that best applies to you." Below this, the user is logged in as "John Public" and has a "Logout" button. Three blue callout boxes are overlaid on the page, each containing a question about linking accounts to NextGen. At the bottom, there are links for "Update Address Information" and "Non-Attorney E-File Registration". The footer includes the AO logo and text: "Administrative Office of the U.S. Courts, Department of Technology Services".

Next, you will need to link your existing CM/ECF accounts in courts that have moved to NextGen to your upgraded PACER account. Select the option that best applies to you.

I need to determine if my court has moved to NextGen, and what I should do if it has not.

I am already registered with my court and I need to determine if it has moved to NextGen, and what I should do if it has.

I already know that my court has moved to NextGen and I need to register to file.

Update Address Information Non-Attorney E-File Registration

AO Administrative Office of the U.S. Courts
Department of Technology Services

Next, you will need to link your existing CM/ECF accounts in courts that have moved to NextGen to your upgraded PACER account. From the menu of options, select the option that best applies to you.

Note to student:

The **left option** should take you to slide 35.

The **middle option** should take you to slide 38.

The **right option** should take you to slide 53.

Slide 35

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

Settings Maintenance Payments Usage

- [Change Username](#)
- [Change Password](#)
- [Set Security Information](#)
- [Go Paperless \(Statements\)](#)
- [Set PACER Preferences](#)

cso-pacer.psc.uscourts.gov/psc/cgi-bin/links.pl?quick=1

AO Administrative Office of the U.S. Courts
Department of Technology Services

To see if your court has moved to NextGen, you can visit the Court Links page and select your court or go to your court's CM/ECF webpage via your browser. In this example, we will use the Court Links page.

Slide 36

The screenshot shows the PACER website interface. At the top, there are navigation links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, RSS, and Login. The main content area is titled 'INDIVIDUAL COURT SITES' and contains a list of court links organized into three columns: U.S. Supreme Court, U.S. District Courts, and U.S. Bankruptcy Courts. A 'National Locator' section is also present. The 'Second Circuit - NextGen' link is highlighted with a red box. The footer of the page reads 'Administrative Office of the U.S. Courts, Department of Technology Services'.

Courts that have moved to NextGen will be clearly marked on the Court Links page. If a court is not labeled in this manner, it has not moved to NextGen.

Slide 37

The screenshot shows the PACER website interface. At the top, there are navigation links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, RSS, and Login. Below this is a section titled 'INDIVIDUAL COURT SITES'. A white text box with a blue border is overlaid on the page, containing the following instructions:

- Continue using your current CM/ECF credentials to log in to CM/ECF.
- If you are new to this court, you must apply for attorney admissions and/or register to file directly with the court.

Below the text box, the 'U.S. Courts of Appeals' section is visible, listing various courts such as First Circuit, Second Circuit, and Third Circuit. Two buttons, 'Menu' and 'Continue', are highlighted with red boxes. The 'Menu' button is located next to the 'Arkansas Eastern - ECF' link, and the 'Continue' button is located next to the 'California Central - L.A.' link. At the bottom of the page, the logo for the Administrative Office of the U.S. Courts, Department of Technology Services, is displayed.

If your court has not yet moved to NextGen, you will continue to use your current CM/ECF credentials to log in to CM/ECF. If you are new to this court, you must apply for attorney admissions and/or register to file directly with the court, as well as pay any applicable fees, following local rules and procedures. Click Menu to return to the menu options, or click Continue to complete this module.

Note to student:

The “Menu” button would take you back to slide 34.

The “Continue” button would take you to slide 89.

Slide 38

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

Settings Maintenance Payments Usage

- [Change Username](#)
- [Change Password](#)
- [Set Security Information](#)
- [Go Paperless \(Statements\)](#)
- [Set PACER Preferences](#)

cso-pacer.psc.uscourts.gov/psc/cgi-bin/links.pl?quick=1

AO Administrative Office of the U.S. Courts
Department of Technology Services

To see if your court has moved to NextGen, you can visit the Court Links page and select your court or go to your court's CM/ECF webpage via your browser. In this example, we will use the Court Links page.

To see if your court has moved to NextGen, you can visit the Court Links page and select your court or go to your court's CM/ECF webpage via your browser. In this example, we will use the Court Links page.

Slide 39

The screenshot shows the PACER website interface. At the top, there are navigation links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, RSS, and Login. The main content area is titled 'INDIVIDUAL COURT SITES' and contains a list of court links organized into three columns: U.S. Supreme Court, U.S. District Courts, and U.S. Bankruptcy Courts. A 'National Locator' section is also present. The 'Second Circuit - NextGen' link is highlighted with a red box. The footer of the page reads 'Administrative Office of the U.S. Courts, Department of Technology Services'.

Courts that have moved to NextGen will be clearly marked on the Court Links page. If a court is not labeled in this manner, it has not moved to NextGen.

Slide 40

The screenshot shows the PACER website interface. At the top, there are navigation links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, RSS, and Login. The main content area is titled 'INDIVIDUAL COURT SITES' and contains a list of court links organized into three columns: U.S. Supreme Court, U.S. District Courts, and U.S. Bankruptcy Courts. Under the 'U.S. Courts of Appeals' section, the link 'Second Circuit - NextGen' is highlighted with a red rectangular box. The footer of the page includes the logo for the Administrative Office of the U.S. Courts and the Department of Technology Services.

For the purpose of this demonstration, your court is the Second Circuit Court of Appeals, which has upgraded to NextGen. Click the Second Circuit Court of Appeals.

Slide 41

Administrative Office of the United States Courts

Welcome to the U.S. Court of Appeals

[CM/ECF Document Filing System](#)

[CM/ECF PACER Login](#)

[CM/ECF Court Info Login](#)

Click [here](#) to recover a forgotten username and/or password.

U.S. COURT OF APPEALS LIVE CM/ECF DATABASE

<https://ecf.ca2.uscourts.gov/cmecf/servlet/TransportRoom?servlet=Login>

AO Administrative Office of the U.S. Courts
Department of Technology Services

The screen you are seeing now is a splash screen used by the U.S. Court of Appeals. Other courts may not display this type of page. Click CM/ECF Document Filing System.

Slide 42

Manage My Account | Manage My Appellate Filer Account

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER LOGIN

Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Login

Username *

Password *

Client Code

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#)

NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

AO Administrative Office of the U.S. Courts
Department of Technology Services

You have been directed to the court's new central login screen. Log in with your new PACER username and password.

Slide 43

Manage My Account | Manage My Appellate Filer Account

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER LOGIN

Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Login

Username *

Password *

Client Code

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#)

NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

AO Administrative Office of the U.S. Courts
Department of Technology Services

Provide username.

Slide 44

Manage My Account | Manage My Appellate Filer Account

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER LOGIN

Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Login

Username *

Password *

Client Code

[Need an Account?](#) | [Forgot Your Password?](#)

NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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Department of Technology Services

Provide password.

Slide 45

Manage My Account | Manage My Appellate Filer Account

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER LOGIN

Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Login

Username *

Password *

Client Code

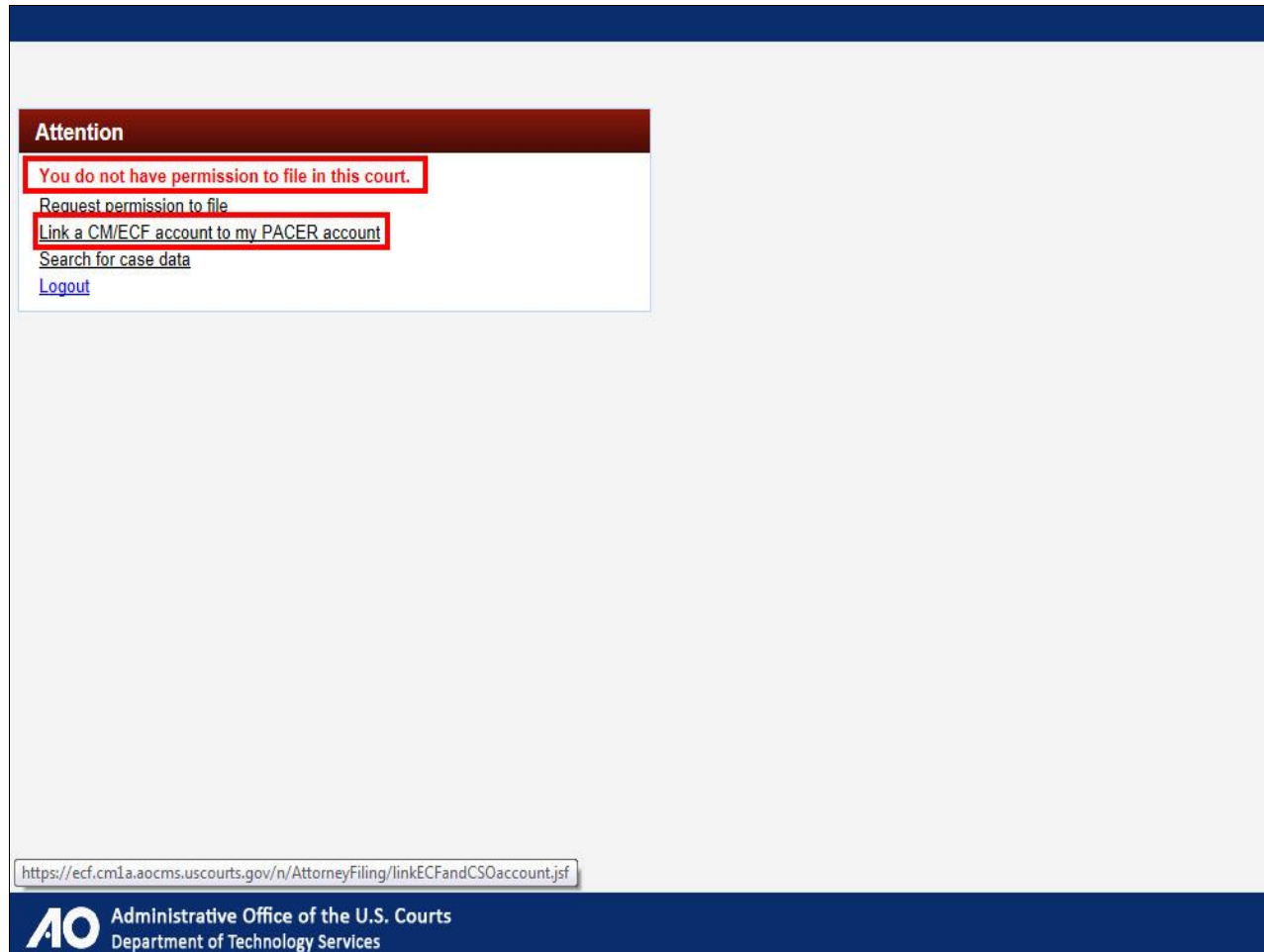
[Need an Account?](#) | [Forgot Your Password?](#)

NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

AO Administrative Office of the U.S. Courts
Department of Technology Services

Click Login.

Slide 46



The screenshot displays a web interface with a dark blue header and footer. A white box in the upper left contains an attention message and several links. The message is highlighted with a red border. The links are also highlighted with red borders, except for the 'Logout' link which is a standard blue link.

Attention

You do not have permission to file in this court.

[Request permission to file](#)

[Link a CM/ECF account to my PACER account](#)

[Search for case data](#)

[Logout](#)

<https://ecf.cm1a.aocms.uscourts.gov/n/AttorneyFiling/linkECFandCSOaccount.jsf>

AO Administrative Office of the U.S. Courts
Department of Technology Services

Once you have logged in to your upgraded PACER account, the next step is to link your existing CM/ECF filing account for this court to your upgraded PACER account by clicking the corresponding link.

Note that the message at the top of the screen that says, "You do not have permission to file in this court" will not be displayed again for this court once you have completed linking your CM/ECF and PACER accounts.

Slide 47

The screenshot shows a web form titled "Link a CM/ECF account to my PACER account". The form contains two input fields: "CM/ECF Login" and "CM/ECF Password". Below the fields are three buttons: "Submit", "Clear", and "Cancel". There are also two links: "Forgot login/password" and "More about Upgraded PACER account". At the bottom of the slide, there is a logo for the Administrative Office of the U.S. Courts, Department of Technology Services.

Next, enter your existing CM/ECF username and password in order to link your CM/ECF account to your upgraded PACER account.

Slide 48


Link a CM/ECF account to my PACER account

CM/ECF Login
 x

CM/ECF Password

[Clear](#) [Cancel](#)

[Forgot login/password](#)
[More about Upgraded PACER account](#)

 Administrative Office of the U.S. Courts
Department of Technology Services

Provide CM/ECF username.

Slide 49


Link a CM/ECF account to my PACER account

CM/ECF Login

CM/ECF Password

[Clear](#) [Cancel](#)

[Forgot login/password](#)
[More about Upgraded PACER account](#)

 Administrative Office of the U.S. Courts
Department of Technology Services

Provide password.

Slide 50

Link a CM/ECF account to my PACER account

CM/ECF Login

CM/ECF Password

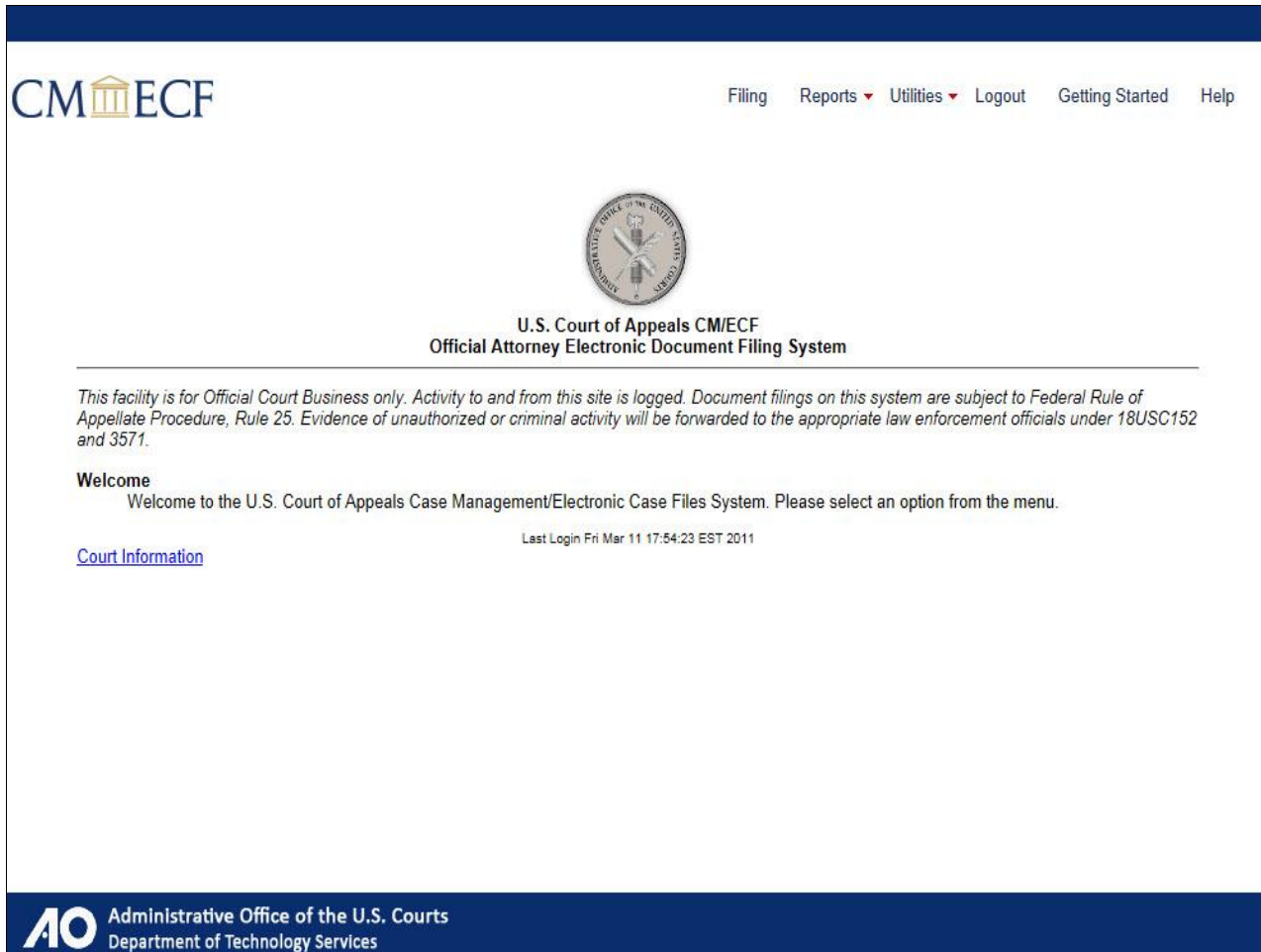
[Clear](#) [Cancel](#)

[Forgot login/password](#)
[More about Upgraded PACER account](#)

 Administrative Office of the U.S. Courts
Department of Technology Services

Click Submit.

Slide 51



The screenshot shows the homepage of the U.S. Court of Appeals CM/ECF Official Attorney Electronic Document Filing System. At the top left is the CM/ECF logo. At the top right are navigation links: Filing, Reports (with a dropdown arrow), Utilities (with a dropdown arrow), Logout, Getting Started, and Help. In the center is the official seal of the U.S. Court of Appeals. Below the seal is the text "U.S. Court of Appeals CM/ECF Official Attorney Electronic Document Filing System". A horizontal line separates this header from a disclaimer paragraph: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571." Below the disclaimer is a "Welcome" section with the text "Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu." and a "Last Login Fri Mar 11 17:54:23 EST 2011" timestamp. A link for "Court Information" is also present. At the bottom left is the AO logo and the text "Administrative Office of the U.S. Courts Department of Technology Services".

You will know you have linked your accounts when you arrive at the Official Attorney Electronic Document Filing System page for your court.

Slide 52

CM/ECF

Filing Reports Utilities Logout Getting Started Help

U.S. Court of Appeals CM/ECF
Official Attorney Electronic Document Filing System

Congratulations! You have linked your CM/ECF account to your upgraded PACER account.

Menu

Continue

Administrative Office of the U.S. Courts
Department of Technology Services

Congratulations! You have successfully linked your CM/ECF account to your upgraded PACER account! If you need to link your upgraded PACER login to additional NextGen courts, follow the steps we just completed by navigating to the NextGen court. Click Menu to return to the menu options, or click Continue to complete this module.

Note to student:

The "Menu" button would take you back to slide 34.

The "Continue" button would take you to slide 89.

Slide 53

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

Settings **Maintenance** Payments Usage

- [Change Username](#)
- [Change Password](#)
- [Set Security Information](#)
- [Go Paperless \(Statements\)](#)
- [Set PACER Preferences](#)

<https://cso-pacer.psc.uscourts.gov/pscof/manage/maint.jsf#mmTabView:mmMaintTab>

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Department of Technology Services

To register to file, begin by clicking the Maintenance tab.

Slide 54

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

Settings Maintenance Payments Usage

[Update Per:](#) [Update Add:](#) [Attorney Admissions / E-File Registration](#) [Non-Attorney E-File Registration](#)

Apply for attorney admissions or register to e-file at a participating court (attorneys only).

<https://cso-pacer.psc.uscourts.gov/pscof/manage/efileAttorney.jsf>

AO Administrative Office of the U.S. Courts
Department of Technology Services

Then, click Attorney Admissions/E-File Registration.

Slide 55

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type *

Court *

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).



[Next](#) [Reset](#) [Cancel](#)


AO Administrative Office of the U.S. Courts
Department of Technology Services

Select the Court Type and Court.

Slide 56

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In



HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US  RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	


IN WHAT COURT DO YOU WANT TO PRACTICE?

** Required Information*

Court Type *



Court *


Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).

 Administrative Office of the U.S. Courts
Department of Technology Services

Slide 57

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In



HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US  RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	


IN WHAT COURT DO YOU WANT TO PRACTICE?

** Required Information*

Court Type *

Court *

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).

 Administrative Office of the U.S. Courts
Department of Technology Services

Slide 58

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type * U.S. Appellate Courts

Court * Select Court

Select Court

U.S. Court of Appeals, AZ Test - NextGen

Note: Centralized attorney admission is available for all courts. If you do not see a court listed, please visit that court's Court Links Page.

[Next](#) [Reset](#) [Cancel](#)

AO Administrative Office of the U.S. Courts
Department of Technology Services

Slide 59

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type *

Court *

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).

[Next](#) [Reset](#) [Cancel](#)

AO Administrative Office of the U.S. Courts
Department of Technology Services

Click Next after Court Type and Court are selected.

Slide 60

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

- Attorney Admissions and E-File
- E-File Registration Only
- Pro Hac Vice
- Federal Attorney

AO Administrative Office of the U.S. Courts
Department of Technology Services

Scroll down.

Slide 61

Before you can apply for admission and e-file privileges in a court, you must review the admissions and e-file policies and procedures for the court you have selected by clicking the appropriate links.

Once you have completed this step, click Attorney Admissions and E-File.

Slide 62

Frequently Asked Questions
Resources
Manage My Account

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

Attorney Admissions and E-File
E-File Registration Only
Pro Hac Vice
Federal Attorney

Please Wait

Before continuing, view the local Policies and Procedures for the selected court (Electronic File URL)
Test e-filer instructions.

Before continuing, view the local Policies and Procedures for the selected court (Attorney URI)
Test attorney instructions.

Back Cancel

Waiting for cso-pacer.psc.uscourts.gov...

AO Administrative Office of the U.S. Courts
Department of Technology Services

Slide 63

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number: 2617065
 Username: MyUsername
 PACER Account Balance: \$0.00

Important News

COMPLETE ALL SECTIONS OF ATTORNEY ADMISSIONS

Attorney Bar Information

* Required Information

FEDERAL BAR INFORMATION

I am admitted to the bar in one or more federal courts.

Our data indicates that you have been admitted to the bar of the following federal court(s):

Verified Federal Bar Information			
Federal Court	Bar ID	Bar Status	Date Admitted

Enter information for any federal court not listed in table on the left:

Additional Federal Bar Information		
Federal Court	Bar ID	Date Admitted

Administrative Office of the U.S. Courts
Department of Technology Services

Complete all sections for attorney admissions. Scroll down.

Slide 64

Attorney Information

Attorney Type (check all that apply) * Civil Criminal Bankruptcy

Have you ever been disbarred/censured/denied admission? * Yes No

Do you have disciplinary action pending? * Yes No

Have you ever been convicted of a felony? * Yes No

Fee Acknowledgment *

I acknowledge that I will be charged an admission fee if I am admitted.

I request that the admission fee be waived for the following reason:

Document Upload

Admission document 1 *

Additional Attorney Information Required by Court

What law school did you attend? *

In what year did you graduate from law school? *

Administrative Office of the U.S. Courts
Department of Technology Services

Complete the Attorney Information section.

Before uploading files, it is worth noting that different courts have different requirements. Some courts may require you to upload up to three different files; however, others may require none. In this example, this court requires one file. Click Upload.

Slide 65

Attorney Information

Attorney Type (check all that apply) * Civil Criminal Bankruptcy

Have you ever been disbarred/censured/denied admission? * Yes No

Do you have disciplinary action pending? * Yes No

Have you ever been convicted of a felony? * Yes No

Upload Admission document 1

+ Browse

Close

Admission document 1 Upload

Additional Attorney Information Required by Court

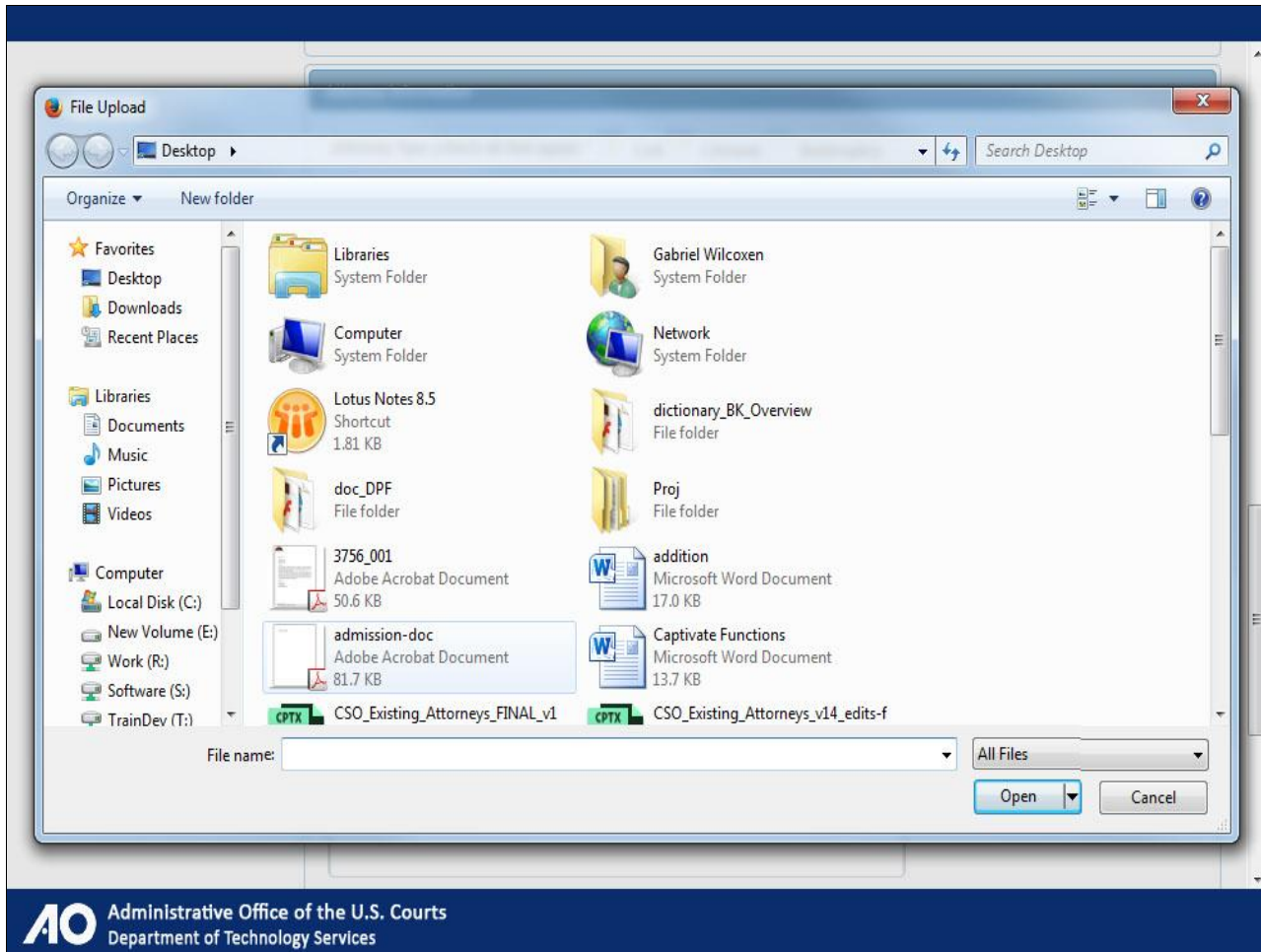
What law school did you attend? *

In what year did you graduate from law school? *

AO Administrative Office of the U.S. Courts
Department of Technology Services

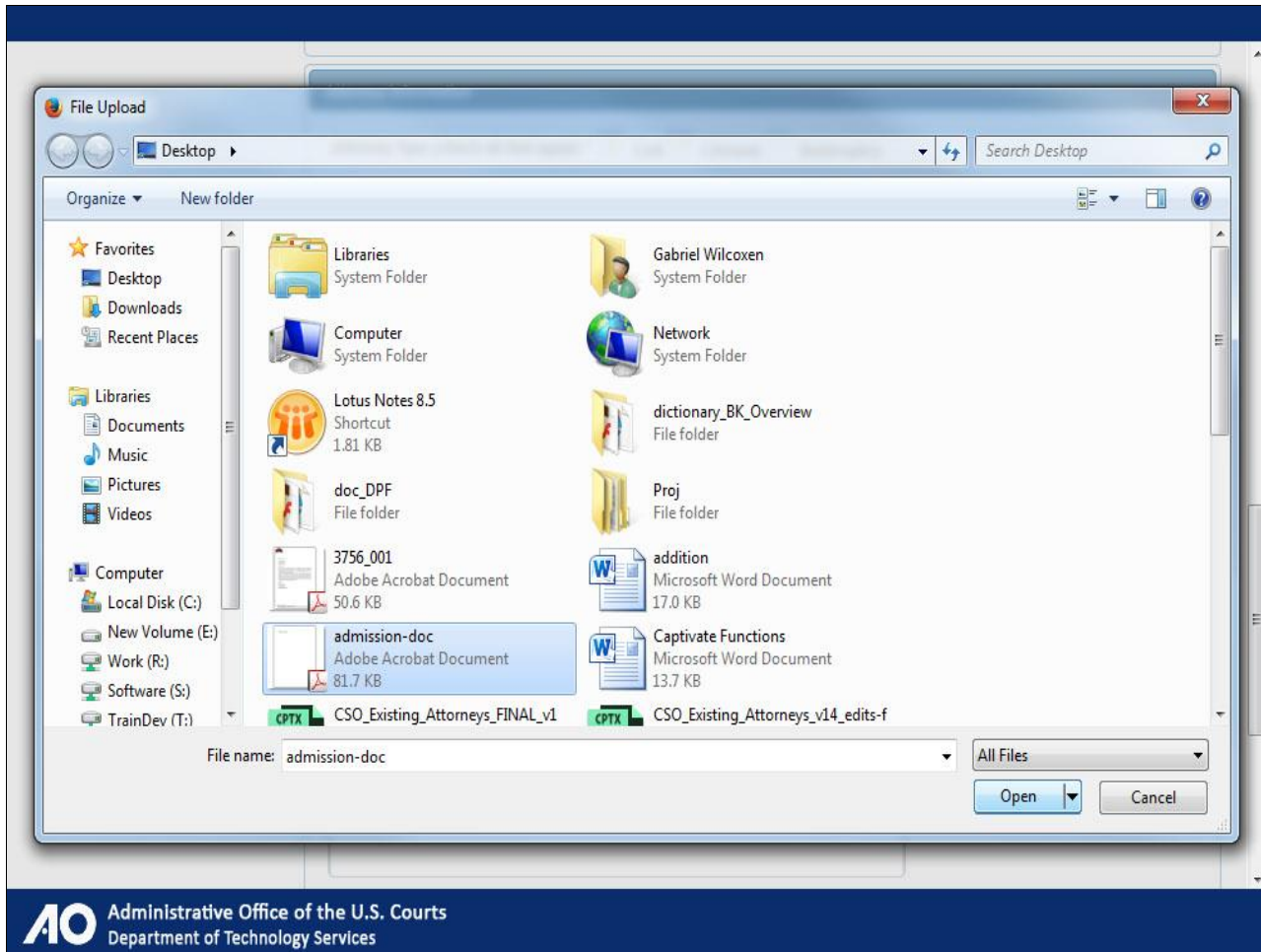
Browse to the file by clicking +Browse.

Slide 66



Browse and select.

Slide 67



Click Open.

Slide 68

The screenshot displays a web form for attorney registration. The form is divided into several sections:

- Attorney Information:** Contains checkboxes for "Civil", "Criminal", and "Bankruptcy". Below this are three questions with radio button options: "Have you ever been disbarred/censured/denied admission?", "Do you have disciplinary action pending?", and "Have you ever been convicted of a felony?".
- Upload Admission document 1:** A modal window is open, displaying a message: "File admission-doc.pdf was successfully uploaded!". A "Close" button is located at the bottom of the modal.
- Additional Attorney Information Required by Court:** Contains two text input fields: "What law school did you attend?" and "In what year did you graduate from law school?".

At the bottom of the page, the logo for the Administrative Office of the U.S. Courts and the Department of Technology Services is visible.

Upload successful.

Slide 69

Have you ever been convicted of a felony? * Yes No

Fee Acknowledgment *

I acknowledge that I will be charged an admission fee if I am admitted.

I request that the admission fee be waived for the following reason:

Document Upload

Admission document 1 * Remove

Additional Attorney Information Required by Court

What law school did you attend? *


George Washington University Law School

In what year did you graduate from law school? *

1996

This field is required and may not exceed 255 characters.

Next Back Reset Cancel



Administrative Office of the U.S. Courts
Department of Technology Services

Continue completing all required sections and fields. Enter a law school and date.

Slide 70

Have you ever been convicted of a felony? * Yes No

Fee Acknowledgment *

I acknowledge that I will be charged an admission fee if I am admitted.

I request that the admission fee be waived for the following reason:

Document Upload

Admission document 1 * Remove

Additional Attorney Information Required by Court

What law school did you attend? *


George Washington University Law School

In what year did you graduate from law school? *

1996

This field is required and may not exceed 255 characters.

Next Back Reset Cancel



Administrative Office of the U.S. Courts
Department of Technology Services

Click Next.

Slide 71

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

* Required Information

Role in Court * Attorney

Title Enter or Select a Title

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

Firm/Office

AO Administrative Office of the U.S. Courts
Department of Technology Services

Complete Filer Information. Scroll down.

Slide 72

Manage My Account

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

** Required Information*

Role in Court * Attorney

Title Enter or Select a Title

Please verify your address. You may also enter a different address from the one provided for your CSO account.
 Use a different address. Checking this will clear the address fields below.

Firm/Office Law Offices of John Q. Public

Unit/Department

Address * 123 Any Street

Room/Suite

City * Your Town

State * Texas

County * BEXAR

Zip/Postal Code * 78558

Country * United States of America

AO Administrative Office of the U.S. Courts
Department of Technology Services

Most of the fields are pre-populated. Scroll down to the Delivery Method and Formatting section.

Slide 73

The screenshot shows a web form with two main sections. The first section, titled "Additional Filer Information", contains four fields: "Already Admitted at Court" (a dropdown menu with "Select Court" selected), "Court Bar ID" (a text input field), "Other Names Used" (a text input field), and "Most Recent Cases (in selected court)" (a text input field). The second section, titled "Delivery Method and Formatting", contains four fields: "Frequency *" (a dropdown menu with "Select Frequency" selected), "Email Format *" (a dropdown menu with "Select Email Format" selected), "Additional Email(s)" (a text input field), and "Confirm Additional Email(s)" (a text input field). At the bottom of the form are four buttons: "Next", "Back", "Reset", and "Cancel". The footer of the page features the AO logo and the text "Administrative Office of the U.S. Courts Department of Technology Services".

Complete the two required fields in the Delivery and Formatting section.

Slide 74

Additional Filer Information

Already Admitted at Court:

Court Bar ID:

Other Names Used:

Most Recent Cases (in selected court):

Delivery Method and Formatting

Frequency *:

Email Format *:

Additional Email(s):

Confirm Additional Email(s):

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Department of Technology Services

Slide 75

Additional Filer Information

Already Admitted at Court:

Court Bar ID:

Other Names Used:

Most Recent Cases (in selected court):

Delivery Method and Formatting

Frequency *:

Email Format *:

Additional Email(s):

Confirm Additional Email(s):

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Department of Technology Services

Slide 76

Additional Filer Information

Already Admitted at Court:

Court Bar ID:

Other Names Used:

Most Recent Cases (in selected court):

Delivery Method and Formatting

Frequency *:

Email Format *:

Additional Email(s):

Confirm Additional Email(s):

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Department of Technology Services

Slide 77

Additional Filer Information

Already Admitted at Court:

Court Bar ID:

Other Names Used:

Most Recent Cases (in selected court):

Delivery Method and Formatting

Frequency *:

Email Format *:

Additional Email(s):

Confirm Additional Email(s):

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Department of Technology Services

Click Next.

Slide 78

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Manage Recurring Payments** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods and set any of them as the default for your search fees, admissions/renewal fees, and/or e-file fees.

AO Administrative Office of the U.S. Courts
Department of Technology Services

You are now in the section to enter payment information. This section is optional. For the purpose of this demonstration, we will not enter payment information.

Slide 79

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

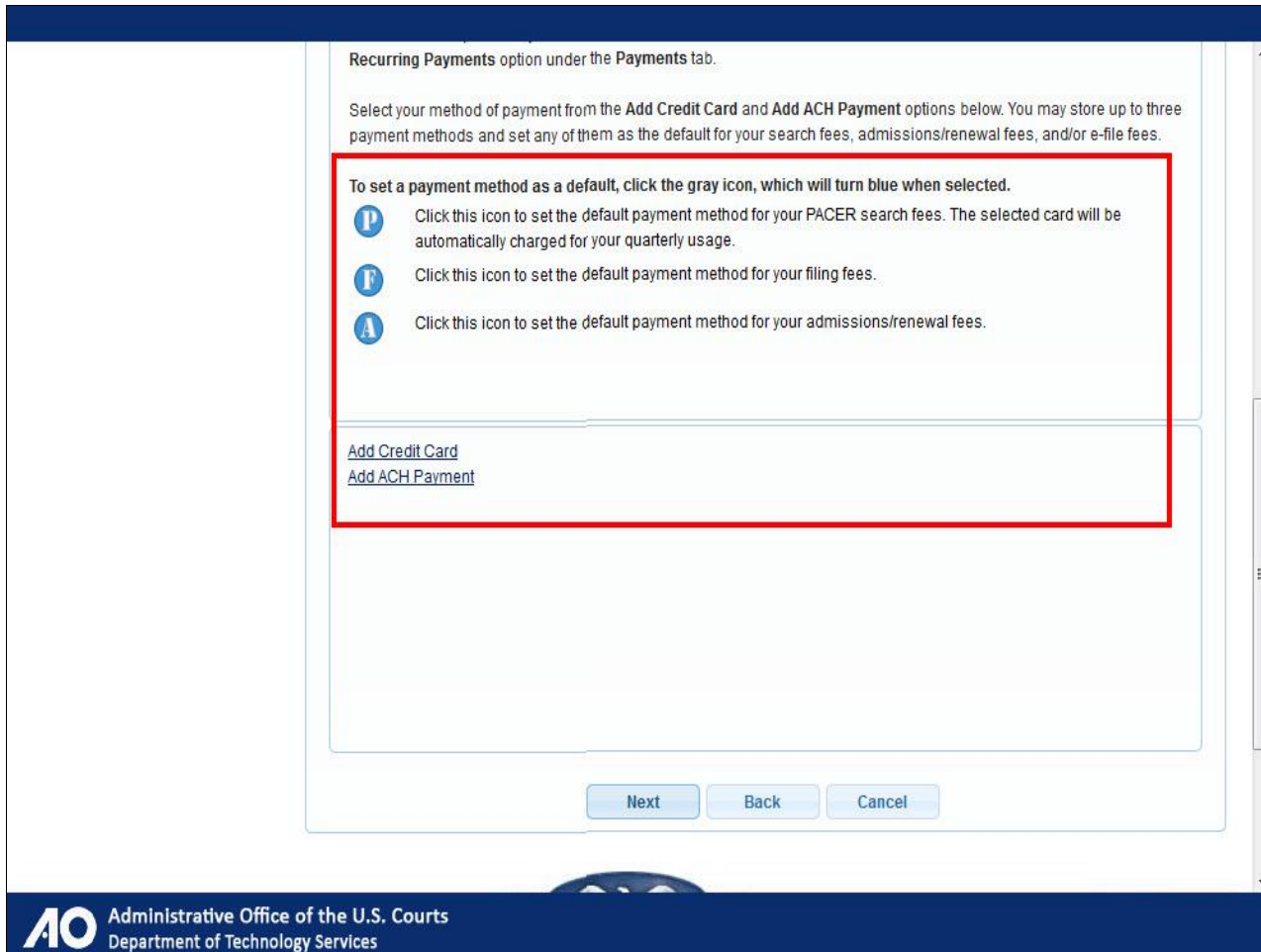
This section is optional. If you do not enter payment information here, you may do so later by selecting the **Manage Recurring Payments** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods and set any of them as the default for your search fees, admissions/renewal fees, and/or e-file fees.

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Department of Technology Services

Scroll down.




Slide 80



Recurring Payments option under the Payments tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods and set any of them as the default for your search fees, admissions/renewal fees, and/or e-file fees.

To set a payment method as a default, click the gray icon, which will turn blue when selected.

-  Click this icon to set the default payment method for your PACER search fees. The selected card will be automatically charged for your quarterly usage.
-  Click this icon to set the default payment method for your filing fees.
-  Click this icon to set the default payment method for your admissions/renewal fees.

[Add Credit Card](#)
[Add ACH Payment](#)

Next Back Cancel

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Department of Technology Services

Note that this section also gives you the option to store credit card information to be used to pay your admission and filing fees.

Slide 81

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public **Logout**

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

Acknowledgment of Policies and Procedures for Attorney Admissions

Check here to acknowledge that you have read and agree to the Local Requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#)*

E-Filing Terms of Use

ATTORNEY E-FILING TERMS AND CONDITIONS

- I agree that a filing or submission made with my CME/CF login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.

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Department of Technology Services

You are now on the last page of your registration. Read the local court policies and procedures...

Slide 82

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

Acknowledgment of Policies and Procedures for Attorney Admissions

Check here to acknowledge that you have read and agree to the Local Requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#)*

E-Filing Terms of Use

ATTORNEY E-FILING TERMS AND CONDITIONS

- I agree that a filing or submission made with my CMECF login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.

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Department of Technology Services

...and select the check box.

Slide 83

Check here to acknowledge that you have read and agree to the Local Requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

E-Filing Terms of Use

ATTORNEY E-FILING TERMS AND CONDITIONS

- I agree that a filing or submission made with my CM/ECF login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my CM/ECF login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my CM/ECF account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *

Check here to acknowledge that you have read and agree to the local Requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court

AO Administrative Office of the U.S. Courts
Department of Technology Services

Read the attorney e-filing terms of use...

Slide 84

Check here to acknowledge that you have read and agree to the Local Requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

E-Filing Terms of Use

U.S. BANKRUPTCY COURTS

- I consent to electronic service and notice in accordance with [Federal Rule of Bankruptcy Procedure 7005](#) and [9036](#).
- I agree to waive service of notice of the entry of an order or judgment by mail under [Federal Rule of Bankruptcy Procedure 9022](#), and I consent to such service of notice by electronic means.
- I am aware that electronic notification generated by CM/ECF constitutes service/notice of the filed document(s) on registered CM/ECF users, but there are exceptions to electronic service where conventional service may be required by the Federal Rules, local rules, orders, policies or procedures. See, e.g., [Fed. R. Civ. P. 4, 45](#); [Fed. R. Bankr. P. 1010, 7004, 9014, 9016](#). Intended recipients who are not registered through CM/ECF must be served conventionally outside the CM/ECF system with a copy of any document filed electronically.

• If the terms and conditions change, information regarding the changes will be posted at: [enter website here]. I understand that it is my responsibility as the account holder to read any posted changes. Continued use of my CM/ECF account following any posted changes means that I accept and agree to the changes.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *

Check here to acknowledge that you have read and agree to the local Requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court

AO Administrative Office of the U.S. Courts
Department of Technology Services

...and select the acknowledgment check boxes.

Slide 85

Check here to acknowledge that you have read and agree to the Local Requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

E-Filing Terms of Use

U.S. BANKRUPTCY COURTS

- I consent to electronic service and notice in accordance with [Federal Rule of Bankruptcy Procedure 7005](#) and [9036](#).
- I agree to waive service of notice of the entry of an order or judgment by mail under [Federal Rule of Bankruptcy Procedure 9022](#), and I consent to such service of notice by electronic means.
- I am aware that electronic notification generated by CM/ECF constitutes service/notice of the filed document(s) on registered CM/ECF users, but there are exceptions to electronic service where conventional service may be required by the Federal Rules, local rules, orders, policies or procedures. See, e.g., [Fed. R. Civ. P. 4, 45](#); [Fed. R. Bankr. P. 1010, 7004, 9014, 9016](#). Intended recipients who are not registered through CM/ECF must be served conventionally outside the CM/ECF system with a copy of any document filed electronically.

• If the terms and conditions change, information regarding the changes will be posted at: [enter website here]. I understand that it is my responsibility as the account holder to read any posted changes. Continued use of my CM/ECF account following any posted changes means that I accept and agree to the changes.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *

Check here to acknowledge that you have read and agree to the local Requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court

AO Administrative Office of the U.S. Courts
Department of Technology Services

Scroll down to the bottom of the page.

Slide 86

- I am aware that electronic notification generated by CM/ECF constitutes service/notice of the filed document(s) on registered CM/ECF users, but there are exceptions to electronic service where conventional service may be required by the Federal Rules, local rules, orders, policies or procedures. See, e.g., [Fed. R. Civ. P. 4, 45](#); [Fed. R. Bankr. P. 1010, 7004, 9014, 9016](#). Intended recipients who are not registered through CM/ECF must be served conventionally outside the CM/ECF system with a copy of any document filed electronically.
- If the terms and conditions change, information regarding the changes will be posted at: [enter website here]. I understand that it is my responsibility as the account holder to read any posted changes. Continued use of my CM/ECF account following any posted changes means that I accept and agree to the changes.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)


By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *

Check here to acknowledge that you have read and agree to the local Requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Contact Us | Privacy | Policies and Procedures | About Us

 Administrative Office of the U.S. Courts
Department of Technology Services

And click Submit.

Slide 87

The screenshot shows the PACER website interface. At the top, there are navigation links: "Manage My Account | Manage My Appellate Filer Account | Case Search Sign In". The PACER logo is on the left, and the United States Courts logo is on the right. A navigation bar contains: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, and an RSS icon.

The main content area is titled "MANAGE MY ACCOUNT" and includes a "Logout" button. A table displays account information:

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Below the table is a "Confirmation Page" with the heading "THANK YOU FOR REGISTERING !". The text reads: "Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**." A "Done" button is located at the bottom of the confirmation message.

The footer of the page features the AO logo and the text: "Administrative Office of the U.S. Courts Department of Technology Services".

Congratulations! You have successfully registered with your court. Your e-file registration will be processed by the court you selected. You will receive an email notification at the email address you provided regarding the status of your admission and registration as well as any additional information or instructions. Click Done.

Slide 88

The screenshot shows the PACER website interface. At the top, there are links for "Manage My Account", "Manage My Appellate Filer Account", and "Case Search Sign In". The PACER logo is on the left, and the United States Courts logo is on the right. A navigation menu on the left includes "HOME", "REGISTER", "PACER Links", "Court Links", "Search PACER Case Loc...", "Announcements", "Frequently Asked Questio...", "Resources", and "Manage My Account". A "Logout" button is visible on the right. A central dialog box contains the following text:

- If your request is rejected, you will be notified via email.
- If your request is approved and an admissions fee is NOT required, the court will approve your admissions request in CM/ECF and you will be notified.
- If your request is approved and an admissions fee IS required, you will be notified via email that an admissions fee is due.
- Once your payment is made, the court will approve your admissions request in CM/ECF and you will be notified. **Note that if you do not make a payment, your admissions request will remain pending.**

Below the dialog box, there are several links: "Update Personal Information", "Update Address Information", "Check E-File Status", "E-File Registration/Maintenance", "Attorney Admissions / E-File Registration", "Non-Attorney E-File Registration", and "Update Delivery Method and Formatting Options". Two buttons, "Menu" and "Continue", are highlighted with red boxes.

At the bottom of the page, the logo for the Administrative Office of the U.S. Courts, Department of Technology Services, is displayed.

If your request is rejected, you will be notified via a system-generated email. If your request is approved and an admissions fee is NOT required, the court will approve your admissions request in CM/ECF and you will be notified that the request was approved.

If your request is approved and an admissions fee IS required, you will be sent an email notifying you that an admissions fee is due. The email will include a link to the payment utility in CM/ECF, which will require you to log in using your upgraded PACER account.

Once your payment is made, the court will approve your admissions request in CM/ECF and you will be notified that the request was approved. Note that if you do not make a payment, your admissions request will remain pending.

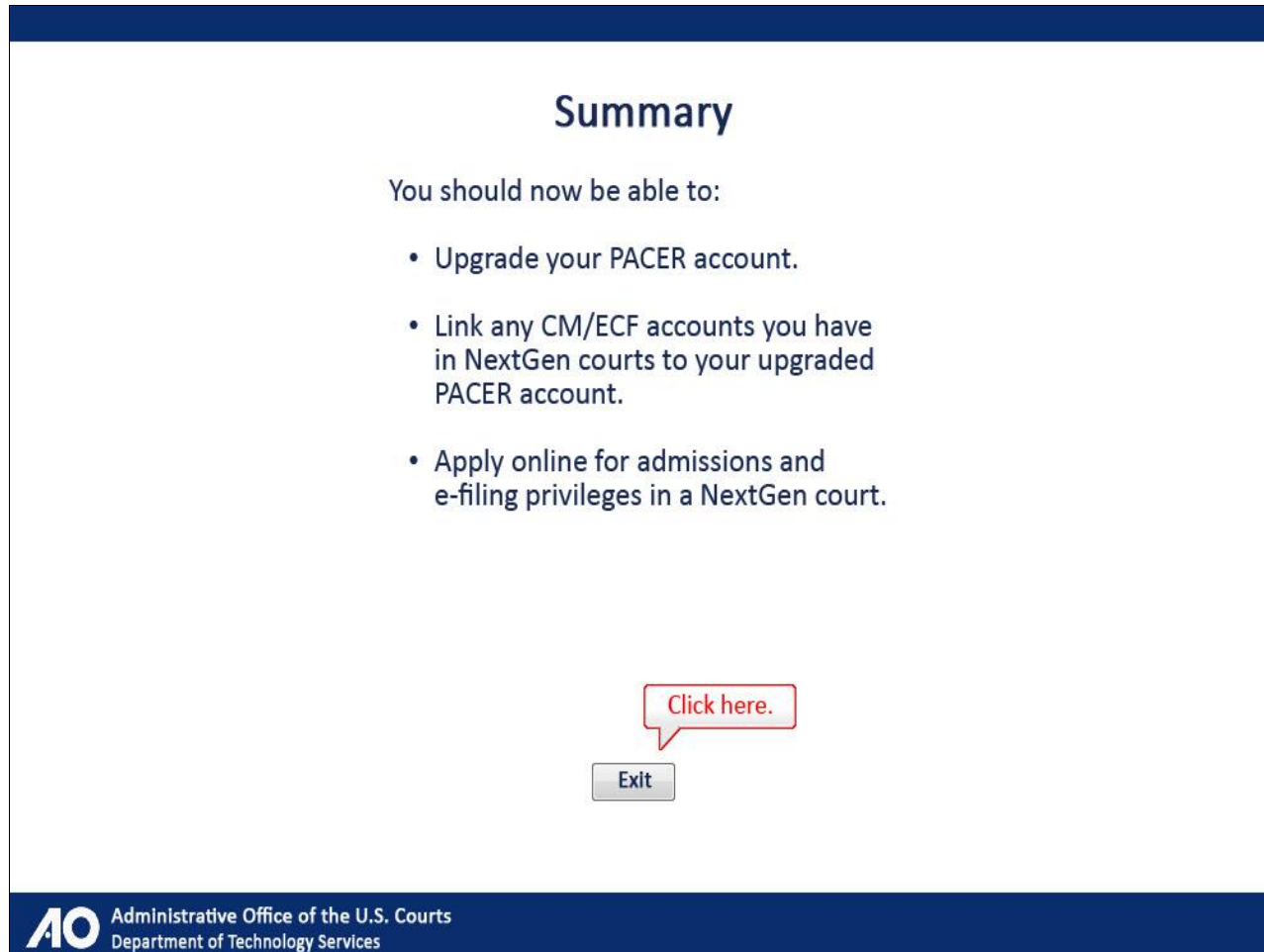
Click Menu to return to the menu options, or click Continue to complete this module.

Note to student:

The "Menu" button would take you back to slide 34.

The "Continue" button would take you to slide 89.

Slide 89 - Summary & Exit



Summary

You should now be able to:

- Upgrade your PACER account.
- Link any CM/ECF accounts you have in NextGen courts to your upgraded PACER account.
- Apply online for admissions and e-filing privileges in a NextGen court.

[Click here.](#)

Exit

AO Administrative Office of the U.S. Courts
Department of Technology Services

Depending on the options you selected, you should now be able to upgrade your PACER account, link any CM/ECF accounts you have in NextGen courts to your upgraded PACER account, and apply online for admissions and e-filing privileges in a NextGen court.

Click Exit to complete this module.


Slide 90 - Module Information

Module Information


Upgrading Your PACER Account - Attorneys with E-Filing Privileges

Production Information:
Produced by AO-DTS-SDSO-TD
Contact Information: AOTXml_ELM@aotx.uscourts.gov
June 2014

Electronic Learning Module 1.0

Click R 

[Return](#)

 Administrative Office of the U.S. Courts
Department of Technology Services