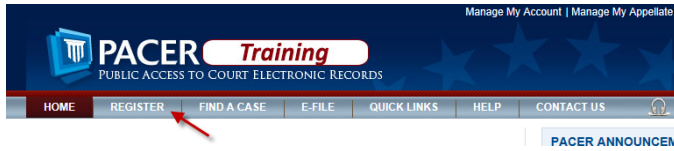


NextGen: Instructions for Attorneys Registering for an PACER Account

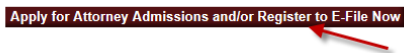
From PACER website click on the “Register” tab:



Select “Attorney Filers” to register as an attorney:



Click “Apply for Attorney Admissions and/or Register to E-File Now”:



Enter the information as appropriate. The fields designated with the red asterisk (*), are required fields.

ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION

Account Information

* Required Information

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

Firm/Office

Unit/Department

Address *

Room/Suite

City *

State *

Zip/Postal Code *

Country *

Click "Next" when finished.

Complete the Attorney Admissions and/or E-File Registration information:

ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION

User Information

* Required Information

Username *

Password *

Confirm Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Enter payment information on the next screen for immediate PACER access. If no payment information is provided, an activation code will be provided by US Mail in 7-10 business days:

ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION


Payment Information

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of PACER systems will generate a \$.10 per-page charge and is capped at \$3.00 for single documents and case-specific reports that are more than 30 pages (e.g., docket reports, creditor listings, and claims register). NOTE: The \$3.00 cap does not apply to search returns, reports that are not case specific, lists of cases, or transcripts.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.
- Judicial opinions accessed via PACER will not generate a charge.
- If your usage does not exceed \$15 in a quarter, fees are waived.

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, we 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.

** Credit card data is optional here. However, if you do provide a credit card, the marked fields below are required.



Account Holder Name * Enter your name as it appears on your account.

Card Type *

Account Number *

Card Expiration Date * /

Use billing address

Address *

City *

State *

Zip/Postal Code *

Acknowledgment of the Policies and Procedures by clicking the check box:

ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION

Acknowledgment of Policies and Procedures

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of the PACER system will generate a \$.10 per-page charge.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.

Acknowledgment of Policies and Procedures
I understand that:

- There is a charge for accessing information in PACER. See the Fee Information section above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.
- Certain accounts may be designated, under Judicial Conference policy, as exempt from fees. If my account is exempt from the fee, it is my responsibility to use the account only within the scope of the fee exemption.
- I must alert the PACER Service Center to any errors in billing within 90 days of the date of the bill.
- The per-page charge applies to the number of pages that result from any search, regardless of the number of pages viewed, printed, or downloaded. Searches that result in no matches incur a charge for one page of data.

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

*** Required Information**

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

If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.

The PACER registration is complete. Click continue to apply for admission or e-file registration:

ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION

CLICK CONTINUE TO COMPLETE THE ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION.

Your PACER account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the Continue button below. You may also apply for attorney admissions and/or register to e-file at any time through the **Manage My Account** link located in the upper right corner of the PACER Service Center website.

The account information will be displayed, select Court Type and Court:

MANAGE MY ACCOUNT

Welcome, Mary Masters

Account Number	7031999
Username	mastersmarym
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

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](#).

Select the applicable type of registration, (choosing Attorney Admissions and E-File for this demonstration):

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

Effective August 1, 2014, the Sixth Circuit accepts electronic fee payments through Pay.gov, the federal government's secure online payment system. A filer accesses Pay.gov through the CM/ECF document-filing system. Register for a CM/ECF Account http://www.ca6.uscourts.gov/internet/electronic_payment/electronicpay.htm

Additional Attorney Electronic Case Filing Instructions can be found here: http://www.ca6.uscourts.gov/internet/cm_ecf/cm_ecf.htm

Complete Attorney Bar, Sponsoring Attorney and Attorney Information sections:

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
No verified federal bar data available.			

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

Additional Federal Bar Information		
Federal Court	Bar ID	Date Admitted
Click the "Add" button below to enter federal bar data.		
<input type="button" value="+ Add"/>		

STATE BAR INFORMATION

I am admitted to the bar in one or more states.

Enter information for any state(s) in which you have been admitted to the bar:

Additional State Bar Information		
State	Bar ID	Date Admitted
Click the "Add" button below to enter state bar data.		
<input type="button" value="+ Add"/>		

Sponsoring Attorney

Bar ID Jurisdiction

First Name Middle Name Last Name

Attorney Information

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

Complete all sections of the E-File Registration. The address information provided for the CSO account will be displayed by default, click the check box to provide different address information to be attached to the 6th Circuit registration:

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

* Required Information

Role in Court **Attorney**

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

Unit/Department

Address *

Room/Suite

City *

State *

County *

Zip/Postal Code *

Country *

Primary Phone *

Alternate Phone

Text Phone

Fax Number

Additional Filer Information

Already Admitted at Court

Payment information is displayed, with the opportunity to add/update information:


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 **Make One-Time PACER Fee Payment** 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.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

 Autbill PACER fees
 E-filing fees default
 Admissions fees default

XXXXXXXXXXXX1881
03/2019
Mary M. Masters
312 Walnut
Cincinnati, OH
45202

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

Click the check boxes to acknowledge and agree to the E-Filing Terms and Conditions:

E-Filing Terms of Use

ATTORNEY E-FILING TERMS AND CONDITIONS

- I agree that a filing or submission made with my judiciary e-filing 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 judiciary e-filing 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 judiciary e-filing 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 facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court(s), are solely responsible for redacting pleadings. See [Fed. R. App. P. 25\(a\)\(5\)](#); [Fed. R. Civ. P. 5.2](#); [Fed. R. Crim. P. 49.1](#); and [Fed. R. Bankr. P. 9037](#).

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

[Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration.](#) *

[Click 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.

The confirmation page will be displayed. The registration will be forwarded to the 6th Circuit. When the registration is processed and email will be sent.