


How to Register as a Court Reporter PACER User and Filer

The following information can be used to register for **PACER**. Most Court Reporters will already have a PACER account set-up. If your PACER account is set-up, skip [here](#).

Step	Action
1	<p>The site to register as a PACER user is: https://pacer.psc.uscourts.gov/pscof/registration.jsf?filerType=N</p>
2	<p>Fill out the information on the PACER site to register as a PACER user.</p> <p>If you have a government email, select FEDERAL JUDICIARY as the user type:</p> <div data-bbox="349 680 1297 930" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Email * <input type="text"/></p> <p>Confirm Email * <input type="text"/></p> <p>User Type * <input type="text" value="FEDERAL JUDICIARY"/></p> </div> <p>If you are a contract court reporter, use any of the following options:</p> <ul style="list-style-type: none"> • Commercial Business • Service Provider to the Legal Sector • Other Commercial Account
3	<p>Complete the username, password, and security questions:</p> <div data-bbox="349 1205 1536 1898" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>User Information</p> <p>* Required Information</p> <p><input type="button" value="Generate Username"/> <input type="button" value="Check Username Available"/></p> <p>Username * <input type="text"/></p> <p>Password * <input type="text"/></p> <p>Confirm Password * <input type="text"/></p> <p>Security Question 1 * <input type="text" value="Select a Question"/></p> <p>Security Answer 1 * <input type="text"/></p> <p>Security Question 2 * <input type="text" value="Select a Question"/></p> <p>Security Answer 2 * <input type="text"/></p> <p><input type="button" value="Next"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p> </div>

4	<p>Check the box that acknowledges the policies and procedures of using PACER and click submit:</p> <p>Click here to download a printable version of the Policies and Procedures</p> <p>* Required Information</p> <p><input type="checkbox"/> Check here to acknowledge you have read and understand the policies and procedures listed above. *</p> <p>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.</p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </p>
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After you have registered your PACER account, login to PACER to start your registration for your filer account. The following instructions can be used to create your **filer** account.

Step	Action
1	<p>Once logged into PACER, click the Register tab. Then click the Appellate Filers (legacy) button:</p> 
2	Then click Register Now :

REGISTER

PACER - Case Search Only

Attorney Filers

Non-Attorney Filers

Appellate Filers (Legacy)

▶ Register Now

District/Bankruptcy Filers (Legacy)

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Fill out your personal information. Make sure to select *court reporter* when it asks who you are:

PERSONAL INFORMATION

Prefix:

First Name: *

Middle Name:

Last Name: *

Generation:

Suffix:

Title:

Gender:

Last 4-digits of SSN: *

Date of Birth: *

Primary E-Mail: *

Verify Primary E-Mail: *

Are you:

an attorney?

a pro se filer?

a court reporter?

other (not a public filer)?

You must enter your full legal name, the last 4 digits of your Social Security Number, Date of Birth, and primary E-mail address.

4

After all your personal and address information is added the next screen will display a list of appellate courts for which you can register. Select **U.S. Court of Appeals, Sixth Circuit**. It will then expand and ask for additional information which you should fill out.

	<p> <input type="radio"/> U.S. Court Of Appeals, Sixth Circuit Click Here to View Local Requirements </p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>IN THIS COURT:</p> <ul style="list-style-type: none"> - Most recent case: <input type="text"/> (e.g. 05-2475 or 05-68492) - Other names used (maiden/married, hyphenated surname, etc.): <input type="text"/> </div> <p> <input checked="" type="checkbox"/> Use Primary Address and Default Noticing Preferences Office/Firm: <input type="text"/> </p>
5	<p>Next, you will be issued a username and prompted to create a password. You will also need to answer a security question and agree to the terms of use. Click Submit.</p>
6	<p>At this point, you are done with your registration. We will receive your request and process it. Once we have processed your registration request, you will receive a confirmation email. You will be able to login and make your docket entries at this time.</p>