How to Register for an Individual PACER account (attorney and non-attorney)

If you do not have a PACER account, you will need to create one to view and/or file documents in CM/ECF. To Register in PACER, follow the below steps:

2. Select **Register** from the PACER menu.

3. Select the correct user type from the **Register** menu.
   a. Select **PACER – Case Search Only**:

4. Then select **Register Now** under the selected user type.

5. Complete all required fields under **Account Information**.
   a. Items with a red asterisk are required.
   b. The **County** field appears after a state is selected.
   c. Select **User Type** that corresponds with your status.
   d. Select the **User Verification** check box, and then follow the instructions to verify the account.
   e. Once **User Verification** is complete, select **Next**.
6. Enter an approved **Username**.
   a. Must be at least 8 characters.
   b. Review the pop-up note when entering information for username criteria.

7. Enter an approved **Password**.
   a. Password requirements are complex and can change at any time.
   b. Review the pop-up note when entering information for password criteria.

8. Select two security questions and two security answers.

9. Select **Next**.

10. Enter payment method.
    a. For immediate registration, you must enter credit card information.
    b. You can register without a credit card, but you will need to wait for PACER to mail an account activation code. This can take 7-10 business days. If you are registering without a credit card, leave all fields blank and skip to Step 13.

**NOTE:** PACER does not accept ACH payments for PACER fees.

11. Enter the billing address. If you wish to use the previously entered address as your credit card billing address, select the **Use billing address** check box.

12. Select the check box to **I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due.**

13. Select **Next**.

14. Review PACER’s policies and procedures, then select the check box to acknowledge you have read and understand them.

**NOTE:** These are PACER specific policies and procedures, not attorney filing procedures or local court rules.

15. Select **Submit**.

16. Select **Manage My Account** in the upper right corner to verify your account status.

For all questions regarding this process, **please contact PACER at 1-800-676-6856.**