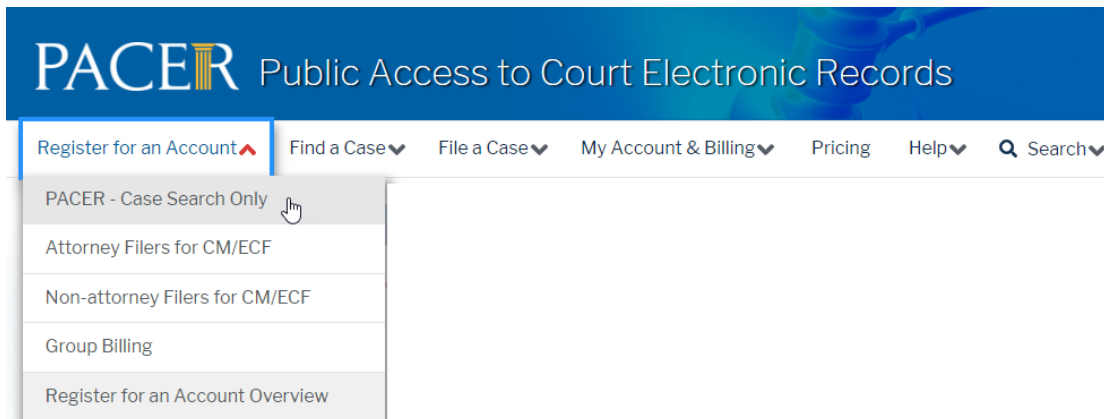


EXTERNAL USER REGISTRATION MANUAL: REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

CM/ECF requires a **PACER – Case Search Only** account to view and/or file documents in the system. To register for a **PACER – Case Search Only** account, follow the below steps:

1. Navigate to pacer.uscourts.gov.
2. Select **Register for an Account > PACER – Case Search Only** from the PACER menu.



3. Then select **Register for a PACER Account** on the following page.
4. Complete all required fields (*) under **Account Information**.

a. The **County** field appears after you select a state.

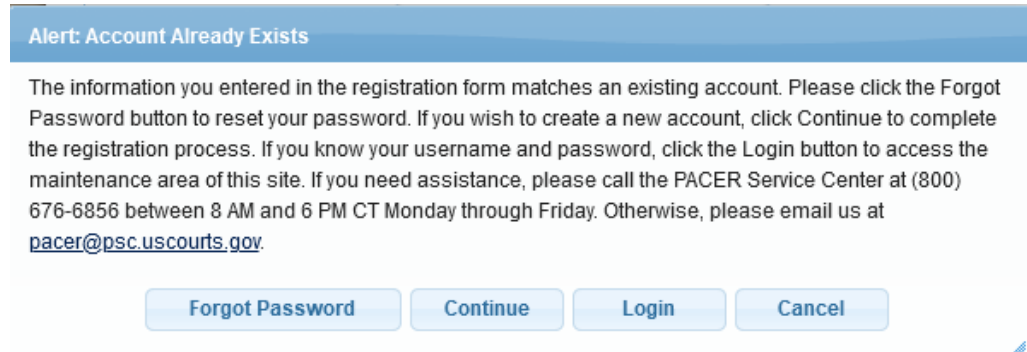
b. Select the **User Type** that corresponds with your status. If you are using this account to file in CM/ECF you must choose from the options under **Individual Accounts** at the bottom of the list.

A screenshot of the PACER registration form. The form has three input fields: "Email *" (with a question mark icon), "Confirm Email *" (with a question mark icon), and "User Type *". The "User Type" dropdown menu is open, showing a search bar and a list of options: "STATE OR LOCAL GOVERNMENT", "***** Individual Accounts *****", "INDIVIDUAL" (highlighted with a mouse cursor), "STUDENT", "PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE", and "ATTORNEY". At the bottom of the form are three buttons: "Next", "Reset", and "Cancel".

- c. Select the **User Verification** check box, and then follow the instructions to verify the account.
- d. Once the **User Verification** is complete, select **Next**.

EXTERNAL USER REGISTRATION MANUAL: REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

- e. If you already have a PACER account, a dialog box displays after selecting **Next**. If you do see this dialog box and you do not remember your PACER login credentials, select **Forgot Password** to reset your PACER password.

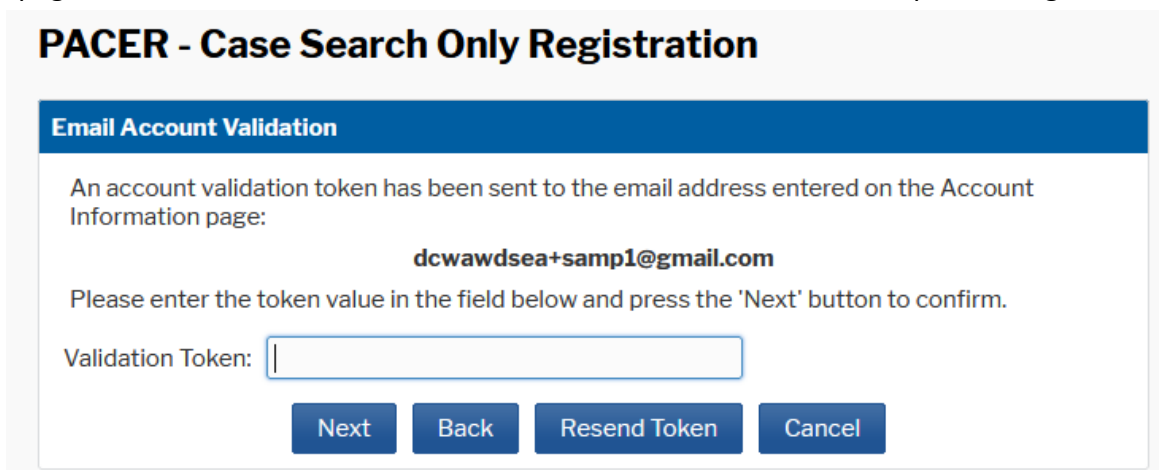


Alert: Account Already Exists

The information you entered in the registration form matches an existing account. Please click the Forgot Password button to reset your password. If you wish to create a new account, click Continue to complete the registration process. If you know your username and password, click the Login button to access the maintenance area of this site. If you need assistance, please call the PACER Service Center at (800) 676-6856 between 8 AM and 6 PM CT Monday through Friday. Otherwise, please email us at pacer@psc.uscourts.gov.

5. PACER sends an account verification email to the address you added on the previous page. You must retrieve the **Validation Token** from the email before proceeding.

PACER - Case Search Only Registration



Email Account Validation

An account validation token has been sent to the email address entered on the Account Information page:

dcwawdsea+samp1@gmail.com

Please enter the token value in the field below and press the 'Next' button to confirm.

Validation Token:

6. Enter the **Validation Token**, then click **Next**.
7. Enter an approved **Username**.
 - a. Review the pop-up note when entering information for username criteria.
8. Enter an approved **Password**.
 - a. Review the pop-up note when entering information for password criteria.
9. Select two security questions and two security answers.
10. Select **Next**.
11. Enter payment method.
 - a. *The Court does not require you to enter a payment method. This payment information is for PACER related fees and is not for court fees. If a payment is not*

EXTERNAL USER REGISTRATION MANUAL: REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

supplied at this time, PACER will not allow access to document review functions outside of your one free look until you receive an account activation code in the mail. This can take 7-10 business days. This does not affect your ability to e-file or receive your one free view of case documents.

- b. If you are registering without a credit card, leave all fields blank and go to [Step 14.](#)
12. 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.
13. Select the check box stating **I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due.**
14. Select **Next**.
15. Review PACER's policies and procedures, then select the checkbox to acknowledge you have read and understand them.
Note: These are PACER-specific policies and procedures, not attorney filing procedures or local court rules.
16. Select **Submit**.
17. Review the registration confirmation screen for important information about your account.
18. Navigate to the [PACER login screen](#).
19. Enter your current PACER **Username** and **Password**.
20. Verify:
 - a. **Account Number**
 - b. **Username**
 - c. **Account Balance:** This is a PACER balance, not a court balance
 - d. **Case Search Status:** Active (Inactive if you skipped adding a credit card)
 - e. **Account Type:** Upgraded PACER Account
21. For all questions regarding this process, [please contact PACER at 1-800-676-6856](#).