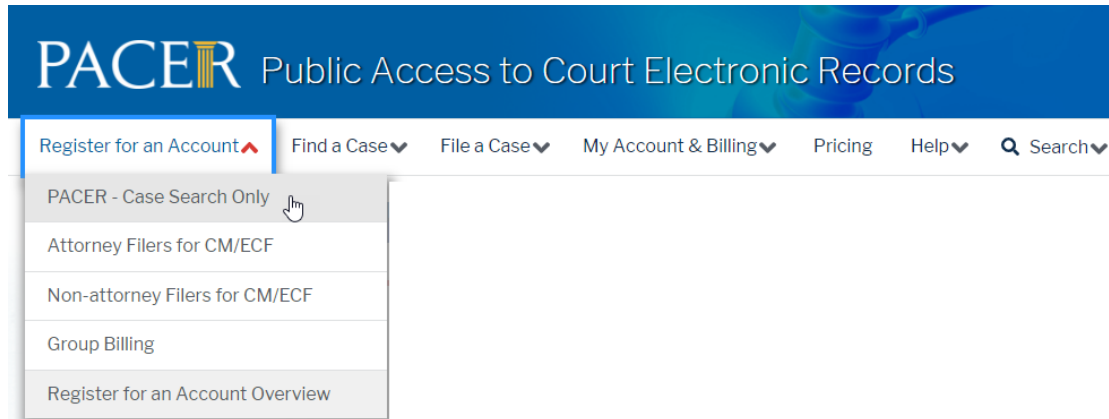


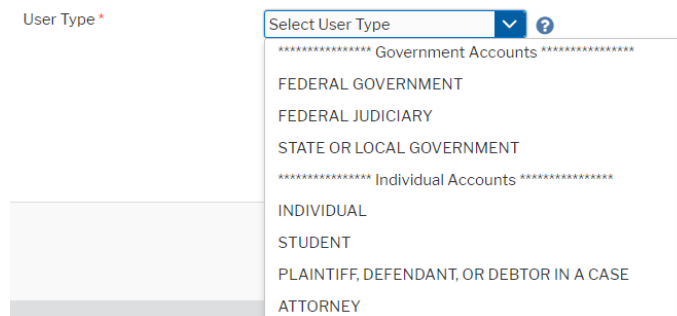
# EXTERNAL USER REGISTRATION MANUAL: REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

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 <https://pacer.uscourts.gov>.
2. Select **Register for an Account > PACER – Case Search Only** from the PACER menu.



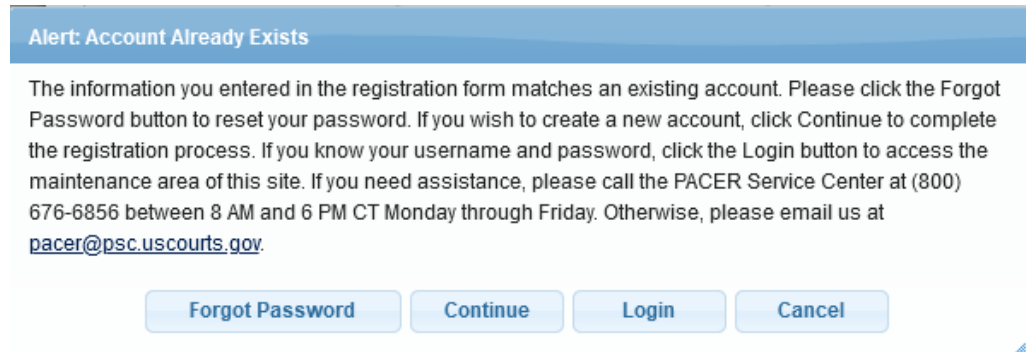
3. Select **Register for a PACER account** on the following page.
4. Complete all required fields (\*) under **Account Information**.
  - a. The **County** field appears after you select a state.
  - b. Select the **User Type** that corresponds with your status.



- c. Select the **User Verification** check box and complete any verification prompts.
- d. Once the **User Verification** is complete, click **Next**.

# EXTERNAL USER REGISTRATION MANUAL: REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

- e. If the account information you entered matches that of an existing PACER account, a dialog box displays after clicking **Next**.



**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](mailto:pacer@psc.uscourts.gov).

[Forgot Password](#) [Continue](#) [Login](#) [Cancel](#)

Select one of the following:

- i. **Forgot Password** to reset the password on your *existing* PACER account, or
  - ii. **Continue** to continue creating a *new* PACER account, or
  - iii. **Login** to log into your *existing* PACER account, or
  - iv. **Cancel** to cancel the account registration process and go to the PACER home page.
5. PACER gives you the option to verify your email address at this point in the registration process or to skip for now (you will be required to verify on future log in attempts).

## Email Verification

You are required to verify your email address. Please click Send Code to receive a security code or you can skip email verification for now, but please note that your account will be locked if you do not verify on future login attempts.



[Send Code](#) [Skip for Now](#) [Back](#) [Cancel](#)

# EXTERNAL USER REGISTRATION MANUAL: REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

- a. If you select **Send Code**, PACER sends an account verification email to the email address you entered on the account information 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:

- b. Enter the **Validation Token**, then click **Next**.
6. Enter a **Username** that meets PACER's username criteria.
7. Enter a **Password** that meets PACER's password criteria. **Confirm Password**.
8. Select two security questions and enter two security answers.
9. Click **Next**.
10. 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 payment information is not entered at this time, PACER will not allow access to document review functions until you receive an account activation code in the mail. This can take seven to 10 business days. This does not affect your ability to e-file or receive your one free view of case documents via Notice of Electronic Filing.
  - b. If you are registering without a credit card, leave all fields blank and go to [Step 13](#).
11. Enter the billing address. If you wish to use the address entered on the account information screen as your credit card billing address, select **Use billing address**.
12. Select the box stating **I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due**.
13. Click **Next**.
14. Review PACER's policies and procedures, then select the box to acknowledge you have read and understand them.

# EXTERNAL USER REGISTRATION MANUAL: REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

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

15. Click **Submit**.
16. Review the registration confirmation screen for important information about your account.
17. Navigate to the [PACER login screen](#).
18. Enter your current PACER **Username** and **Password**.
19. Verify:
  - a. **Account Number**
  - b. **Username**
  - c. **Account Balance:** This is a PACER balance, not a court balance
  - d. **Case Search Status:** Active (or Inactive if you did not add a payment method)
  - e. **Account Type:** Upgraded PACER Account
20. For all questions regarding this process, **contact PACER at 1-800-676-6856 or [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov)**.