

# PUBLIC ACCESS TO COURT ELECTRONIC RECORDS (PACER) REGISTRATION FORM

This form is used to register for an account on the Public Access to Court Electronic Records (PACER) system. Registered users will be able to view federal court documents. All fields are required for processing, please print or type.

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Please complete the following required information to register for PACER:

Firm/Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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## Fee Information

There is no registration fee. Users will only be billed for access. The access fee is currently \$.08 per page. Users will receive a login and password in the mail within a week. For faster access, register on-line at [www.pacer.gov](http://www.pacer.gov). If you have any questions, call the PACER Service Center at 1 (800) 676-6856.

**By my signature below, I acknowledge that I have read and understood the Policies and Procedures listed on the next page. Should I have any questions concerning the Policies and Procedures, it is my responsibility to contact the PACER Service Center for clarification.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Fax this form to:  
(210) 301-6441

OR

Mail to:  
PACER Service Center  
PACER Registration  
P.O. Box 780549  
San Antonio, TX 78278-0549

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PACER use only:  
Login Assigned: \_\_\_\_\_  
Password Assigned: \_\_\_\_\_

### Fee 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 web-based PACER systems will generate an \$.08 per page charge.

### Acknowledgment of Policies and Procedures

I understand that:

- There is a charge for accessing information in PACER. See 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 results 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.
- Users who provide a valid credit card or debit card number at the time of registration will receive access instructions shortly thereafter (usually in a matter of minutes). Users who do not provide a card number at the time of registration will receive access instructions via U.S. mail.
- Usage is billed on a quarterly basis. Pursuant to Judicial Conference policy, no account is billed for usage of less than \$10 in a quarter.
- Statements, which contain a summary of the charges the account has incurred, are sent in January, April, July, and October. Detailed transaction information is available at the "Manage My PACER Account" section of the PACER Service Center website ([www.pacer.gov](http://www.pacer.gov)).
- All new accounts automatically default to email billing.
- If a credit card or debit card number is provided at the time of registration, usage is automatically billed on a quarterly basis to the card number submitted with this registration request. These charges will be billed to the card up to 7 days before the 'Due Date' listed on your quarterly statement. Electronic statements will be generated and sent via email. Paper statements will not be mailed to accounts with automatic billing.
- If a credit card or debit card number is not provided at the time of registration, quarterly statements will be emailed to the email address submitted with this registration request. Users must remit payment through the mail or on-line via the PACER Service Center website ([www.pacer.gov](http://www.pacer.gov)).
- PACER bills that are not paid on time are subject to federal debt collection measures. These measures include, but are not limited to, referral to a private collection agency or the U.S. Department of Justice for collection. Accounts that are referred to a private collection agency will be assessed substantial collection fees in addition to the outstanding debt owed to the PACER Service Center.

I must provide accurate and complete information in registering for this account. I will promptly inform the PACER Service Center of any changes to that information.

The PACER account being registered is for my use only, unless specifically designated otherwise on the registration form. I am responsible for preventing unauthorized use of the account. If I believe there has been unauthorized use, I must notify the PACER Service Center immediately by emailing [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or telephoning (800) 676-6856.

The PACER Service Center and/or a U.S. federal court reserve(s) the right to:

- Suspend service to any account in which the amount due is not paid by the due date.
- Demand immediate payment, outside of the regularly scheduled billing cycles, of an account at any time that the PACER Service Center determines the action is necessary.
- Notify and seek payment from the firm listed on my account registration if my account balance is not paid by the due date.
- Reject an account registration request that the PACER Service Center determines to be related to an existing PACER account with a past due balance.
- Suspend service to an account if any part of the information provided to the PACER Service Center as part of this account registration process is fraudulent. Information about the account and any accounts determined to be related to it may be turned over to law enforcement authorities.
- Deny accounts to requesters who have delinquent debts to any federal government agency, in accordance with 31 U.S.C. § 3720B(a).
- Suspend or reduce service to, or otherwise restrict access to PACER by, any account that causes an unacceptable level of congestion or a disruption to the operations of the PACER Service Center, a U.S. federal court, or another PACER user.
- Suspend service to an account at any time that the PACER Service Center or a U.S. federal court determines the action is necessary to prevent fraud or to maintain the security of its computer systems and networks.
- Require prepayment as a condition to the resumption of service for any account that has
  1. had service suspended or restricted for any reason,
  2. had multiple instances of late payments, or
  3. been requested to make immediate payment of fees incurred.

Public Access to Court Electronic Records is supported by user fees. Any attempt to collect data from PACER in a manner which avoids billing is strictly prohibited and may result in criminal prosecution or civil action. PACER privileges will be terminated if, in the judgment of judiciary personnel, they are being misused. Misuse includes, but is not limited to, using an automated process to repeatedly access those portions of the PACER application that do not assess a fee (i.e. calendar events report or case header information) for purposes of collecting case information).

An account determined by the PACER Service Center to be related to an account that has been subject to an action outlined above may also be subject to the same action.

Accounts may be determined to be related based on information obtained by the PACER Service Center during registration or other contact with CM/ECF, PACER, or the PACER Service Center.

If these Policies and Procedures change in a significant way, information regarding the changes will be posted on the PACER Service Center web site ([www.pacer.gov](http://www.pacer.gov)). It is the account holder's responsibility to check these Policies and Procedures regularly for changes. Continued use of PACER following the posting of changes will mean that the account holder accepts and agrees to the changes.