

Reminder

Fee Increase in Effect as of April 1, 2012

The increase in the Judiciary's electronic public access fee, from \$.08 to \$.10 per page, took effect on April 1, 2012 and will be reflected in the next billing cycle. When approving the fee increase, the Judicial Conference of the United States also increased the quarterly exemption from \$10 to \$15, and chose to lessen the impact of the fee increase on local, state, and federal government agencies by exempting them from the increase for three years. See the pacer.gov home page for more information.

NEW! PACER Tutorials Now Available

Video tutorials are now available at www.pacer.gov. Lasting only a few minutes each, the tutorials are a quick and fun way to learn something new about PACER or to brush up on your existing PACER skills. Starring Ms. Gavel and Mr. Sound Block, current topics include the PACER Case Locator, Digital Audio Recordings and PACER Usage History Reports. Check back for additional topic later this year.

PACER VIDEO TRAINING SITE

Video Tutorials



[PACER Case Locator \(PCL\) Overview Tutorial](#)
[Digital Audio Recording Access Tutorial](#)
[PACER Usage History Report Tutorial](#)

Coming Attractions



Suggestions on new video tutorials, can be emailed to the PACER Service Center at pacer@psc.uscourts.gov



Automated Case Notification

Until recently, the only way to follow a case in PACER was to repeatedly visit the PACER site and check for updates. This has changed with recent versions of CM/ECF. Some courts now provide automatic case notification through the use of RSS feeds. Subscribe to a court's free RSS feed to receive automatic notification of activity in all cases including summarized text, such as the name of the document filed, and links to the document and docket report. Results may be sorted by date or case title.

You can use one of the many commercially-available RSS readers to further organize and filter the results, customizing the feed to meet your specific needs. To view the document or docket report linked from the RSS feed, users must login to PACER, and will incur applicable fees.

Free PACER Training Site Available

The Judiciary has launched a PACER training site where future users can learn how to use PACER and current users can sharpen their record-searching skills. The site includes data from real cases filed in the New York Western District Court between 01/01/2007 and 07/01/2007 so users can get a feel for the type of case data and documents available through PACER.

You can access the site from pacer.gov website using the Free PACER Training link in the Frequently Used box. Use the training login and password posted on the Welcome Page, or your own PACER login and password to gain access to the site.

PACER Billing Page

Have you ever wondered if your PACER payment could be automatically billed to your credit card? Would you like to know how to receive a notice of billing via email? A visit to the PACER billing page will answer these questions and more. This page provides information on ways to make it easier to manage your quarterly billing and usage. You can access the page at www.pacer.gov/billing to review a sample invoice or obtain information on a variety of billing topics including:

- ◆ Tracking usage monthly
- ◆ Access to invoices or statements for the past 24 months
- ◆ Online payments using a credit card
- ◆ Frequently Asked Questions
- ◆ Access to forms pertaining to PACER billing
- ◆ Paperless Billing Option (Recommended)

Password Changes

Has an employee left your firm? Don't forget to change your password. To prevent the unauthorized use of PACER accounts, the PACER Service Center recommends changing passwords every 90 days. You can change passwords at www.pacer.gov. Select "Manage My PACER Account." After logging in, select "Change Password."

General Information

The PACER Service Center hours of operation are 8:00 AM to 6:00 PM Central time, Monday through Friday. In 2012, the service center will be closed for Federal holidays including May 28 for Memorial Day, July 4 for Independence Day, September 3 for Labor Day, October 8 for Columbus Day, November 12 for Veterans Day, November 22 for Thanksgiving, and December 25 for Christmas.

PACER Policy Reminder

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.

Billing Information

- ◆ The PACER Service Center accepts Discover, VISA, MasterCard, and American Express. Login to "Manage My PACER Account" at www.pacer.gov to pay by credit card.
- ◆ The PACER Service Center's Federal Tax ID Number is 74-2747938.
- ◆ A fee of \$45 will be assessed if a check is returned for insufficient funds.
- ◆ Receipts for the most recent payment made to a PACER account can be accessed online. Login to "Manage My PACER Account" at www.pacer.gov then select "Check Balance."
- ◆ Accounts with credit cards on file will be autobilled up to 7 days prior to the due date.