

Firm Billing

Sign Up Today

Join the other organizations benefitting from the ability to manage their own PACER accounts using the new PACER Administrative Account (PAA). The new service lets you receive a single invoice for charges from multiple logins by setting up a firm-wide PAA. Moreover, the PAA is a tool that can be used to manage the group's logins. The administrator of a PAA can:

- Choose which firm accounts to roll into the PAA by adding existing logins
- Set up new logins for the firm's PACER users and receive login information immediately
- Activate and deactivate individual logins, as needed
- Update user information for a login

See www.pacer.gov for additional information or to register for a PACER Administrative Account. Please note the PAA is for administrative purposes only and does not provide access to case information. Your organization's federal tax ID is required to establish a PAA.

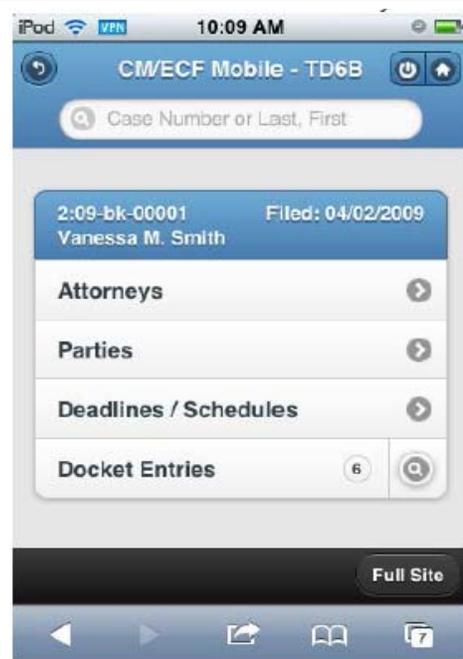
COMING SOON

The Firm Billing service is being enhanced to assist organizations that track expenses by cost center. In the next few weeks, administrators will have the ability to add cost center codes to their PAAs. This will allow them to group PACER accounts by cost centers and receive cost center totals on their quarterly PACER invoices.

See "What's New" at pacer.gov for more information on the availability and use of cost center codes.

Mobile PACER Case Locator News

An enhancement to the Mobile PACER Case/Locator (PCL) is coming with the next releases of bankruptcy and district CM/ECF. Bankruptcy version 5.1 and District version 6.1 (available in the spring) include an interface that has been optimized for mobile use. When using supported mobile devices, users who link to case information in CM/ECF from the Mobile PCL (pcl.uscourts.gov) will see the new mobile interface (shown on the right). Users will be able to select a limited number of report options including attorneys, parties, deadlines/schedules, and docket entries. A link labeled "Full Site" will allow users to access complete CM/ECF case information if desired. Courts that have not yet installed the new software will still present users with the full version of CM/ECF when accessed via a mobile device.



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
- ◆ Access to forms pertaining to PACER billing
- ◆ Paperless Billing Option (Recommended)

PACER Password Security

PACER password security is extremely important. To be effective, your password must be difficult for others to guess but easy for you to remember. A strong password consists of upper and lower case letters, numbers and letters, and at least one symbol. Taking the following steps will help keep your PACER password safe.

- 1) Make sure your computer is actively protected by keeping your computer's anti-virus software up to date.
- 2) Never share your PACER password. If anyone else knows your password, it's no longer secure.
- 3) When an employee leaves your organization, use your PACER Administrative Account to deactivate his login.
- 4) If multiple employees in your organization still share a PACER account, make sure the password is changed when one of the employees leaves.
- 5) Change your PACER password regularly to prevent unauthorized use of your account. The PACER Service Center recommends changing passwords every 90 days.

General Information

The PACER Service Center hours of operation are 8:00 AM to 6:00 PM Central time, Monday through Friday. In 2013, the service center will be closed for Federal holidays including January 21 for Martin Luther King, Jr. Day, February 18 for President's Day, May 27 for Memorial Day, July 4 for Independence Day, September 2 for Labor Day, October 14 for Columbus Day, November 11 for Veterans Day, November 28 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 \$53 will be assessed if your payment is returned.
- ◆ 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.