

PUBLIC ACCESS CHANGES

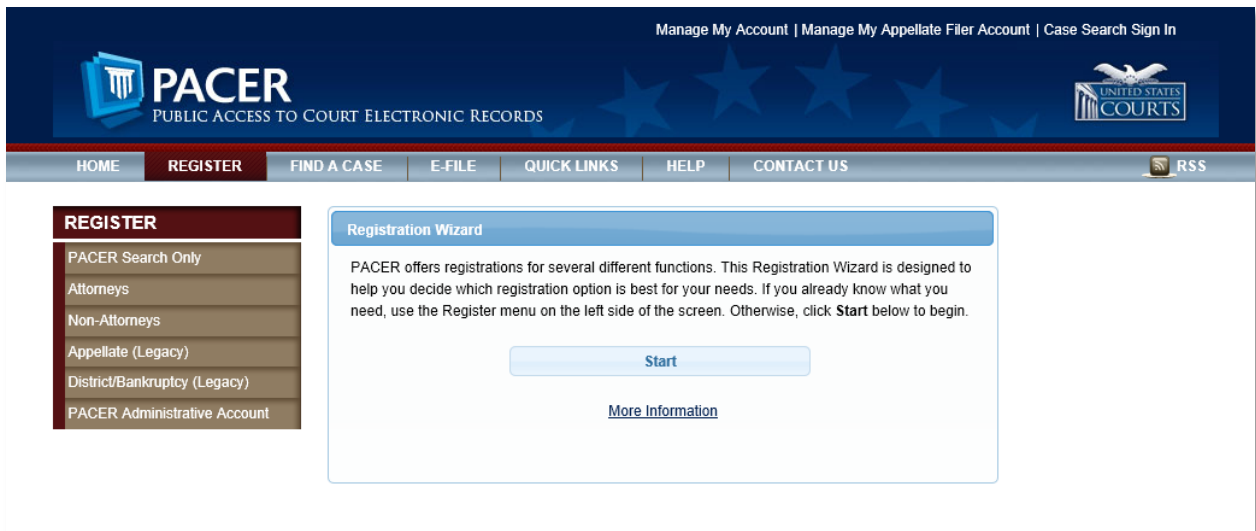
A1 All PACER Users

A1.1 Upgraded PACER Accounts

The PACER Service Center (PSC) website (<http://www.pacer.gov>) provides centralized registration, technical support, and billing services for access to documents and case information in CM/ECF. The PSC website has been updated to provide increased security features. If you change any of your account information, you will be prompted to create new security questions, and a new user name and password.

A1.2. Overview of Upgraded Account Registration Process

To create a PACER account for read-only access to public documents and case information, click the **Register** tab, then **PACER Search Only** in the Register list on the left side of the page. Then click **Register Now**.





REGISTER

- PACER Search Only
- ▶ Register Now
- Attorneys
- Non-Attorneys
- Appellate (Legacy)
- District/Bankruptcy (Legacy)
- PACER Administrative Account

PACER - CASE SEARCH ONLY REGISTRATION

Account Information

* Required Information

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

Firm/Office

Unit/Department

Address *

Room/Suite

City *

State *

Zip/Postal Code *

Country *

Primary Phone *

Alternate Phone

A2 Attorney Users

The PACER Service Center (PSC) website provides centralized registration, technical support, and billing services for access to documents and case information in CM/ECF. With the Next Generation (NextGen) of CM/ECF, new functionality will be available which will make it easier to link your PACER account with your CM/ECF filing account. Also, you will not have to maintain separate filing accounts with each court; the PSC website now provides attorneys the opportunity to request filing privileges in any federal court that has upgraded to NextGen CM/ECF. The PSC website has been updated to provide increased security features. If you change any of your account information, you will be prompted to create new security questions and a new user name and password.

Prior to all courts moving to NextGen CM/ECF, you will still need to use your current filing credentials (login and password) to file in courts that are still using the legacy CM/ECF software and your PACER credentials for accessing documents and case information.

In an effort to provide more efficient systems to the public, the Federal Judiciary will implement a nationwide centralized attorney admissions and e-filing registration process in all appellate, district, and bankruptcy courts over the next several years. Release 1.1 of District NextGen CM/ECF automates and centralizes the process by which attorneys can request public access, and access to courts for filing and/or admissions. The purpose of centralized registration is to replace a users' existing CM/ECF and/or PACER accounts with a single user ID and password that is valid in all NextGen courts where the user has read or read/file permissions.

A2.1.1 Overview of Account Registration Process

- 1. Determine whether the court uses the legacy or the upgraded CM/ECF system.**
If the court in which you want to practice has upgraded to NextGen CM/ECF, you can apply for admissions and/or register to e-file through the PSC site. If the court uses a legacy system, you will need to contact the court to register.
- 2. Submit admissions/e-file registration.**
If you have an upgraded PACER account, log in to *Manage My Account* and select the **Attorney Admissions/E-File Registration** option. Attorney admissions/e-file registration requirements vary from court to court, but the information you update through *Manage My Account* is sent electronically to each court in which you are admitted or registered.
- 3. Apply for admissions/e-file registration in each court individually.**
You may need to be admitted to practice in the court. Once you complete a registration in one court, you may apply for admissions and/or register to e-file in another court. The same username and password will allow nationwide search access and e-file access in the NextGen CM/ECF courts in which you are admitted and/or registered as an e-filer. When your request is complete, the PACER Service Center will send it to the court for verification and processing. Document filing and access to restricted cases/documents in a court is not permitted until that court processes the admission and/or registration request.
- 4. Wait for a reply from the court indicating whether the registration has been accepted.**
Processing time for attorney admissions and/or e-file registration can vary from court to court. Once your request is processed, you will receive an email notification of the court's determination. For additional information regarding attorney admissions and e-filing procedures, use the [links map](#) to locate your court. Contact the Clerk's Office if immediate access to file documents is needed.

NOTE Appellate public filers who already have a centrally maintained account at the PSC will continue to use the PSC's legacy interface to request access in a legacy court and to update data in a legacy court. If you have an account in both a legacy and NextGen court, you will need to submit updates to both the legacy and NextGen Maintain Your Account interfaces at the PSC.

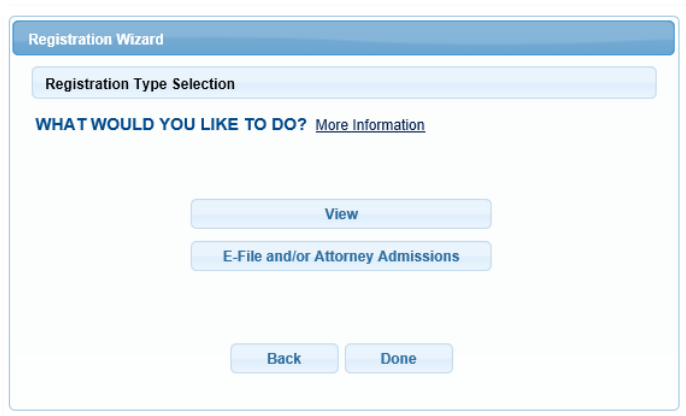
A2.1.2 PSC Registration Wizard

You can use the PSC Registration Wizard to guide you through the process of setting up an account and requesting access to e-file in one or more court.

1. Click the **Register** tab, then click **Start** in the Registration Wizard.



2. Click **E-File and/or Attorney Admissions**.



- Determine which scenario best describes you and click the corresponding button.

Registration Wizard

NextGen CM/ECF E-File Registration

U.S. Court of Appeals, OCA-TD Test uses a new Next Generation Case Management/Electronic Case Files (NextGen CM/ECF) system. While the [legacy](#) system required multiple logins, the [upgraded](#) NextGen CM/ECF system allows you to access court information and perform different procedures (e.g., e-filing) using only one login. Select the option below that best describes you. Roll over a button for more information about the selection.

For additional assistance, contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

Depending on your selection in Step 3, above, you will see some or all of the following screens.

ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION

User Information

Username *

Password *

Confirm Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION

Payment 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 a \$.10 per page charge.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per file charge.

Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.

**** Credit card data is optional here. However, if you do provide a credit card, the marked fields below are required.**



Account Holder Name *

Card Type *

Account Number *

Card Expiration Date * /

Use saved address

Address *

City *

State *

Zip/Postal Code *

Country *

I authorize the PACER Service Center to charge the above credit card once a quarter for PACER usage above the quarterly fee waived threshold, which is currently set at \$15 and subject to change. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION

CLICK CONTINUE TO COMPLETE THE ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION.

Your Central Sign-On account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the **Continue** button below. You may also apply for attorney admissions and/or register to e-file at any time through the **Manage My Account** link located in the upper right corner of the PACER Service Center website.

Continue

Done

If the court selected above is using the legacy CM/ECF software, the following screen appears.

A2.1.3 Bar Admission

If you select the Attorney Admissions path from the PSC's new web interface for a NextGen court, you will be presented with a series of screens with court-specific requirements for admission to the court's bar. You will be required to first establish an upgraded PACER account, complete attorney admissions and/or e-filing registration, and indicate acceptance of local attorney admissions rules and procedures (if applicable), and/or e-filing terms and conditions (if applicable).

Based on the court selected when completing the admission request, you may see up to 10 court-specific questions. Up to three documents can be attached to the admission request (a court may specify the documents required in local rules or admissions procedures, which will be accessible via a link).

The court will receive and process your request. If the court requires admission payment, you will be granted permission to access the Bar Admission utility in CM/ECF, but not filing permissions. Court staff will then send you an email with information about paying the admission fee. You must log in to NextGen CM/ECF and use the Bar Admission utility to pay fees. When the fee has been paid, court staff will complete processing of the admission and grant filing privileges.

COMPLETE ALL SECTIONS OF ATTORNEY ADMISSIONS

Attorney Bar Information

* Required Information

FEDERAL BAR INFORMATION

I am admitted to the bar in one or more federal courts.

Our data indicates that you have been admitted to the bar of the following federal court(s):

Verified Federal Bar Information			
Federal Court	Bar ID	Bar Status	Date Admitted
No verified federal bar data available.			

Enter information for any federal court not listed in table on the left:

Additional Federal Bar Information		
Federal Court	Bar ID	Date Admitted
Click the "Add" button below to enter federal bar data.		
<input type="button" value="+ Add"/>		

STATE BAR INFORMATION

I am admitted to the bar in one or more states.

Enter information for any state(s) in which you have been admitted to the bar:

Additional State Bar Information		
State	Bar ID	Date Admitted
Click the "Add" button below to enter state bar data.		
<input type="button" value="+ Add"/>		

Sponsoring Attorney

Bar ID Jurisdiction

First Name Middle Name Last Name

Attorney Information

Attorney Type (check all that apply) * Civil Criminal Bankruptcy

Have you ever been disbarred/censured/denied admission? * Yes No

If yes, provide details:

Do you have disciplinary action pending? * Yes No

If yes, provide details:

Have you ever been convicted of a felony? * Yes No

If yes, provide details:

Fee Acknowledgment *

I acknowledge that I will be charged an admission fee if I am admitted.

I request that the admission fee be waived for the following reason:

Fee Acknowledgment *

I acknowledge that I will be charged an admission fee if I am admitted.

I request that the admission fee be waived for the following reason:

Document Upload

Motion/Affidavit for Admission *

Certificate of Good Standing *

Additional Attorney Information Required by Court

Where did you go to law school?*

When did you graduate?*

Bar Admission

Jurisdiction
Alaska

Bar Status
Pro Hac Vice

CJA Status
4

Fee Amount
\$176.00

A2.1.4.1 CM/ECF Menu

The new CM/ECF logo and menu bar display at the top of all filing pages. The CM/ECF logo is a link to the CM/ECF landing page. The list of authorized menu items display on the right-hand side; a red arrow next to a menu item indicates that a menu item has a submenu.



Civil ▾

Criminal ▾

Query

Reports ▾

Utilities ▾

Search

Help