

District of Utah



E-FILING REGISTRATION ONLY

On February 1, 2020, the United States District Court for the District of Utah upgraded to the next generation of CM/ECF (NextGen CM/ECF). With this upgrade, attorneys who are already active members of this court's bar, but who do not have efiling privileges, must register to efile and receive electronic notifications of case activity.

Before requesting efiling registration, attorneys must have an *individual*, upgraded PACER account (shared PACER accounts cannot be used for this process). If an individual PACER account was created prior to August 2014, the account must be upgrade (see *Upgrading Your PACER Account* for instructions).

E-Filing Registration Instructions

STEP 1 Go to PACER at <u>https://www.pacer.uscourts.gov</u>. Click on the Manage My Account link.





E-File Registration

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STEP 2 Enter your PACER **Username** and **Password.** Click **Login**.

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Log * Require	g in ed Information
Userna	me *
Passwo	rd *
	Login Clear Cancel
Ne	ed an Account? Forgot Your Password? Forgot Username?
NOTICE:	This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are

STEP 3 Click the **Maintenance** tab.



STEP 4 Click the Attorney Admissions / E-File Registration link.





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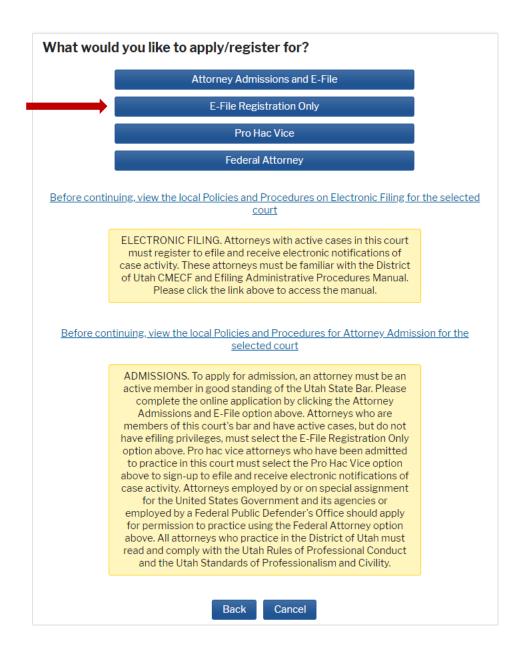
STEP 5	From the Court Type list, select U.S. District Courts. From the Court list, select Utah
	District Court - NextGen. Click Next.

In what court do ye * Required Information	ou want to practice?
Court Type *	U.S. District Courts
Court *	UTAH DISTRICT COURT
	ey admissions and e-file registration are currently not available for all a court listed, please visit that court's website. To find more information <u>art CM/ECF Lookup page</u> . Next Reset Cancel



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STEP 6 On the **"WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR"** screen, click the E-file Registration Only link.





Complete All Sections of E-File Registration

STEP 7 Under the **"Filer Information"** section, review the information and make changes, if necessary, and check the acknowledgment that you are submitting the efiling registration for an individual. Click Next.

Filer Informatio	n
* Required Infor	nation
Role in Court Title	Attorney Select a title or enter your own
Name	Three Utdattorney
above. No	dge that I am submitting the e-file registration for the individual listed te: If more than one individual uses this account, you must create a new PACI r the individual who needs e-filing privileges, if she or he does not already have
your CSO accou	ur address. You may also enter a different address from the one provided f nt. rent address. Checking this will clear the address fields below.
Firm/Office	Utah Test Office
Unit/Departmer	it
Address *	1234 Street
Room/Suite	
City *	Salt Lake City
State *	Utah
County *	SALT LAKE
Zip/Postal Code	* 84112
Country *	United States of America
	801-524-6100
Primary Phone	
Primary Phone Alternate Phone	801-324-0100
	801-324-0100



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STEP 8

Optional: Enter the applicable information. Your request will be processed more quickly if you select Utah District Court for Already Admitted at Court and enter your Court Bar ID. Do not enter any information for the "Most Recent Case."

Additional Filer Inform	nation
Already Admitted at Court Court Bar ID	Select Court
Other Names Used	
Most Recent Case (in court where you are registering)	
State Bar ID	
State	Select State

STEP 9 Delivery Method and Formatting refers to your method, frequency, and email format preferences for Notices of Electronic Filings (NEF) received from NextGen CM/ECF. If you want your NextGen CM/ECF emails delivered to a different email address other than the one you have registered with PACER, enter that email address here.

You may receive your NEFs either "Once per Day (Daily Summary)" or "At The Time of Filing (One Email per Filing)." The most requested email format is HTML, but you can select Text, if you prefer. Click Next.

Delivery Method and F	ormatting	
Use a different em email fields below	nail. Checking this will clear the primary	
Primary Email *	testuser@email.com	
Confirm Email *	testuser@email.com	
Email Frequency *	Once Per Day (Daily Summ	
Email Format *	HTML	



Payment Information

STEP 10 This screen is used to set up a payment account for PACER fees that you may incur. If you want to set up your PACER payment account at this time, please click Add Credit Card or Add ACH Payment. Please note, the District of Utah does not charge a fee for efiling.

Payment Information
NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.
 This section is optional. If you do not enter payment information here, you may do so later by selecting the Make One-Time PACER Fee Payment option under the Payments tab. Select your method of payment from the Add Credit Card and Add ACH Payment options below. You may store up to three payment methods. To designate a card as the default for e-filling or admissions fees, click the Set default link in the box(es) below. To remove the card as a default, click the Turn off link.
Add Credit Card Add ACH Payment
Next Back Cancel



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STEP 11 Optional: Enter the payment information if you are setting up your PACER payment account. Click **Submit**.

Add/Update Credit (Card Payment	
* Required Information	17	
Account Holder Name *		Enter your name as it appears on you account.
Card Type *	Select Card Type 🔹	
Account Number *		
Card Expiration Date *	01 🔹 / 2020 💌	
Use billing address	5	
Address *		
City *		
State *	Select State	
Zip/Postal Code *		
Country *	United States of America	
Account Nickname		

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

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Acknowledgement of E-Filing Terms and Conditions

STEP 12 After reading the "Attorney E-Filing Terms and Conditions" and the local court policies and procedures, check the acknowledgment boxes. Click **Submit**.

E-Filing Terms of Use

Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing
 electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- · I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected courts(s). I am aware that I may be sanctioned for failure to comply with this provision.

Click here to download a printable version of the Attorney E-filing Terms and Conditions

- Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *
- Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. <u>Click here to view local Court Policies and Procedures</u>.

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

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

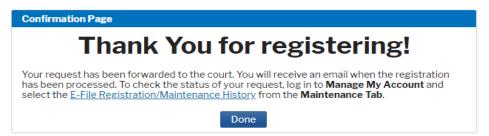




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STEP 13

Your efiling registration request has been submitted to the clerk's office for approval. Click **Done.**



Upon receipt of your registration, the District of Utah will process your request. PACER will notify you that the request has been processed.