



HOW TO REQUEST A MEDIA CM/ECF ACCOUNT

1. Sign up for a PACER account by visiting Pacer.uscourts.gov.
2. To request a Media CM/ECF Account, go to Pacer.uscourts.gov and click on Manage Your Account > Manage My Account Login.



3. Login with your **PACER** username and password.

Login

* Required Information

Username *

Password *

[Need 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 logged.

4. Click on the **Maintenance** tab and then choose **Non-Attorney E-File Registration**.



5. For court type and court, select US District Courts and District of Utah. Check the box to acknowledge you are submitting an e-filing registration.

Complete all sections of E-File Registration

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

*** Required Information**

Court Type * U.S. District Courts

Court * UTAH DISTRICT COURT (TEST)

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

ELECTRONIC FILING. Attorneys with active cases in this court must register to efile and receive electronic notifications of case activity. These attorneys must be familiar with the District of Utah CMECF and Efiling Administrative Procedures Manual. Please click the link above to access the manual.

Role in Court Party

I acknowledge that I am submitting the e-file registration for the individual listed above. Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. *

6. Verify address information.

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

Firm/Office

Unit/Department

Address * 111 MAIN ST

Room/Suite

City * SALT LAKE CITY

State * Utah

County * SALT LAKE

Zip/Postal Code * 84101

Country * United States of America

Primary Phone * 555-555-5555

Alternate Phone

Text Phone

Fax Number

7. Enter email address. Select email frequency and format. Then click **Next**.

Additional Filer Information

Other Names Used

Most Recent Case (in court where you are registering)

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email *

Confirm Email *

Email Frequency *

Email Format *

8. Set default payment information if desired (not required) and then click **Next**. Or to bypass this screen, click **Next**.


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-filing 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.

<p></p> <p><input checked="" type="checkbox"/> Autobill PACER fees <input type="checkbox"/> E-filing fees default <input type="checkbox"/> Admissions fees default</p> <p>XXXXXXXXXXXX4747 01/2027</p> <p>Sandy Cohen 123 Hobbiton Way Shire, UT 84101</p> <p><input type="button" value="Update"/></p>	<p>Add Credit Card Add ACH Payment</p>
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9. Check both the **Non-Attorney E-Filing Terms and Conditions** acknowledgment boxes and then click **Submit**.

E-Filing Terms of Use

Non-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 my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay 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 court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

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- [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. \[Click here to view local Court Policies and Procedures.\]\(#\) *](#)

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.

10. The court will review your request.
11. Email the completed [CM/ECF Media Access Application](#) and a copy of the applicant's press credentials to ut_support@utd.uscourts.gov. Applications received without proof of press credentials will not be processed. You will receive a confirmation email once your application has been approved.