

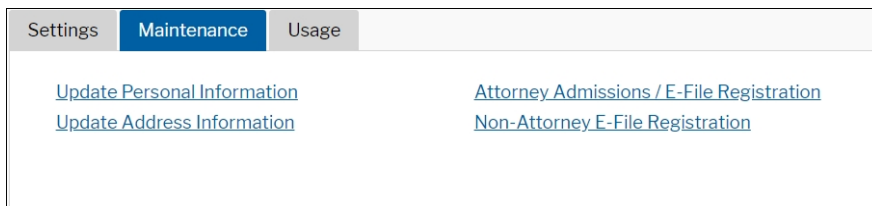
HOW TO REQUEST A MEDIA NON-FILING ACCOUNT

1. Go to Pacer.uscourts.gov
Click on **Manage Your Account > Manage My Account Login**



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

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



4. Choose US District Courts and District of Utah.
Check the box to acknowledge you are submitting an e-filing registration

5. 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	<input type="text"/>
Unit/Department	<input type="text"/>
Address *	<input type="text" value="111 MAIN ST"/>
	<input type="text"/>
	<input type="text"/>
Room/Suite	<input type="text"/>
City *	<input type="text" value="SALT LAKE CITY"/>
State *	<input type="text" value="Utah"/>
County *	<input type="text" value="SALT LAKE"/>
Zip/Postal Code *	<input type="text" value="84101"/>
Country *	<input type="text" value="United States of America"/>
Primary Phone *	<input type="text" value="555-555-5555"/>
Alternate Phone	<input type="text"/>
Text Phone	<input type="text"/>
Fax Number	<input type="text"/>

6. Enter Email and Email Frequency and Format.

Additional Filer Information	
Other Names Used	<input type="text"/>
Most Recent Case (in court where you are registering)	<input type="text"/>
Delivery Method and Formatting	
<input type="checkbox"/> Use a different email. Checking this will clear the primary email fields below.	
Primary Email *	<input type="text" value="media_email@gmail.com"/>
Confirm Email *	<input type="text" value="media_email@gmail.com"/>
Email Frequency *	<input type="text" value="Once Per Day (Daily Summ)"/>
Email Format *	<input type="text" value="HTML"/>
<input type="button" value="Next"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

7. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen.

Payment Information	
<p>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.</p>	
<p>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.</p>	
<p>Select your method of payment from the Add Credit Card and Add ACH Payment options below. You may store up to three payment methods.</p>	
<p>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> <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 Sandy Cohen 123 Hobbiton Way Shire, UT 84101</p> <p><input type="button" value="Update"/></p>	<p>Add Credit Card Add ACH Payment</p>
<input type="button" value="Next"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	

8. Check the two **Non-Attorney E-Filing Terms and Conditions** acknowledgment boxes

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.

9. Click **Submit**. The court will review your request.