## Instructions

All filers must have an individual PACER account to file in NextGen CM/ECF. Follow the steps below if you do not have a PACER account or share an account with others in your law firm.

For questions, please contact PACER at 1-800-676-6856.

STEP	ACTION		
1	Open a web browser and navigate to <u>www.pacer.gov</u>		
	PACER PUBLIC ACCESS TO C	OURT ELECTRONIC RECORDS	
2	Click REGISTER.		
3	Select PACER-Case Sea	rch Only and then click Register Now	
	REGISTER F PACER - Case Search Only ► Register Now Attorney Filers		
4	Enter the required information in the registration form. In the User Type field, choose an <b>Individual Accounts<sup>1</sup> Attorney</b> type.		
	User Type *	Select User Type	
	Check here if this acco	Image: Second Secon	
	Click Next.	Next Reset Cancel	

<sup>&</sup>lt;sup>1</sup> If you work for a government agency, please make the appropriate selection under "Government Accounts" instead of selecting an individual account.

STEP	ACTION		
5	Create a Username and Password, and answer the Security Questions.		
	* Required Information   Username * attorneyb   Password * password *   Confirm Password * OTE: It cannot contain any parts of your First Name, Last Name, Username or Email		
	Security Question 1 * What is your best friend's first name?   Security Answer 1 * Mary   Security Question 2 * In what city or town was your first job?   Security Answer 2 * Minne apolis		
	Click Next.		
6	Enter <b>payment information</b> if desired. <u>Providing a credit card is optional.</u> If you would like to register without providing a credit card, click <b>Next</b> without entering any information on this screen.		
7	Read and <b>acknowledge</b> the policies and procedures.     Acknowledgment of Policies and Procedures		
	There is no registration fee. However, the Judicial Conference of the United States has information in PACER. All registered users will be charged as follows: • Use of the PACER system will generate a \$.10 per-page charge. • Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charg		
	Acknowledgment of Policies and Procedures		
8	You will get a confirmation page when your registration is complete.		
	THANK YOU FOR REGISTERING WITH THE PACER SERVICE CENTER! Thank you for registering.		
	Atthough you have a PACER account, your search privileges are not activated. Your authentication token will be delivered by U.S. mail in 7–10 business days. Activation instructions are provided in the letter you receive.		
	You may log in and perform other activities (e.g., e-file, request filing privileges), but you will not be able to perform a search until your privileges are activated. If you have questions or need assistance, please 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 <u>pacer@psc.uscourts.gov</u> .		