

Instructions for Self-Represented Parties to Register for a new PACER account

1. Log on to PACER at www.pacer.uscourts.gov.
2. Choose **Register for an Account**.



3. Choose **Non-attorney Filers for CM/ECF**.



4. Choose **Register for a PACER Account**.



Instructions for Self-Represented Parties to Register for a new PACER account

- Complete all the information requested, and at the bottom select **User Type*** PLAINTFF, DEFENDANT, OR DEBTOR IN A CASE

Primary Phone *

Alternate Phone

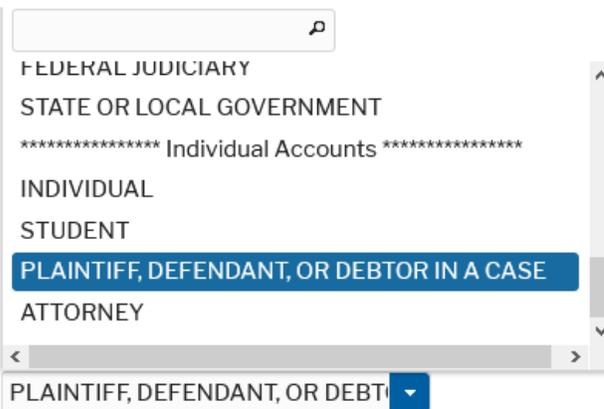
Text Phone

Fax Number

Email *

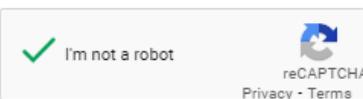
Confirm Email *

User Type *

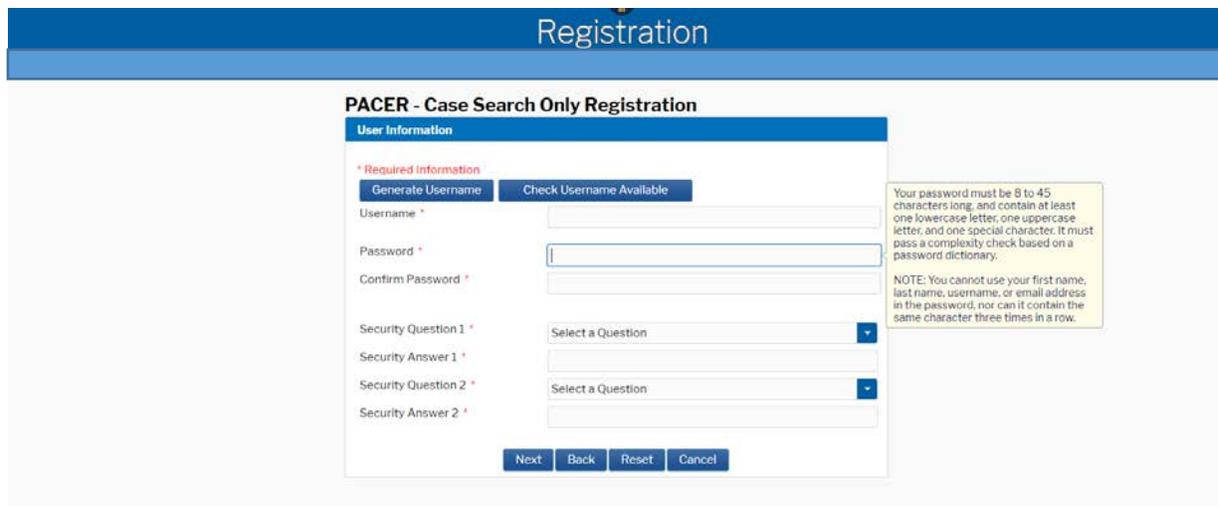


- Check the **I'm not a robot** box and verify the content requested. Select **Next**.

User Verification *



- Establish a user name and password, and select and answer the security questions. Select **Next**.



- Complete the credit card information and click the box to authorize the PACER Service Center to charge the credit card once per quarter for any PACER fees due. Click **Next**.

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Non-Attorney 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 PACER systems will generate a \$10 per-page charge and is capped at \$3.00 for single documents and case-specific reports that are more than 30 pages (e.g., docket reports, creditor listings, and claims register). NOTE: The \$3.00 cap does not apply to search returns, reports that are not case specific, lists of cases, or transcripts.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.
- Judicial opinions accessed via PACER will not generate a charge.
- If your usage does not exceed \$30 in a quarter, fees are waived.

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 * Select Card Type

Account Number *

Card Expiration Date * 01 / 2020

Use billing address

Address *

City *

State * Select State

Zip/Postal Code *

Country * United States of America

I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due. *

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

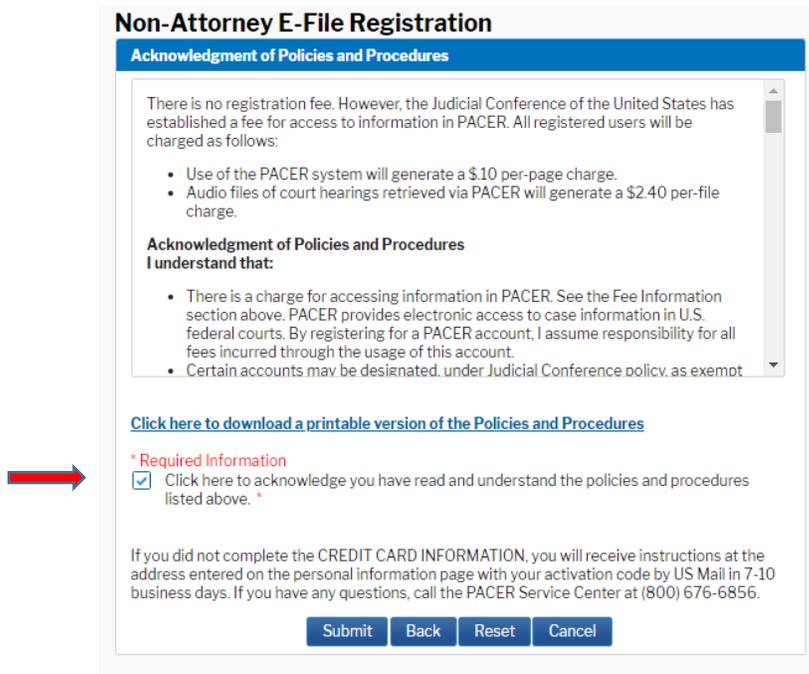
Next Back Reset Cancel



NOTE: You may skip entering credit card information on this screen, however, if you do not enter credit card information when registering, PACER will provide you with an activation code at via U.S. Mail at the address listed on your registration. You will receive this code within 7-10 days. During that time, you will still be able to efile, but will not be able to perform any searches in PACER.

9. Read the acknowledgement of policies and procedures and check the box acknowledging that you have read and understand them. Click **Submit**.

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Non-Attorney E-File Registration

Acknowledgment of Policies and Procedures

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 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 charge.

Acknowledgment of Policies and Procedures
I understand that:

- There is a charge for accessing information in PACER. See the Fee Information section above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.
- Certain accounts may be designated, under Judicial Conference policy, as exempt

[Click here to download a printable version of the Policies and Procedures](#)

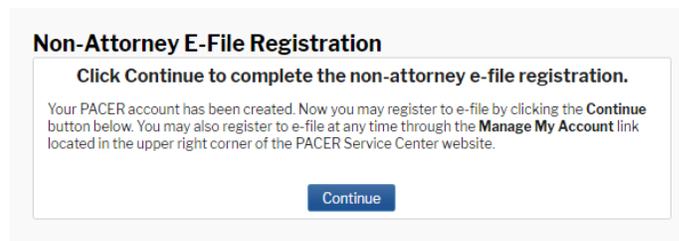
*** Required Information**

Click here to acknowledge you have read and understand the policies and procedures listed above. *

If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.

[Submit](#) [Back](#) [Reset](#) [Cancel](#)

10. The registration process is now complete and you will receive a final acknowledgement of your registration. At this point, you will need to complete the training courses and notify the clerk's office at qualitycontrol@ctd.uscourts.gov that you have completed the training before completing the non-attorney efile registration.



Non-Attorney E-File Registration

Click Continue to complete the non-attorney e-file registration.

Your PACER account has been created. Now you may register to e-file by clicking the **Continue** button below. You may also 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](#)