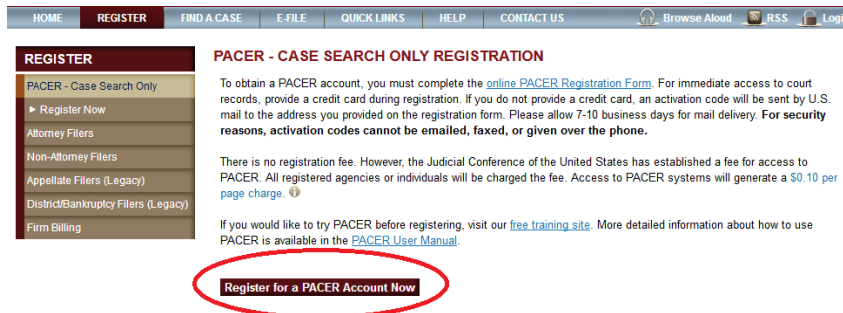


Instructions for Self Represented Parties to Register for a new PACER account

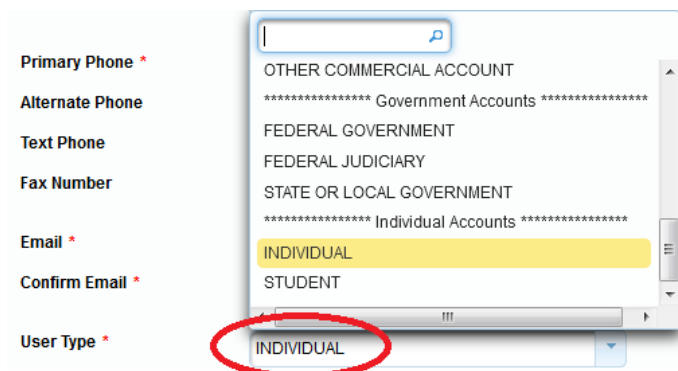
1. Log on to PACER at www.pacer.gov.
2. Click on **Register**, then on **PACER – Case Search Only**.



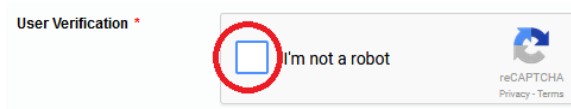
3. Click on **Register for a PACER Account Now**.



4. Complete all the information requested, and at the bottom select **User Type*** INDIVIDUAL.



5. Click the **I'm not a robot** box and verify the content requested. Click **Next**.



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6. Establish a user name and password, and select and answer the security questions. Click **Next**.

The screenshot shows the 'User Information' registration form. It includes fields for Username, Password, Confirm Password, Security Question 1, Security Answer 1, Security Question 2, and Security Answer 2. A yellow callout box highlights the password requirements: 'Your password must be between 8 to 45 characters long and contain at least one lowercase letter, one uppercase letter, and one special character. Pay attention to the password strength meter.' Below the callout, a note states: 'NOTE: It cannot contain any parts of your First Name, Last Name, Username or Email address.' The form also has 'Generate Username' and 'Check Username Available' buttons, and 'Next', 'Back', 'Reset', and 'Cancel' buttons at the bottom.

7. 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**.

The screenshot shows the 'Payment Information' registration form. It includes a disclaimer about registration fees, a list of charges, and a section for credit card information. The credit card section includes fields for Account Holder Name, Card Type, Account Number, Card Expiration Date, and a checkbox for 'Use billing address'. Below these fields are fields for Address, City, State, Zip/Postal Code, and Country. A red callout box says 'Complete the billing information for your credit card.' At the bottom, there is a checkbox for 'I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due.' and a note about SSL security. The 'Next' button is circled in red.



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

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

receive this code within 7-10 days. During that time, you will still be able to e-file, but will not be able to perform any searches in PACER.

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

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 from fees. If my account is exempt from the fee, it is my responsibility to use the account only within the scope of the fee exemption.
- I must alert the PACER Service Center to any errors in billing within 90 days of the date of the bill.
- The per-page charge applies to the number of pages that result from any search, regardless of the number of pages viewed, printed, or downloaded. Searches that result in no matches incur a charge for one page of data.

[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.

9. The registration process is now complete and you will receive a final acknowledgement of your registration. At this point, if you need to query your case (and have provided credit card information) you may do so by clicking the **Continue** button, or simply click **Done**.

PACER - CASE SEARCH ONLY REGISTRATION

THANK YOU FOR REGISTERING WITH THE PACER SERVICE CENTER!

Thank you for registering.

You may go to the [court links](#) page to find your court and begin a case search, or go to [Manage My Account](#) to update your account information.

The Judicial Conference of the United States has established a \$.10 per-page fee for access to PACER. All registered agencies or individuals will be charged the fee. If usage is under \$15 in a quarter, the fees will be waived. If over \$15, the account is billed for all usage.

Fee examples:

- If you enter a party name and receive 2 pages of matches, the charge is \$0.20.
- If you enter a case number and the docket is 10 pages, the charge is \$1.
- If you select a docket entry that is 5 scanned pages, the charge is \$0.50.

NOTE: There is a 30-page cap for images of filed documents and case-specific reports (e.g., docket, creditor listing, claims register). You will not be charged more than \$3.00 when you access these items that are more than 30 pages. The cap does not apply to case listings, name search results, or transcripts (when available online).

10. You are now ready for the court's conversion to NextGen in December, 2017. Until that time, you will still e-file documents using your court assigned login and password and accessing CM/ECF from the court's webpage at ctd.uscourts.gov.