

PACER - ATTORNEY E-FILING REGISTRATION ONLY PROCESS

STEP 1 Go to <https://pacer.uscourts.gov>

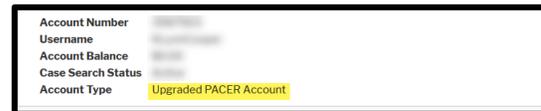
STEP 2 Click on Manage My Account > Manage My Account Login



STEP 3 Log in to Manage My Account



STEP 4 Confirm the Account Type is an Upgraded PACER Account.



If the Account Type is one of the following the attorney will need to take further action before proceeding to the next step:

Legacy Account - the attorney must upgrade his/her PACER account before proceeding to the Next Step.

Upgraded PACER Account PACER Administrative Account - indicates that this account is used for billing purposes only and the attorney must set up an individual PACER account before proceeding to the Next Step.

Inactive - the attorney must contact PACER Service Center for assistance.

STEP 5 Click on Maintenance Tab

Select Attorney Admissions/E-File Registration

Account Number
Username
Account Balance
Case Search Status
Account Type Upgraded PACER Account

Settings **Maintenance** Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)
[Update Address Information](#) [Non-Attorney E-File Registration](#)
[Update E-File Email Notices and Frequency](#) [Check E-File Status](#)
[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

STEP 6 IN WHAT COURT DO YOU WANT TO PRACTICE?

Select Court Type – U.S. District Courts

Select Court – Indiana Northern District – NextGen

Click Next

Account Number
Username
Account Balance
Case Search Status
Account Type Upgraded PACER Account

In what court do you want to practice?
* Required Information

Court Type * **Select Court Type** ▼
Court * **Select Court** ▼

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

Next Reset Cancel

STEP 7 WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

Select E-File Registration Only.

What would you like to apply/register for?

Attorney Admissions and E-File
E-File Registration Only
Pro Hac Vice
Multi-District Litigation

STEP 8 Filer Information

The attorney's PACER Account information will populate.
Correct/update, if necessary.

Checkbox – I acknowledge ...

Complete all sections of E-File Registration

Filer Information
* Required Information

Role in Court Attorney
Title Select a title or enter your own ▼
Name Kelly Cooper

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.***

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 US District Court, SD of WV
Unit/Department
Address * 300 Virginia Street, East
Suite 2400
Room/Suite
City * Charleston
State * West Virginia ▼ ?
County * KANAWHA ▼
Zip/Postal Code * 25301
Country * United States of America ▼
Primary Phone * 304-347-3051 ?
Alternate Phone ?
Text Phone ?
Fax Number ?

STEP 9 Additional Filer Information

Enter:

- State Bar ID
- State

Delivery Method and Formatting

Email address is the information provided when registering for a PACER account.

Email Frequency –At the Time of Filing (One Email per Filing)

Email Format – HTML

Click Next

Payment Information

You do not need to complete the payment information.

Click Next

STEP 10 E-Filing Terms of Use

Click to acknowledge the Attorney E-filing Terms and Conditions.

Click Submit

STEP 11 The registration process is complete. You will receive an email notification from the court at the email address provided.