Pro Se Tutorial for Registering for E-filing for the U.S. District Court for the District of Columbia via PACER DO NOT register for electronic filing until AFTER your Motion for E-Filing privileges has been GRANTED

If you	If you have an existing PACER account:		If you DO NOT have an existing PACER account:	
Step	Action	Step	Action	
1	Go to PACER: <u>www.pacer.gov</u>	1	Go to PACER: www.pacer.gov	
2	Select Manage My Account Manage My Account Manage My Appellate Filer Account Case Search Sign In PRECER PUBLIC ACCESS TO COURT ELECTRONIC RECORDS	2	Select Register PACER PUBLIC ACCESS TO COURT ELECTRONIC RECORDS HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US	
3	Log into PACER with an Upgraded PACER account. Not sure if you have an Upgraded PACER account? <u>Click here</u> for instructions	3	Select Non-Attorneys (It is not necessary to use the Registration Wizard) RECISTER PACER Attorneys Non-Attorneys Appellate (Legacy) District/Bankruptcy (Legacy) Firm Billing	
4	Select the Maintenance tab MANAGE MY ACCOUNT Welcome, John Public Logout Account Number 7002099 Username johnjohn Account Balance \$0.00 Case Search Status Active Account Type Upgraded PACER Account Settings Maintenance Payments Update Personal Information Attorney Admissions / E-File Registration Update Address Information Non-Attorney E-File Registration	4	Select Apply for Attorney Admissions and/or Register to E-File Now	
5	Select Non-Attorney E-File Registration Settings Maintenance Payments Usage Update Personal Information Attorney Admissions / E-File Registration Update Address Information Non-Attorney E-File Registration	5	Complete the PACER registration form. Select the User Type. Select Individual. Select Next	

			User lype ~ INDIVIDUAL
	Skip to Step 10		OTHER COMMERCIAL ACCOUNT
			***************** Government Accounts ************************************
			FEDERAL GOVERNMENT
			FEDERAL JUDICIARY
			STATE OR LOCAL GOVERNMENT
			******************* Individual Accounts **************
			STUDENT
		6	Create a Username and Password, and select Security Questions and then Next
		7	Enter Payment Information if desired. Please Note: this is
			optional you do not have to store a credit card with PACER.
			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.
		8	Read and acknowledge the policies and procedures and click
			Submit
			Click here to download a printable version of the Policies and Procedures
			* Required Information
			Check here to acknowledge you have read and understand the policies and procedures listed above. *
			If you did not complete the CREDIT CARD INCODINTION, 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
		9	Click Continue to complete the Attorney Admissions and E-File
			Registration
			ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION
			CLICK CONTINUE TO COMPLETE THE ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION.
			Your PACER account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the Continue button below. You may also apply for attorney admissions and/or 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
10	Complete all sections of the E-File Registration section and click District Court as the Court. In the Most Recent Case field you N	k Next. \$ /IUST er	Select U.S. District Courts as the Court Type and District of Columbia nter this Court's case number in which leave to e-file has been granted.
11	Failure to do this will delay the processing of your request.		
	Select U.S. District Courts from drop down list in Court Type b	xoc	
	Select District of Columbia District Court from drop down list	ın Coui	rt box. Click Next
	* Required Information		
	Court Type * U.S. District Courts		
	Court		
1			

12	Complete the Delivery Method and Formatting section of the form. This is used for electronic notification in cases in which you are involved.
	Complete this section even if you will not be actively practicing in federal court. Email address information comes from your existing
	PACER information. Check the box to use a different email if desired. Email Frequency and Email Format are required and are also used for
	electronic notice in cases in which you are involved. In Email Frequency dropdown, Select Once Per Day for a daily summary notification or
	At the time of Filing for individual notice. Select from the Email Format dropdown. Select HTML unless you are having difficulty with your emails. Select Next
	Delivery Method and Formatting
	Lise a different email. Checking this will clear the primary email fields below.
	Senfim Briment Emell
	John.q.public@yourdomain.com
	Email Frequency * Select Email Frequency *
	Email Format *
13	Set default payment information if desired (not required). You can add a new credit card or ACH payment method or designate your existing
	card as the default method for filing fees by selecting the appropriate icons as shown in the images below.
	Payment Information
	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.
	This section is optional. If you do not enter payment information here, you may do so later by selecting the Manage Recurring Payments option under the Payments tab.
	Select your method of payment from the Add Credit Card and Add ACH Payment options below. You may store up to three payment methods and set any of them as the default for your search fees, addrissions/renewal fees, and/or e-file fees.
	To set a payment method as a default, click the gray icon, which will turn blue when selected.
	Click this icon to set the default payment method for your PACER search fees. The selected card will be automatically charged for your quarterly usage.
	Click this icon to set the default payment method for your filing fees.
	Click this icon to set the default payment method for your admissions/renewal fees.
	Add Credit Card
	Add ACH Payment
	Test Attorney
	1234 Anywhere Street Minneapolis, MN
	Update
	Next Back Cancel
14	Check the two boxes in the E-Filing Terms of Use
	Click here to download a printable version of the Attorney E-filing Terms and Conditions
	By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes
	Check here to acknowledge that you have read and agree to the local requirements for the court in which you are
	registering <u>Click here to view Local Court Policies and Procedures.</u> *

15	Select Submit. The court will review your e-filing request for eligibility. You may be contacted for further information or to correct deficiencies if
	any exist. If your eligibility is confirmed, your account will be activated, and you will be able to file.