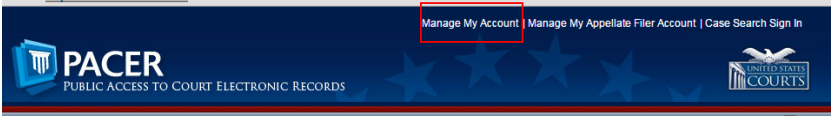


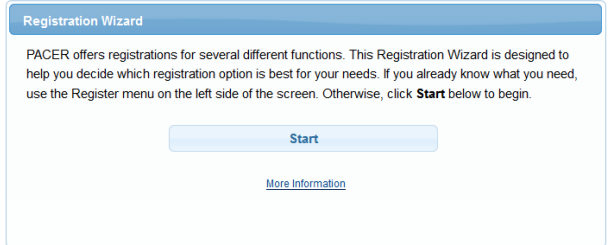
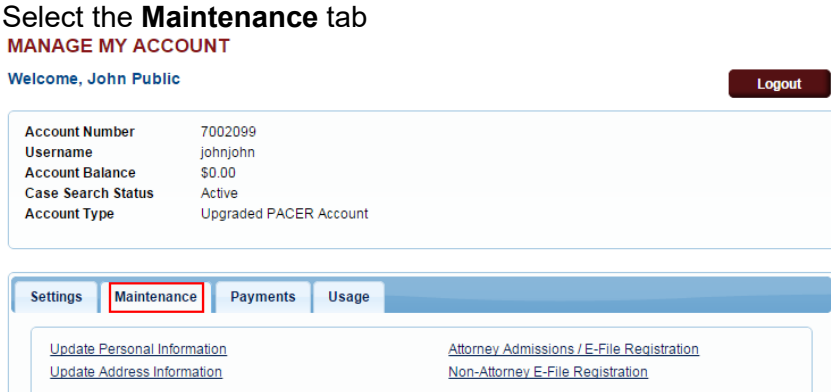

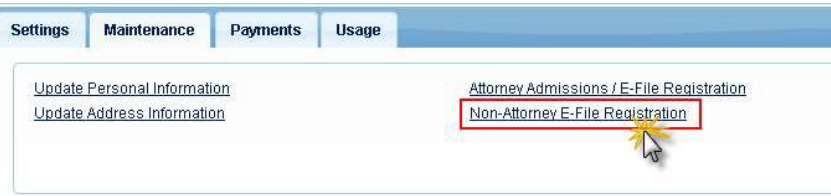


Pro Se Tutorial for Registering for E-filing for the U.S. District Court for the District of Columbia via PACER

DO NOT register for electronic filing until **AFTER** your **Motion for E-Filing privileges** has been **GRANTED**

If you have an existing PACER account:		If you DO NOT have an existing PACER account:	
Step	Action	Step	Action
1	Go to PACER: www.pacer.gov	1	Go to PACER: www.pacer.gov
2	<p>Select Manage My Account</p> 	2	<p>Select Register</p> 
3	<p>Log into PACER with an Upgraded PACER account. <i>Not sure if you have an Upgraded PACER account? Click here for instructions</i></p>	3	<p>Select Non-Attorneys (<i>It is not necessary to use the Registration Wizard</i>)</p>  
4	<p>Select the Maintenance tab</p> 	4	<p>Select Apply for Attorney Admissions and/or Register to E-File Now</p> 
5	<p>Select Non-Attorney E-File Registration</p> 	5	<p>Complete the PACER registration form. Select the User Type. Select Individual. Select Next</p>

****Skip to Step 10****

User Type *

- INDIVIDUAL
- OTHER COMMERCIAL ACCOUNT
- ***** Government Accounts *****
- FEDERAL GOVERNMENT
- FEDERAL JUDICIARY
- STATE OR LOCAL GOVERNMENT
- ***** Individual Accounts *****
- INDIVIDUAL
- 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 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 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.

10 Complete all sections of the E-File Registration section and click Next. Select U.S. District Courts as the Court Type and District of Columbia District Court as the Court. In the **Most Recent Case** field you MUST enter this Court's case number in which leave to e-file has been granted. Failure to do this will delay the processing of your request.

11 Select **U.S. District Courts** from drop down list in **Court Type** box
Select **District of Columbia District Court** from drop down list in **Court** box. Click **Next**

* Required Information
Court Type * U.S. District Courts
Court * District of Columbia District Court

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**

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.

14

Check the two boxes in the **E-Filing Terms of Use**

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.