

Maintenance Tab



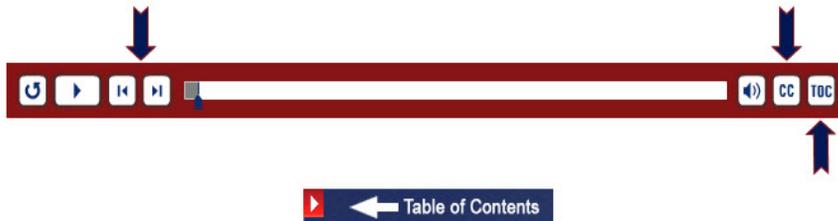
Administrative Office of the U.S. Courts
Department of Technology Services

New Maintenance Features in PACER



Navigation Instructions

You can **Fast Forward** or **Rewind** the lesson by using the Navigation bar at the bottom of the screen.



There is a **Table of Contents**, or **TOC**, located at the top left corner of the screen. Click the **TOC** button to the right of the Navigation bar to open or close the **TOC**. From the **TOC**, you can click on an item to jump to that section in the lesson.



Here are the instructions for navigating through this tutorial. Click Start when you're ready to begin.

Introduction

- Welcome to the training on the new maintenance features in PACER!
- The maintenance features are one aspect of managing your account in PACER.
- You can perform several functions under the Maintenance tab, such as update personal information or request e-filing privileges with a court.



Continue

Click here.

Welcome to the training module on the new maintenance features in PACER! When managing your account, one of several important features is the Maintenance tab. Depending on your account privileges, you can perform several different functions under the Maintenance tab, such as update your personal information or request e-filing privileges with a court. In this training module, you will learn the functions of the Maintenance tab when managing your account in PACER. Click Continue.

Objective

By the end of this module, you will be able to use the maintenance features in PACER to manage your account.



By the end of this module, you will know how to use the maintenance features in PACER to manage your account.



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Manage My Account: Maintenance Tab

www.pacer.gov

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS Login

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information online from federal appellate, district, and bankruptcy courts, and the PACER Case Locator. PACER is provided by the Federal Judiciary in keeping with its commitment to providing public access to court information via a centralized service.

NEXTGEN CM/ECF COMING SOON

The Federal Judiciary is developing a Next Generation (NextGen) Case Management/Electronic Case Files (CM/ECF) system that will allow you to use the same account for both PACER and electronic filing access. [More information](#) on the upcoming improvements to PACER and CM/ECF is available. Check back for updates as courts go live on the new system.

FREQUENTLY USED

- [Court Links](#)
- [Forgot Your Password?](#)
- [Billing Information](#)
- [Register for a PACER Account](#)
- [Frequently Asked Questions](#)

PACER CASE LOCATOR

The PACER Case Locator is a national index for U.S. district, bankruptcy, and appellate courts. A subset of information from each case is transferred to the PACER Case Locator server each night.

PACER ANNOUNCEMENTS

- [Training on Changes to PACER \(08/10/2014\)](#)
- [Changes to Information Available on PACER \(08/10/2014\)](#)
- [Improvements Coming to PACER and CM/ECF \(07/18/2014\)](#)
- [Important Security Notice \(05/06/2014\)](#)
- [April 2014 Newsletter](#) (04/03/2014)
- [Fee Schedule \(04/01/2013\)](#)
- [CM/ECF Release Notes \(03/15/2013\)](#)
- [Attention Appellate Court Mac Filers \(01/07/2013\)](#)

[More »](#)

WHO CAN ACCESS PACER?

PACER is available to anyone who registers for an account.

The more than one million PACER users include attorneys, pro se filers, government agencies, trustees, data collectors, researchers, educational and financial institutions, commercial enterprises, the media, and the general public.

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To manage your PACER account, go to www.pacer.gov. On the PACER home page, click Manage My Account.

Please note: Appellate court filers will continue to use the Manage My Appellate Filer Account tab to update their filer account information and register for additional appellate courts.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

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- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

*** Required Information**

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot User Name?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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Log in to PACER.

[Manage My Account](#) | [Manage My Appellate Filer Account](#) | [Case Search Sign In](#)



HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US  RSS

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MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

*** Required Information**

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot User Name?](#)

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[Manage My Account](#) | [Manage My Appellate Filer Account](#) | [Case Search Sign In](#)



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MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

** Required Information*

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot User Name?](#)

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Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
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MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

Please Wait

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot User Name?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Waiting for cso-pacer.psc.uscourts.gov...

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Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
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- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

Settings **Maintenance** Payments Usage

- [Change Username](#)
- [Change Password](#)
- [Set Security Information](#)
- [Go Paperless \(Statements\)](#)
- [Set PACER Preferences](#)

<https://cso-pacer.psc.uscourts.gov/pscof/manage/maint.jsf#mmTabView:mmMaintTab>

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Click the Maintenance tab.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

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MANAGE MY ACCOUNT

Welcome, John Public **Logout**

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

Settings Maintenance Payments Usage

- Update Personal Information
- Update Address Information
- Check E-File Status
- Display Registered Courts
- Attorney Admissions / E-File Registration
- Non-Attorney E-File Registration
- Update Delivery Method and Formatting Options
- E-File Registration/Maintenance History

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Under the Maintenance tab, you will find new features that were not previously available for all courts. You will be able to update personal and address information, apply for attorney admissions, and request e-filing permissions.

If you are registered in a NextGen court, you will be able to view a list of NextGen courts in which you are registered and update information in those NextGen courts.



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Explore the Maintenance Features

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

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MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Click any of the options under the Maintenance tab.
Click Finished when you are done.

Settings Maintenance Payments Usage

- ✓ [Update Personal Information](#)
- ✓ [Update Address Information](#)
- ✓ [Check E-File Status](#)
- ✓ [Display Registered Courts](#)
- ✓ [Attorney Admissions / E-File Registration](#)
- ✓ [Non-Attorney E-File Registration](#)
- ✓ [Update Delivery Method and Formatting Options](#)
- ✓ [E-File Registration/Maintenance History](#)

[Finished](#)

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Now that you know a little bit about the maintenance features in PACER, it's time for you to do some exploring on your own. Using your mouse, click any of the options under the Maintenance tab. Click Finished when you are done.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
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- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

Update Personal Information

Update your personal information with the PACER Service Center. Any changes you make here will be sent to the court(s) in which you are registered.

* Required Information

Prefix

First Name *

Middle Name

Last Name *

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This is the Update Personal Information page. I will scroll down to see the entire form.

Manage My Account

Update Personal Information

Update your personal information with the PACER Service Center. Any changes you make here will be sent to the court(s) in which you are registered.

*** Required Information**

Prefix	Select Prefix
First Name *	John
Middle Name	
Last Name *	Public
Generation	Select Generation
Suffix	Select Suffix
Email *	john.q.public@yourdomain.com
Confirm Email *	john.q.public@yourdomain.com
User Type *	LAW FIRM
Federal Tax ID *	84-0606868

Submit Reset Cancel

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Here, you can update your name, prefix, generation, suffix, email, and user type at any time. If you are registered in a NextGen court, the updated information will be sent to that court. For the purpose of this demonstration, I will add a middle initial.

Manage My Account

Update Personal Information

Update your personal information with the PACER Service Center. Any changes you make here will be sent to the court(s) in which you are registered.

*** Required Information**

Prefix	Select Prefix
First Name *	John
Middle Name	Q.
Last Name *	Public
Generation	Select Generation
Suffix	Select Suffix
Email *	john.q.public@yourdomain.com
Confirm Email *	john.q.public@yourdomain.com
User Type *	LAW FIRM
Federal Tax ID *	84-0606868

Submit Reset Cancel

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Manage My Account

Update Personal Information

Update your personal information with the PACER Service Center. Any changes you make here will be sent to the court(s) in which you are registered.

*** Required Information**

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Email *

Confirm Email *

User Type *

Federal Tax ID *

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And, submit the change.

The screenshot shows the PACER website interface. At the top, there are navigation links: "Manage My Account | Manage My Appellate Filer Account | Case Search Sign In". The PACER logo and "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS" are on the left, and the "UNITED STATES COURTS" logo is on the right. A navigation bar contains "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", "CONTACT US", and "RSS".

The main content area is titled "MANAGE MY ACCOUNT" and includes a "Welcome, John Public" message and a "Logout" button. A "PACER Links" sidebar is on the left. A modal window titled "Update Personal Information" is open, displaying a success message: "Your personal information has been successfully changed!". A "Close" button is highlighted with a red box. Below the modal, there are tabs for "Settings", "Maintenance", "Payments", and "Usage". Under the "Maintenance" tab, there are several links: "Update Personal Information", "Update Address Information", "Check E-File Status", "Display Registered Courts", "Attorney Admissions / E-File Registration", "Non-Attorney E-File Registration", "Update Delivery Method and Formatting Options", and "E-File Registration/Maintenance History".

At the bottom of the page, the "AO Administrative Office of the U.S. Courts Department of Technology Services" logo is displayed.

A window appears confirming that your personal information has been changed. I will click Close to return to the maintenance options.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

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MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

Update Address Information

In the first section below, you may update your address information on file at the PACER Service Center for billing purposes. Then you may apply those updates to open, closed, or all cases in one or more courts in which you are registered.

* Required Information

Firm/Office

Unit/Department

Address

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This is the Update Address Information page.

Manage My Account

Update Address Information

In the first section below, you may update your address information on file at the PACER Service Center for billing purposes. Then you may apply those updates to open, closed, or all cases in one or more courts in which you are registered.

*** Required Information**

Firm/Office	Law Offices of John Q. Public
Unit/Department	
Address *	123 Any Street
Room/Suite	
City *	Your Town
State *	Texas
County *	BEXAR
Zip/Postal Code *	78558
Country *	United States of America
Primary Phone *	555-226-3232
Alternate Phone	

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Here, you can update the name of your law firm, if you entered one, and your personal or work address information.

Address * 123 Any Street

Room/Suite

City * Your Town

State * Texas

County * BEXAR

Zip/Postal Code * 78558

Country * United States of America

Primary Phone * 555-226-3232

Alternate Phone

Text Phone

Fax Number

Reason for update

Check here if this address update applies to the entire firm.

Apply update to Select

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...and phone numbers.

County * BEXAR

Zip/Postal Code * 78558

Country * United States of America

Primary Phone * 555-226-3232

Alternate Phone

Text Phone

Fax Number

Reason for update

Check here if this address update applies to the entire firm.

Apply update to Select

Apply Updates to Selected Courts

PACER Billing

Law Offices of John Q. Public
123 Any Street
Your Town, TX 78558
Phone: 555-226-3232

U.S. Circuit Courts Of Appeals

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When updating your address for a court, you are required to complete both the Reason for Update field...

The screenshot shows a web form for updating address information. The form includes several input fields: County (BEXAR), Zip/Postal Code (78558), Country (United States of America), Primary Phone (555-226-3232), Alternate Phone, Text Phone, Fax Number, and Reason for update. A checkbox labeled "Check here if this address update applies to the entire firm." is present. Below this is a dropdown menu labeled "Apply update to" with a red arrow pointing to it. The dropdown menu is open, showing options: Select, All Cases, Closed Cases, None, and Open Cases. The "Apply Updates to Selected" section is partially visible. The PACER Billing section includes a checkbox and the text "Law Offices of J... 123 Any Street Your Town, TX 78558 Phone: 555-226-3232". The footer of the page contains the AO logo and the text "Administrative Office of the U.S. Courts Department of Technology Services".

...and the Apply update to dropdown.

Reason for update

Check here if this address update applies to the entire firm.

Apply update to

Apply Updates to Selected Courts

PACER Billing

Law Offices of John Q. Public
123 Any Street
Your Town, TX 78558
Phone: 555-226-3232

U.S. Circuit Courts Of Appeals

U.S. Court of Appeals, AZ Test - NextGen
Law Offices of John Q. Public
123 Any Street
Your Town, TX 78558
Phone: 555-226-3232

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At the bottom of the page, you can select the court or courts to which you want to apply your updates by checking the blue shaded box shown under the name of the court. You can also apply the updates to your PACER billing information by checking the box under PACER Billing. For the purpose of this demonstration, I will click Cancel to return to the maintenance options.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

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UNITED STATES COURTS

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Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
Account Balance	\$0.00

Important News

Check E-File Status

* Required Information

Court Type *

Court *

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The Check E-File Status page is where you can check your e-file status at courts that have moved to the Next Generation of CM/ECF, or NextGen, for which you have applied for or been granted filing privileges. To check your e-file status, select your court type and court, and then click Submit.

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Username	MyUsername
Account Balance	\$0.00

Important News

Check E-File Status

* Required Information

Court Type *

Court *

- Select Court Type
- U.S. Bankruptcy Courts
- U.S. Appellate Courts
- U.S. District Courts

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Account Number	2617065
Username	MyUsername
Account Balance	\$0.00

Important News

Check E-File Status

* Required Information

Court Type *

Court *

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Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
Account Balance	\$0.00

Important News

Check E-File Status

* Required Information

Court Type *

Court *

- Select Court
- U.S. Court of Appeals, AZ TC1A - NextGen

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Important News

Check E-File Status

* Required Information

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Court *

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Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
Account Balance	\$0.00

Important News

Check E-File Status

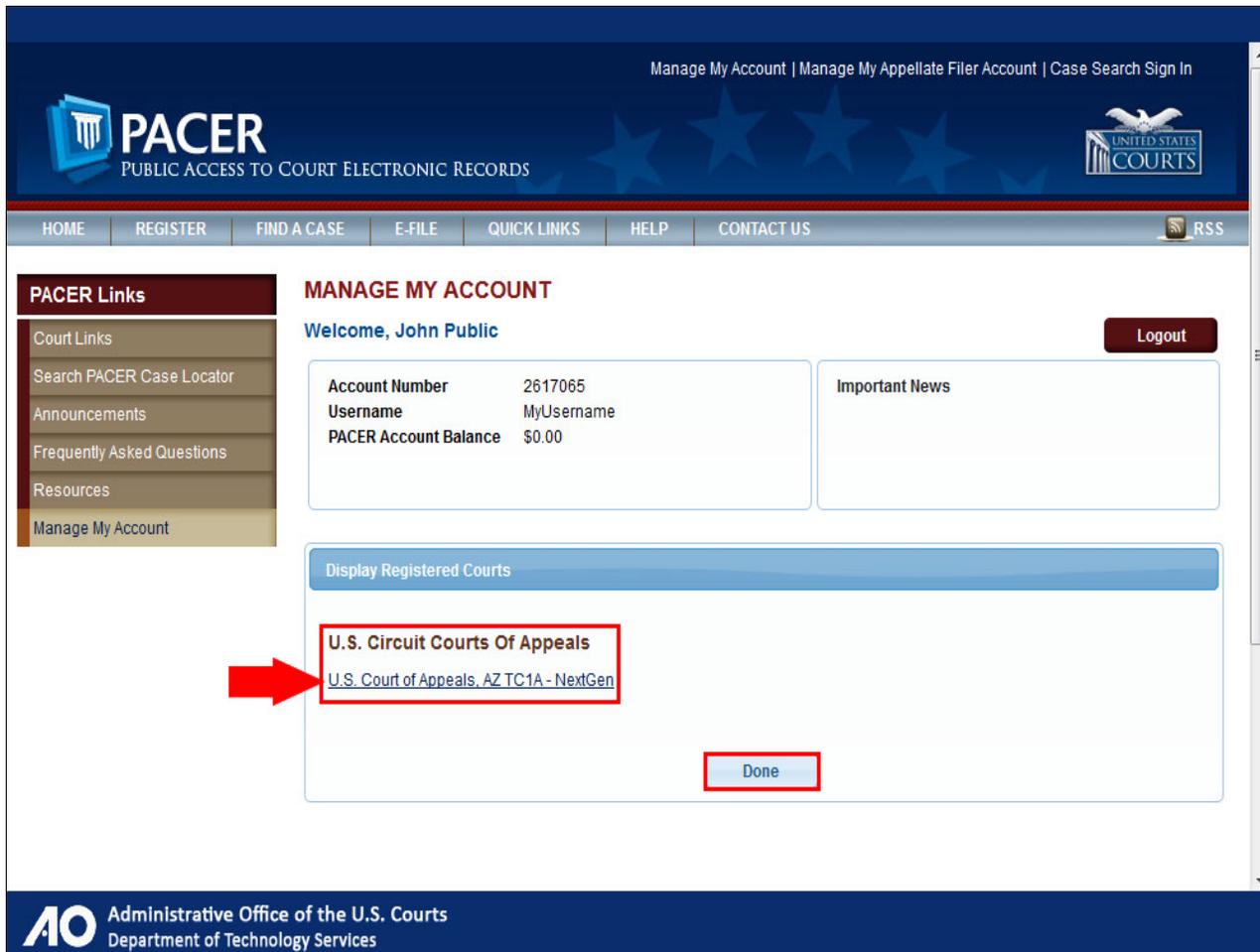
U.S. Court of Appeals, AZ TC1A - NextGen [Active](#)

[Back](#) [Done](#)

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After you submit your selections, you will see the e-file status of the court or courts you selected. In this example, the status is Active. However, you may see Pending, Suspended, Rejected, or Not Active, depending on the status.

If you have any questions about your status, you should contact the court. I will click Done to return to the maintenance options.



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MANAGE MY ACCOUNT

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Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

Display Registered Courts

- U.S. Circuit Courts Of Appeals**
- [U.S. Court of Appeals, AZ TC1A - NextGen](#)

[Done](#)

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The Display Registered Courts page shows a list of NextGen courts for which you have been granted filing privileges. In this example, this user is registered with a sample U.S. Circuit Court of Appeals. From here, you can go directly to the court's NextGen CM/ECF by clicking the link.

First, you will be presented with the court's CM/ECF landing page. Then, you will be presented with the PACER login page in order to log into PACER and the NextGen CM/ECF system. Once you have successfully logged in, you will be presented with the CM/ECF menus.

For the purpose of this demonstration, I will click Done to return to the maintenance options.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

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MANAGE MY ACCOUNT

Welcome, John Public Logout

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type *

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. For a listing of all court websites visit the [Court Links Page](#).

Next Reset Cancel

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The Attorney Admissions/E-File Registration page is where you apply for attorney admissions or register to e-file at a participating court. This feature is for attorneys only. First, you must select your court type and court in which you want to practice, and then click Next.

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MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type *

Court *

- U.S. Appellate Courts
- U.S. District Courts**
- U.S. Bankruptcy Courts

Note: Centralized attorney admission information is available for all courts. If you do not see a court listed, please visit that court's [Court Links Page](#).

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[Manage My Account](#) | [Manage My Appellate Filer Account](#) | [Case Search Sign In](#)

**PACER**
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

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MANAGE MY ACCOUNT

Welcome, [John Public](#) Logout

Account Number	2617065		Important News
Username	MyUsername		
PACER Account Balance	\$0.00		

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type *

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. For a listing of all court websites visit the [Court Links Page](#).

Administrative Office of the U.S. Courts
Department of Technology Services

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In



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PACER Links

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- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type *

Court *

Note: Centralized attorney admission is not available for all courts. If you do not see a court listed, please visit that court's [Court Links Page](#).

AO Administrative Office of the U.S. Courts
Department of Technology Services

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**PACER**
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT USRSS

PACER Links
[Court Links](#)
[Search PACER Case Locator](#)
[Announcements](#)
[Frequently Asked Questions](#)
[Resources](#)
[Manage My Account](#)

MANAGE MY ACCOUNT

Welcome, [John Public](#) Logout

Account Number 2617065 Username MyUsername PACER Account Balance \$0.00	Important News
--	-----------------------

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type *

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. For a listing of all court websites visit the [Court Links Page](#).

Next Reset Cancel

Administrative Office of the U.S. Courts
Department of Technology Services

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PUBLIC ACCESS TO COURT ELECTRONIC RECORDS



HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

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- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public Logout

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance		

Please Wait



IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type *

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. For a listing of all court websites visit the [Court Links Page](#).

Next Reset Cancel

 Administrative Office of the U.S. Courts
Department of Technology Services

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In



HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US  RSS

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- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, **John Public** [Logout](#)

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

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

 Administrative Office of the U.S. Courts
Department of Technology Services

manage my Account

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

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

[Before continuing, view the local Policies and Procedures for the selected court \(Electronic File URL\)](#)

E-Filer Instructions

[Before continuing, view the local Policies and Procedures for the selected court \(Attorney URL\)](#)

Attorney Instructions

Back Cancel

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Department of Technology Services

Notice that there are several options for which attorneys can apply or register. The options presented will vary from court to court. Also note that before you apply or register, it is recommended that you view the local policies and procedures for the court you selected.

More about attorney admissions and e-filing is available on the electronic learning module titled Existing Attorneys. For the purpose of this demonstration, I will click Cancel to return to the maintenance options.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

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MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

* Required Information

Court Type *

Court *

AO Administrative Office of the U.S. Courts
Department of Technology Services

The Non-Attorney E-File Registration page is where a non-attorney, such as a pro se filer, court reporter, interested party, or a filing agent can register for e-file privileges at a participating court.

Manage My Account

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

*** Required Information**

Court Type *	Select Court Type
Court *	Select Court
Role in Court *	Select Role in Court
Title	Enter or Select a Title

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	Law Offices of John Q. Public
Unit/Department	
Address *	123 Any Street
Room/Suite	

AO Administrative Office of the U.S. Courts
Department of Technology Services

First, select the options that best apply to you from the Court Type, Court, and Role in the Court drop-down lists. Note that the selections for role may differ from court to court.

Manage My Account

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

*** Required Information**

Court Type *

Court *

Role in Court *

Title

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

Unit/Department

Address *

Room/Suite

AO Administrative Office of the U.S. Courts
Department of Technology Services

Manage My Account

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

*** Required Information**

Court Type * U.S. Bankruptcy Courts

Court * Select Court

Role in Court * Select Role in Court

Title Enter or Select a Title

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 Law Offices of John Q. Public

Unit/Department

Address * 123 Any Street

Room/Suite

AO Administrative Office of the U.S. Courts
Department of Technology Services

Manage My Account

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

*** Required Information**

Court Type * U.S. Bankruptcy Courts

Court * Select Court

Role in Court * Select Court

Title AO OCA-TD Test Bankruptcy Court
AZ Test Bankruptcy Court - NextGen

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 Law Offices of John Q. Public

Unit/Department

Address * 123 Any Street

Room/Suite

AO Administrative Office of the U.S. Courts
Department of Technology Services

Manage My Account

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

*** Required Information**

Court Type * U.S. Bankruptcy Courts

Court * AZ Test Bankruptcy Court - NextGen

Role in Court * Please Wait

Title Enter or Select a Title

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 Law Offices of John Q. Public

Unit/Department

Address * 123 Any Street

Room/Suite

AO Administrative Office of the U.S. Courts
Department of Technology Services

Manage My Account

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

*** Required Information**

Court Type * U.S. Bankruptcy Courts

Court * AZ Test Bankruptcy Court - NextGen

Role in Court * Select Role in Court

Title Enter or Select a Title

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 Law Offices of John Q. Public

Unit/Department

Address * 123 Any Street

Room/Suite

AO Administrative Office of the U.S. Courts
Department of Technology Services

Manage My Account

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

*** Required Information**

Court Type * U.S. Bankruptcy Courts

Court * AZ Test Bankruptcy Court - NextGen

Role in Court * Select Role in Court

Title Select Role in Court

Title Court Reporter

Please verify your address. You may use the address from the one provided for your CSO account.

Use a different address. If you select this option, you must complete the fields below.

Firm/Office Filing Agent

Party Party

Unit/Department

Address * 123 Any Street

Room/Suite

AO Administrative Office of the U.S. Courts
Department of Technology Services

Manage My Account

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

*** Required Information**

Court Type * U.S. Bankruptcy Courts

Court * AZ Test Bankruptcy Court - NextGen

Role in Court * Filing Agent

Title Enter or Select a Title

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 Law Offices of John Q. Public

Unit/Department

Address * 123 Any Street

Room/Suite

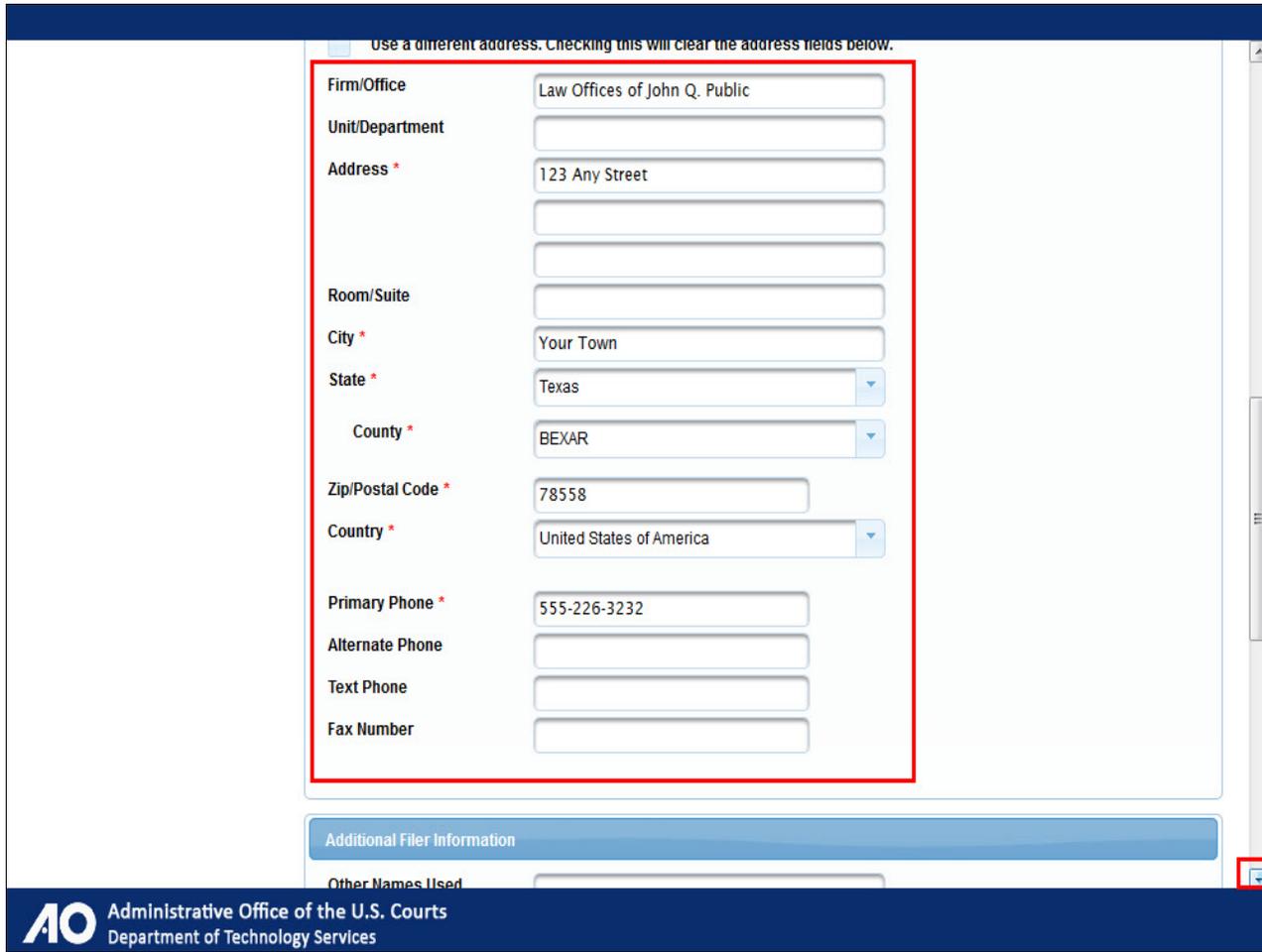
AO Administrative Office of the U.S. Courts
Department of Technology Services

Use a different address. Checking this will clear the address fields below.

Firm/Office	<input type="text" value="Law Offices of John Q. Public"/>
Unit/Department	<input type="text"/>
Address *	<input type="text" value="123 Any Street"/> <input type="text"/>
Room/Suite	<input type="text"/>
City *	<input type="text" value="Your Town"/>
State *	<input type="text" value="Texas"/>
County *	<input type="text" value="BEXAR"/>
Zip/Postal Code *	<input type="text" value="78558"/>
Country *	<input type="text" value="United States of America"/>
Primary Phone *	<input type="text" value="555-226-3232"/>
Alternate Phone	<input type="text"/>
Text Phone	<input type="text"/>
Fax Number	<input type="text"/>

Additional Filer Information

Other Names Used



Then, in the address and telephone portion of this form, complete any required fields that are not already populated.

Country * United States of America

Primary Phone * 555-226-3232

Alternate Phone

Text Phone

Fax Number

Additional Filer Information

Other Names Used

Most Recent Cases (in selected court)

Delivery Method and Formatting

Frequency * Select Frequency

Email Format * Select Email Format

Next Reset Cancel

AO Administrative Office of the U.S. Courts
Department of Technology Services

Finally, select your preferred frequency of delivery and formatting methods for the Notice of Electronic Filing (for District and Bankruptcy courts) or the Notice of Docket Activity (for Appellate courts), and then click Next.

Country *	United States of America
Primary Phone *	555-226-3232
Alternate Phone	
Text Phone	
Fax Number	

Additional Filer Information	
Other Names Used	
Most Recent Cases (in selected court)	

Delivery Method and Formatting	
Frequency *	Select Frequency
Email Format *	Select Frequency Daily Summary Each Transaction

Next Reset Cancel



AO Administrative Office of the U.S. Courts
Department of Technology Services

Country *	United States of America
Primary Phone *	555-226-3232
Alternate Phone	
Text Phone	
Fax Number	

Additional Filer Information	
Other Names Used	
Most Recent Cases (in selected court)	

Delivery Method and Formatting	
Frequency *	Daily Summary
Email Format *	Select Email Format

Next	Reset	Cancel
----------------------	-----------------------	------------------------



Administrative Office of the U.S. Courts
Department of Technology Services

Country *	United States of America
Primary Phone *	555-226-3232
Alternate Phone	
Text Phone	
Fax Number	

Additional Filer Information	
Other Names Used	
Most Recent Cases (in selected court)	

Delivery Method and Formatting	
Frequency *	Daily Summary
Email Format *	Select Email Format

Select Email Format

HTML

Text

Cancel



AO Administrative Office of the U.S. Courts
Department of Technology Services

Country *	<input type="text" value="United States of America"/>
Primary Phone *	<input type="text" value="555-226-3232"/>
Alternate Phone	<input type="text"/>
Text Phone	<input type="text"/>
Fax Number	<input type="text"/>

Additional Filer Information

Other Names Used

Most Recent Cases (in selected court)

Delivery Method and Formatting

Frequency *

Email Format *



Country * United States of America

Primary Phone * 555-226-3232

Alternate Phone

Text Phone

Fax Number

Additional Filer Information

Other Names Used

Most Recent Cases (in selected court)

Please Wait

Delivery Method and Formatting

Frequency * Daily Summary

Email Format * HTML

Next Reset Cancel

AO Administrative Office of the U.S. Courts
Department of Technology Services

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

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- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

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, admissions/renewal fees, and/or e-file fees.

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Department of Technology Services

This is the Payment Information screen. I will scroll down to see the entire section.

Manage My Account

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, admissions/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](#)

Administrative Office of the U.S. Courts
Department of Technology Services

Here, you will be prompted to enter payment information. If you choose to store payment information here, the screen will be automatically populated with this information when you are prompted to pay a filing fee.

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, admissions/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](#)

Next Back Cancel

AO Administrative Office of the U.S. Courts
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This section is optional, so I will click Next to move on.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

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MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

E-Filing Terms of Use

NON-ATTORNEY E-FILING TERMS AND CONDITIONS

- I agree that a filing or submission made with my judiciary login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.

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Department of Technology Services

This is the last section of the non-attorney registration. Scroll down.

Manage My Account

E-Filing Terms of Use

NON-ATTORNEY E-FILING TERMS AND CONDITIONS

- I agree that a filing or submission made with my judiciary login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my CM/ECF account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my CM/ECF account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following
personal data identifiers from all documents filed with the court(s) and the filer's electronic filing system.

[Click here to download a printable version of the Non-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 my signature for registration. *

Check here to acknowledge that you have read and agree to the local Requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

AO Administrative Office of the U.S. Courts
Department of Technology Services

Here, you are required to read and acknowledge the non-attorney e-filing terms and conditions.

where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.

- I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my CM/ECF account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my CM/ECF account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following

[Click here to download a printable version of the Non-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 my signature for registration. *

Check here to acknowledge that you have read and agree to the local Requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

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

Contact Us | Privacy | Policies and Procedures | About Us

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Department of Technology Services

For the purpose of this demonstration, I will click Cancel to return to the maintenance options.

The Update Delivery Method and Formatting Options page allows you to update the frequency of delivery and available formatting options at NextGen courts for which you have been granted filing privileges. While this feature is also present on the e-filing registration pages, you can visit this page if you only want to update your delivery and formatting options. Note that additional emails are only accepted by Appellate courts. Bankruptcy and District courts may allow additional email addresses to be added through their NextGen system.

Please contact the court for more details. I will scroll down to see the entire form.

PACER Links

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- Search PACER Case Locator
- Announcements
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- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

Update Delivery Method and Formatting Options

* Required Information

Frequency *

Email Format *

Additional Email(s)

Confirm Additional Email(s)

AO Administrative Office of the U.S. Courts
Department of Technology Services

Select your frequency and email format from the drop-down options, and then click Submit.

PACER Links

- Court Links
- Search PACER Case Locator
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- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

Update Delivery Method and Formatting Options

* Required Information

Frequency *

Email Format *

Additional Email(s)

Confirm Additional Email(s)

AO Administrative Office of the U.S. Courts
Department of Technology Services

PACER Links

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MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

Update Delivery Method and Formatting Options

*** Required Information**

Frequency *

Email Format *

Additional Email(s)

Confirm Additional Email(s)

AO Administrative Office of the U.S. Courts
Department of Technology Services

PACER Links

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- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

Update Delivery Method and Formatting Options

* Required Information

Frequency *

Email Format *

Additional Email(s)

Confirm Additional Email(s)

AO Administrative Office of the U.S. Courts
Department of Technology Services

PACER Links

- Court Links
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- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

Update Delivery Method and Formatting Options

* Required Information

Frequency *

Email Format *

Additional Email(s)

Confirm Additional Email(s)

AO Administrative Office of the U.S. Courts
Department of Technology Services

The screenshot shows the PACER website interface. At the top, there are navigation links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, and an RSS icon. The main header includes the PACER logo and the text 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS'. Below the header, there is a 'MANAGE MY ACCOUNT' section with a 'Welcome, John Public' message and a 'Logout' button. A notification window is overlaid on the page, titled 'Update Delivery Method and Formatting Options'. The notification contains a blue triangle icon and the text 'Noticing preferences have been sent to all registered courts.' Below the notification is a 'Close' button. In the background, there are several links for account management: 'Update Personal Information', 'Update Address Information', 'Check E-File Status', 'Display Registered Courts', 'Attorney Admissions / E-File Registration', 'Non-Attorney E-File Registration', 'Update Delivery Method and Formatting Options', and 'E-File Registration/Maintenance History'. The footer of the page features the AO logo and the text 'Administrative Office of the U.S. Courts Department of Technology Services'.

A window appears to notify you that your noticing preferences have been sent to all courts in which you are registered. I will click Close to return to the maintenance options.

[Manage My Account](#) | [Manage My Appellate Filer Account](#) | [Case Search Sign In](#)

[HOME](#) | [REGISTER](#) | [FIND A CASE](#) | [E-FILE](#) | [QUICK LINKS](#) | [HELP](#) | [CONTACT US](#)

 RSS

PACER Links

- [Court Links](#)
- [Search PACER Case Locator](#)
- [Announcements](#)
- [Frequently Asked Questions](#)
- [Resources](#)
- [Manage My Account](#)

MANAGE MY ACCOUNT

Welcome, John Public Logout

Account Number 2617065

Username MyUsername

Account Balance \$0.00

Important News

E-File Registration/Maintenance History

The table below provides a listing of your e-file registration and maintenance requests. A "Pending" status indicates the request is pending action by the court. A "Processed" status indicates the request has been processed by the court; it does not indicate that your filing status is "Active" at this court. Review your filing status here.

Court	Description	Date Submitted	Status
U.S. Court of Appeals, AZ TC1A	Delivery Method and Formatting Update	07/25/2014	Pending
U.S. Court of Appeals, AZ TC1A	Delivery Method and Formatting	07/25/2014	Pending

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The E-File Registration/Maintenance History page allows you to view a list of all admissions and e-file registration and maintenance requests. I will scroll down to see the entire table.

Manage My Account

E-File Registration/Maintenance History

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U.S. Court of Appeals, AZ TC1A	Delivery Method and Formatting Update	07/25/2014	Pending
U.S. Court of Appeals, AZ TC1A	Delivery Method and Formatting Update	07/25/2014	Pending
U.S. Court of Appeals, AZ TC1A	Personal Information Update	07/01/2014	Pending
U.S. Court of Appeals, AZ TC1A	Personal Information Update	07/01/2014	Pending
U.S. Court of Appeals, AZ TC1A	Personal Information Update	07/01/2014	Pending
U.S. Court of Appeals, AZ TC1A	Personal Information Update	07/01/2014	Pending
U.S. Court of Appeals, AZ TC1A	Personal Information Update	07/01/2014	Pending
U.S. Court of Appeals, AZ TC1A	Personal Information Update	07/01/2014	Pending
U.S. Court of Appeals, AZ TC1A	Registration	05/02/2014	Processed

Done

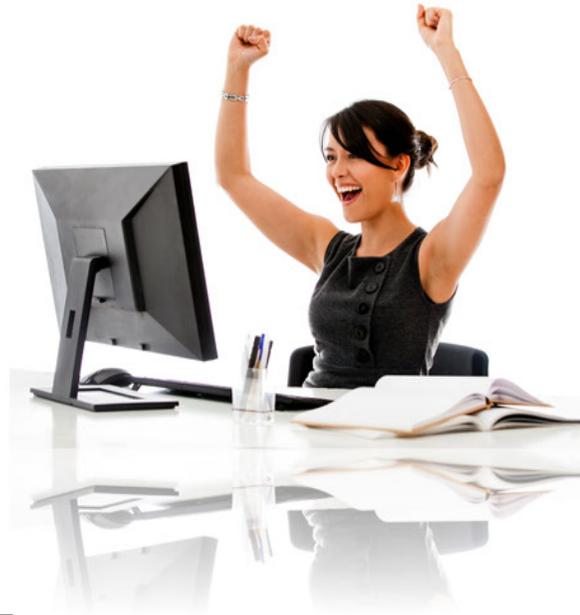


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The table shows your e-file registration and maintenance requests, which will either have a Pending or Processed status. I will click Done to return to the maintenance options.

Summary

You should now be able to use the maintenance features in PACER to manage your account.



Click here.

Exit

You should now be able to use the maintenance features in PACER to manage your account. Click Exit to complete this module.

Module Information

New Maintenance Features in PACER

Production Information:

Produced by AO-DTS-SDSO-TD

Contact Information: AOTXml_ELM@aotx.uscourts.gov

October 2014

Electronic Learning Module 1.0

Click Return.

Return