



Slide 1 - Welcome

← Table of Contents PACER Administrative Account (PAA) Basics



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

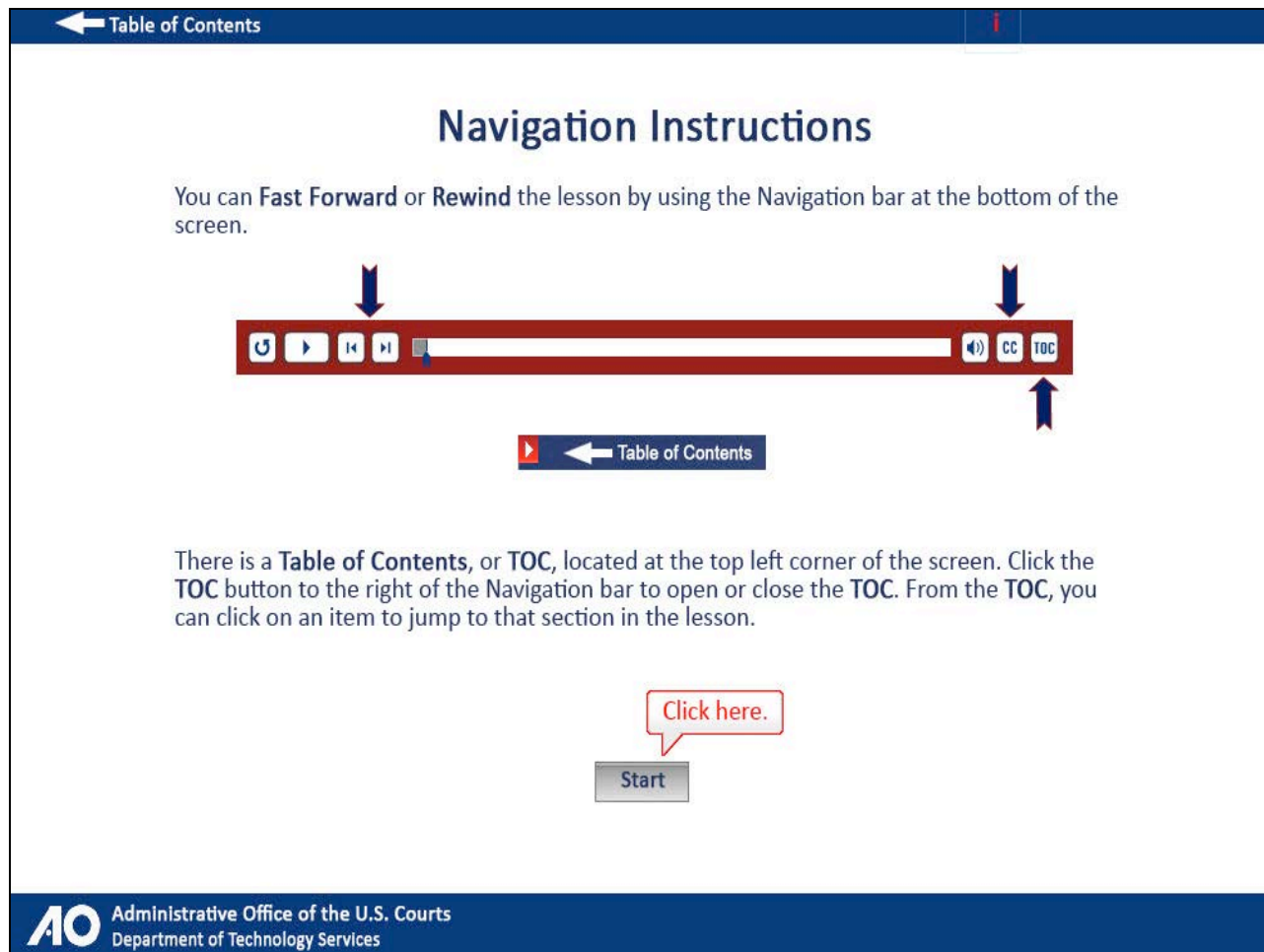
PACER Administrative Account (PAA) Basics



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

Slide notes

Slide 2 - Navigation



The slide is titled "Navigation Instructions" and is part of a presentation. At the top, there is a blue header bar with a white arrow pointing left and the text "Table of Contents". Below this, the main content area has a white background. The title "Navigation Instructions" is centered at the top of this area. Below the title, there is a paragraph: "You can **Fast Forward** or **Rewind** the lesson by using the Navigation bar at the bottom of the screen." Below this paragraph is a diagram of a navigation bar. The bar is red and contains several icons: a play button, a fast forward button, a rewind button, a stop button, a volume icon, a closed captioning icon, and a "TOC" button. Blue arrows point to the fast forward and rewind buttons. Below the navigation bar is a smaller blue bar with a white arrow pointing left and the text "Table of Contents". Below this, there is another paragraph: "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." Below this paragraph is a red speech bubble with the text "Click here." pointing to a grey button labeled "Start". At the bottom of the slide, there is a blue footer bar with the AO logo and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services".

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Navigation Instructions

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

Click here.

Start

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Slide notes

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

Slide 3 - Objectives

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Objectives



By the end of this module, you will be able to:

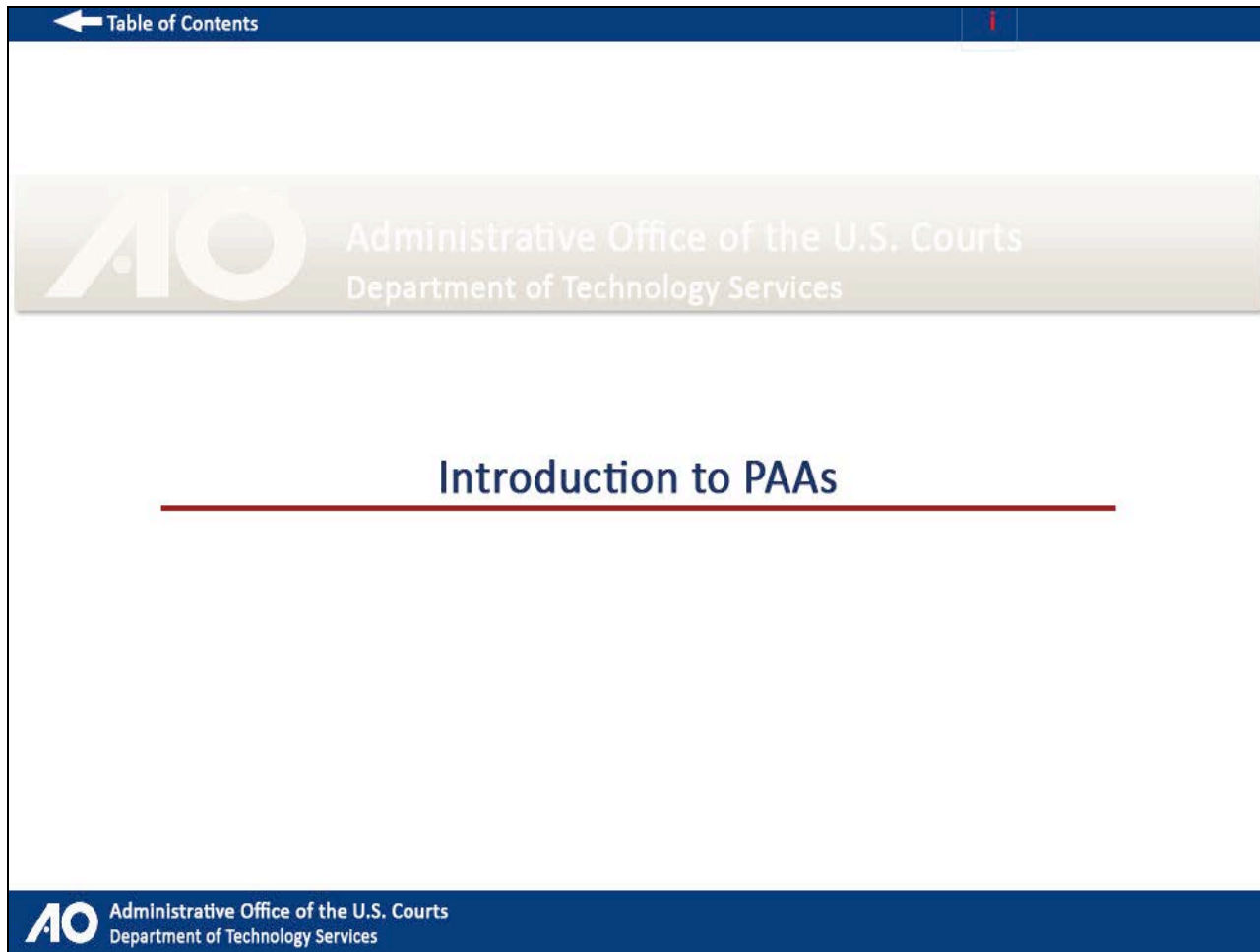
- Add an existing account to a PAA.
- Remove (Unlink) an attorney from a PAA.
- Access the other options available to you on the PAA Maintenance tab.
- Access the Usage tab.
- Change the Client Code field to mandatory.

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Slide notes

By the end of this module, you will be able to add an existing account to a PAA, remove or unlink an attorney from a PAA, access the other options available to you on the PAA Maintenance tab, access the Usage tab, and change the Client Code field to mandatory.

Slide 4 - Introduction to PAAs



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Introduction to PAAs

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The slide features a blue header bar with a white left-pointing arrow and the text "Table of Contents". Below this is a light beige banner containing the "AO" logo and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services". The main content area is white with the title "Introduction to PAAs" in blue, underlined by a red horizontal line. A matching blue footer bar at the bottom contains the "AO" logo and the same organizational text.

Slide notes

Before we get started, let's go over what a PAA is and what tasks you can accomplish with it.

Slide 5 - PAA Overview

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PAA Overview



**LAW
FIRMS**



**FINANCIAL
ORGANIZATIONS**



**EDUCATIONAL
OR RESEARCH
INSTITUTIONS**

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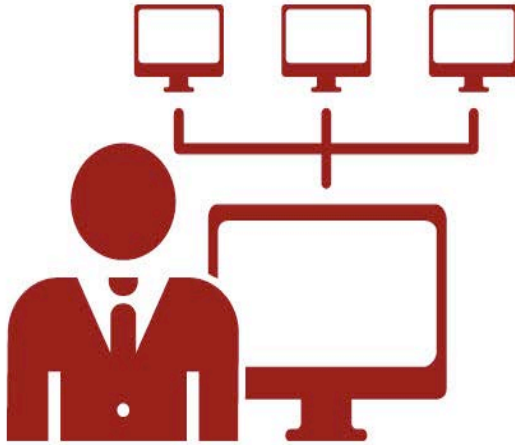
A PAA is a consolidated billing and online account management process for groups such as law firms, financial organizations, and educational or research institutions.

Slide 6 - PAA Overview 2

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PAA Overview (Continued)

With a PAA, you can:



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Slide notes

With a PAA you can add or remove individual users from your account, manage pending requests, view all of the individual users linked to your account, update cost center information, and view requests, quarterly invoices, a statement of account, and detailed transactions.

Slide 7 - PAA Overview 3

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PAA Overview (Continued)

The PAA:

- Is for administrative purposes only.
- Doesn't provide access to case information.

A PAA administrator:

- Is assigned to the PAA on behalf of the firm.
- Is responsible for the firm's billing process.

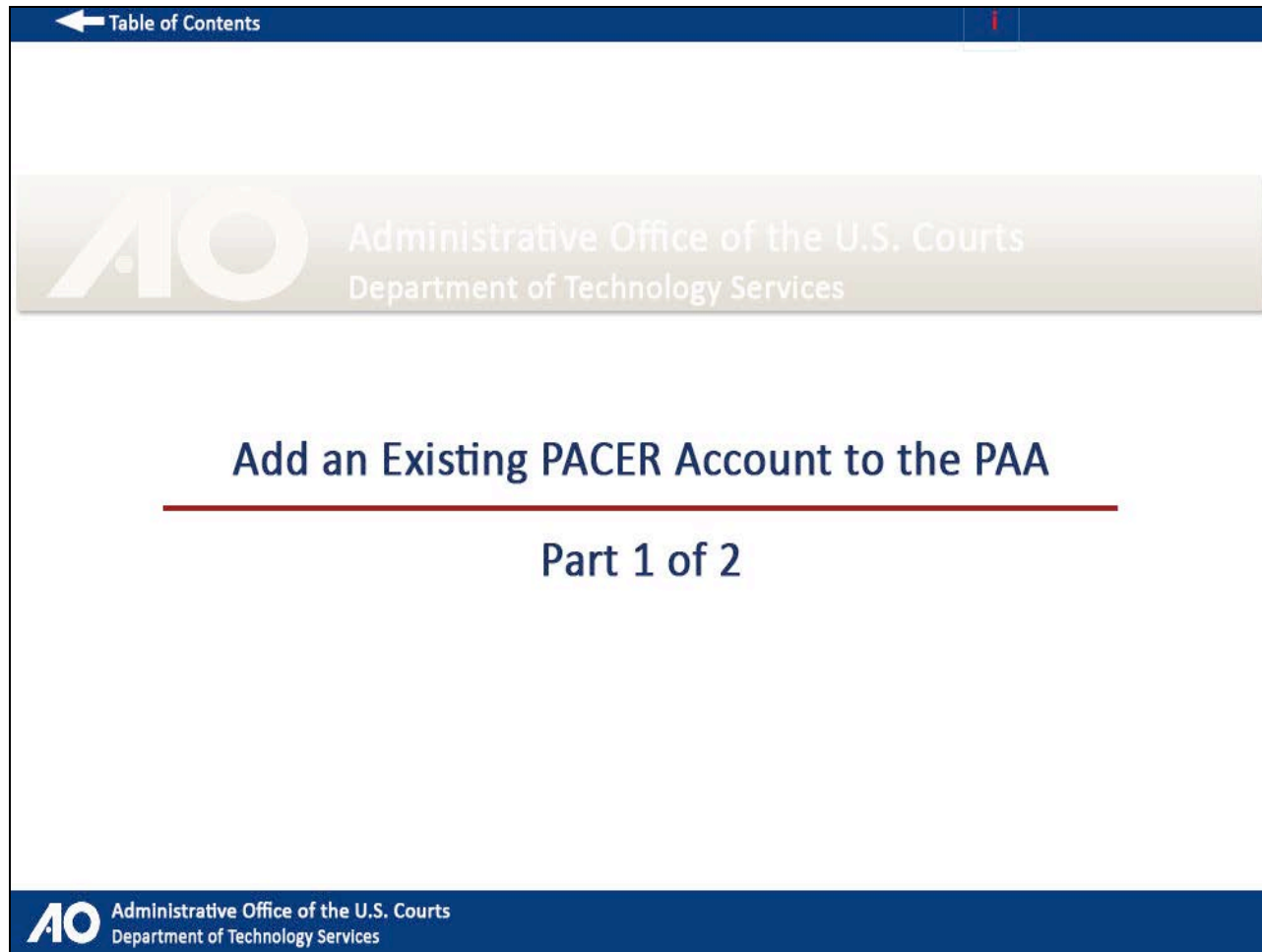


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The PAA is intended to be used for administrative purposes only, and does not provide access to case information. A PAA administrator is assigned to the PAA on behalf of the firm. This individual is responsible for the firm's billing process.

Slide 8 - Add an Existing PACER Account to the PAA



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Add an Existing PACER Account to the PAA

Part 1 of 2

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Slide notes

Adding an existing PACER account to your PAA is a two-step process. In this first step, we will demonstrate how the PAA administrator can send a request to an individual user.

In the second step, the individual user will need to log in to PACER and accept the PAA administrator's request to join his or her PAA.

Slide 9 - Slide 9

The screenshot shows the PACER website homepage. At the top, there is a navigation bar with a "Table of Contents" link on the left and a red box highlighting the "Manage My Account" link in the center. To the right of the red box are links for "Manage My Appellate Filer Account" and "Case Search Sign In". Below the navigation bar is the PACER logo and the text "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS". A secondary navigation bar contains links for "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", and "CONTACT US". On the right side of this bar are "RSS" and "Login" links. The main content area is divided into several sections: a descriptive paragraph about PACER, a "NEXTGEN CM/ECF COMING SOON" announcement, a "FREQUENTLY USED" section with links like "Court Links" and "Forgot Your Password?", a "PACER CASE LOCATOR" section, a "PACER ANNOUNCEMENTS" section with a list of recent updates, and a "WHO CAN ACCESS PACER?" section. The footer features the AO logo and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services".

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

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

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. The

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)
- July 2014 Newsletter (07/03/2014)
- Important Security Notice (05/06/2014)
- 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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From PACER.gov, click Manage My Account.

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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

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- 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 *

Login Clear Cancel

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

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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Slide notes

Type in your PAA username and password...

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

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PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

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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

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 *

Login Clear Cancel

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

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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PACER Links

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- Search PACER Case Locator
- Announcements
- 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 *

Login Clear Cancel

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

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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- Announcements
- 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 *

Login Clear Cancel

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

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PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- 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 *

Login Clear Cancel

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

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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...and click Login.

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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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PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- 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 *

Please Wait

Login Clear Cancel

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

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 pacer.psc.uscourts.gov...

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

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

MANAGE MY ACCOUNT

Welcome, [\[User Name\]](#) [Logout](#)

| | | |
|-----------------|------------|----------------|
| Account Number | [REDACTED] | Important News |
| Username | [REDACTED] | |
| Account Balance | [REDACTED] | |
| Account Status | [REDACTED] | |

Settings Maintenance **PAA Maintenance** Payments Usage

[Change Username](#)[Go Paperless \(Statements\)](#)

[Change Password](#)[Set PACER Preferences](#)

[Set Security Information](#)

<https://pacer.psc.uscourts.gov/pscuf/manage/maint.jsf#m...>

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After you have logged in, click the PAA Maintenance tab.

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PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

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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, [\[User Name\]](#) [Logout](#)

Account Number: [Redacted]
Username: [Redacted]
Account Balance: [Redacted]
Account Status: [Redacted]

Important News

Settings Maintenance PAA Maintenance Payments Usage

[Add Existing PACER Accounts to My PAA](#)
[Remove PACER Account from My PAA](#)
[Rescind My Pending Requests](#)
[Download List of All My PACER Accounts](#)

Add an existing PACER account to your PACER Administrative Account (PAA). You will be responsible for any charges on this account.

[View All My Requests](#)

<https://pacer.psc.uscourts.gov/pscuf/manage/firmLoginAdd.jsf?filterCode=N>

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Then, click the Add Existing PACER Accounts to My PAA hyperlink.

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The screenshot shows the PACER website interface. At the top, there is a navigation bar with a 'Table of Contents' link on the left and links for 'Manage My Account', 'Manage My Appellate Filer Account', and 'Case Search Sign In' on the right. The PACER logo and 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS' are prominently displayed. Below the logo is a horizontal menu with links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, and an RSS feed icon. On the left side, there is a 'PACER Links' sidebar with a list of links: Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account. The main content area is titled 'MANAGE MY ACCOUNT' and includes a 'Welcome, [User Name]' message with a 'Logout' button. Below this, there are two columns: the left column lists 'Account Number', 'Username', 'Account Balance', and 'Account Status'; the right column is titled 'Important News'. A section titled 'Add Existing PACER Accounts to My PAA' contains a note about quarterly billing statements and instructions on how to add an account. The footer features the AO (Administrative Office of the U.S. Courts) logo and the text 'Department of Technology Services'.

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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

PACER Links

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

MANAGE MY ACCOUNT

Welcome, [User Name] **Logout**

Account Number
Username
Account Balance
Account Status

Important News

Add Existing PACER Accounts to My PAA

* Required Information
Use this form to add an existing PACER account to your PAA.

NOTE: PACER Service Center generates billing statements quarterly. Therefore, depending on when you add an account during the quarter, there may be charges that have not yet been billed. Your PAA will be responsible for these unbilled charges, any other outstanding charges, as well as any future charges once the account is added.

Enter the account number and last name of the user you want to add, and your request will be emailed to the account owner and PAA owner. You will receive an email when the account owner has acted upon your request. If the user accepts, the account will be added to your PAA if it is an **upgraded** PACER account.

Instructions

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Scroll down.

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Account Number * 0

Last Name *

Remark *

Add

Review All My Requests

| Account Number ↕ | Firm Name | Contact | Status | Select |
|-------------------|-----------|---------|--------|--------|
| No records found. | | | | |

☐ Check here to acknowledge you have read and understand the policies and procedures listed above. *

[Click here to download a printable version of the policies and procedures.](#)

Submit Cancel

Contact Us | Privacy | Policies and Procedures | About Us

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Enter the individual user that you want to add to your PAA.

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Account Number *

Last Name *

Remark *

Add

Review All My Requests

| Account Number ↕ | Firm Name | Contact | Status | Select |
|-------------------|-----------|---------|--------|--------|
| No records found. | | | | |

☐ Check here to acknowledge you have read and understand the policies and procedures listed above. *

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Submit Cancel

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Account Number *

Last Name *

Remark *

Add

Review All My Requests

| Account Number ↕ | Firm Name | Contact | Status | Select |
|-------------------|-----------|---------|--------|--------|
| No records found. | | | | |

☐

Check here to acknowledge you have read and understand the policies and procedures listed above. *

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Submit

Cancel

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AO

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Account Number *

Last Name *

Remark *

Add

Review All My Requests

| Account Number ↕ | Firm Name | Contact | Status | Select |
|-------------------|-----------|---------|--------|--------|
| No records found. | | | | |

☐ Check here to acknowledge you have read and understand the policies and procedures listed above. *

[Click here to download a printable version of the policies and procedures.](#)

Submit Cancel

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Account Number *

Last Name *

Remark *

Add

Review All My Requests

| Account Number | Firm Name | Contact | Status | Select |
|-------------------|-----------|---------|--------|--------|
| No records found. | | | | |

☐ Check here to acknowledge you have read and understand the policies and procedures listed above. *

[Click here to download a printable version of the policies and procedures.](#)

Submit Cancel

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Enter a brief message in the Remark field that explains the nature of your request. This message will be included in the email that is sent to the user notifying him or her that you have requested to add him or her to your PAA.

Please note that the remark field requires a minimum of 10 characters and a maximum of 200 characters.

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Account Number *

Last Name *

Remark *

Add

Review All My Requests

| Account Number ↕ | Firm Name | Contact | Status | Select |
|-------------------|-----------|---------|--------|--------|
| No records found. | | | | |

☐ Check here to acknowledge you have read and understand the policies and procedures listed above. *

[Click here to download a printable version of the policies and procedures.](#)

Submit Cancel

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Account Number *

Last Name *

Remark *

Add

Review All My Requests

| Account Number ↕ | Firm Name | Contact | Status | Select |
|-------------------|-----------|---------|--------|--------|
| No records found. | | | | |

☐ Check here to acknowledge you have read and understand the policies and procedures listed above. *

[Click here to download a printable version of the policies and procedures.](#)

Submit **Cancel**

Contact Us | Privacy | Policies and Procedures | About Us

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Click Add.

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Account Number * 0

Last Name *

Remark *

Add

Review All My Requests

| Account Number ↕ | Firm Name | Contact | Status | Select |
|----------------------|-----------|----------|--------|--------------------------|
| 4200113 (0000000000) | ***** | 00000000 | New | <input type="checkbox"/> |

☐ Check here to acknowledge you have read and understand the policies and procedures listed above. *

[Click here to download a printable version of the policies and procedures.](#)

Submit Cancel

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Next, the account number, or numbers, that you have added will be displayed in the Review All My Requests section. Select the check box next to each account that you want to add to your PAA.

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Account Number *

Last Name *

Remark *

Add

Review All My Requests

| Account Number ▾ | Firm Name | Contact <input type="text"/> | Status <input type="text"/> | Select <input checked="" type="checkbox"/> |
|------------------|-----------|---------------------------------|--------------------------------|---|
| ***** | ***** | ***** | New | <input checked="" type="checkbox"/> |

☒ Check here to acknowledge you have read and understand the policies and procedures listed above. *

[Click here to download a printable version of the policies and procedures.](#)

Then, select the check box that acknowledges that you have read and understood the policies and procedures that are at the top of this page.

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Account Number *

Last Name *

Remark *

Add


| Review All My Requests | | | | |
|------------------------|-----------|---------|--------|-------------------------------------|
| Account Number ▾ | Firm Name | Contact | Status | Select |
| ***** | ***** | ***** | New | <input checked="" type="checkbox"/> |

☒ Check here to acknowledge you have read and understand the policies and procedures listed above. *

[Click here to download a printable version of the policies and procedures.](#)

Submit Cancel

[Contact Us](#) |
 [Privacy](#) |
 [Policies and Procedures](#) |
 [About Us](#)



Slide notes
Click Submit.

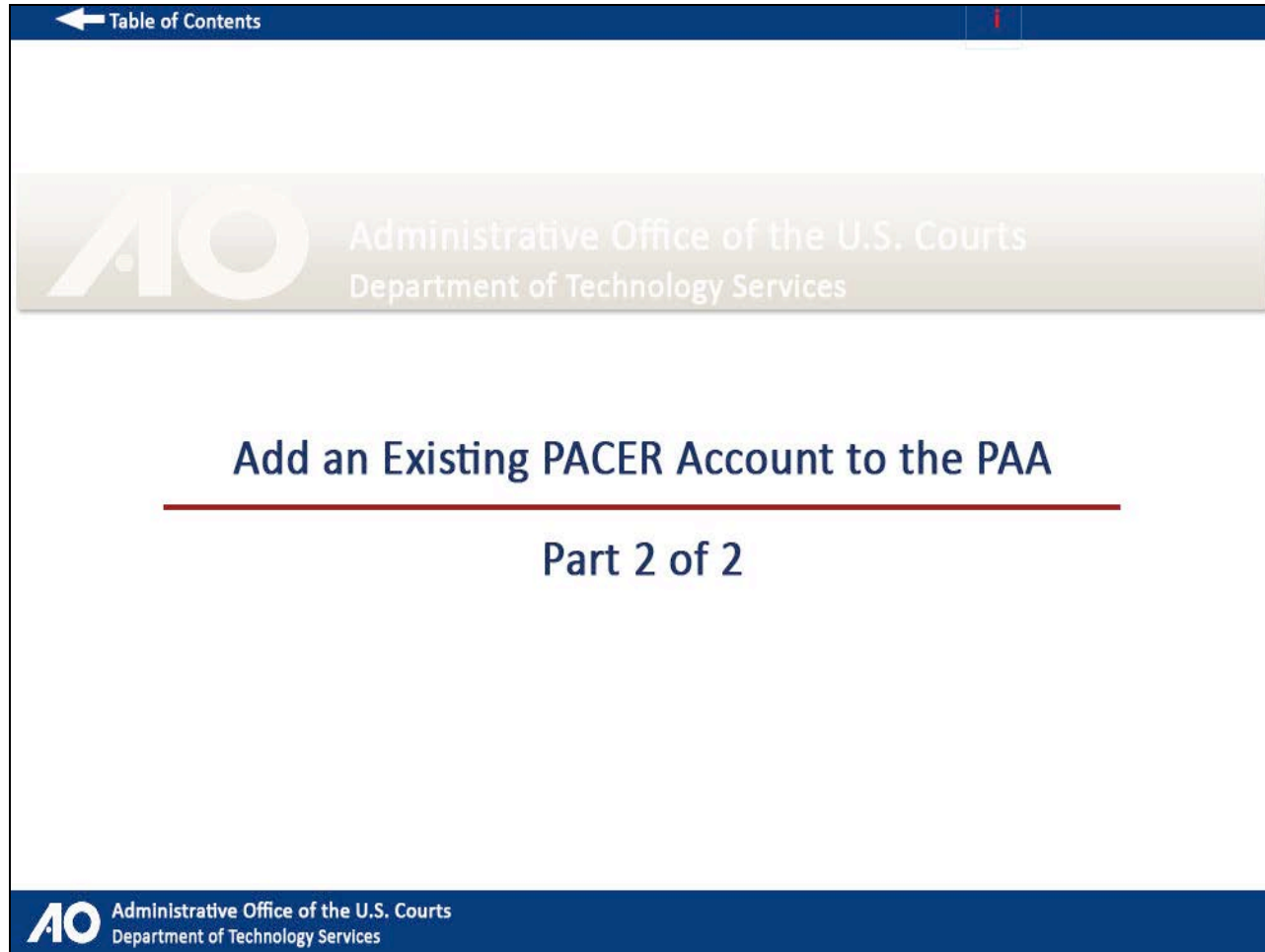
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The screenshot displays the PACER (Public Access to Court Electronic Records) website interface. At the top, there is a navigation bar with links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. The PACER logo is prominently displayed on the left, and the United States Courts logo is on the right. Below the navigation bar, the main content area is titled 'MANAGE MY ACCOUNT' and welcomes 'Ralph Gutierrez'. A 'Logout' button is visible in the top right corner of the main content area. A 'Request Accounts' dialog box is overlaid in the center, displaying the message: 'Your request has been successfully submitted.' The 'Close' button in the dialog box is highlighted with a red rectangle. Below the dialog box, there are several links for account management: 'Add Existing PACER Accounts to My PAA', 'Remove PACER Account from My PAA', 'Rescind My Pending Requests', 'Download List of All My PACER Accounts', 'View All My PACER Accounts', 'Update Cost Center Information', and 'View All My Requests'. The footer of the page features the Administrative Office of the U.S. Courts logo and the text 'Department of Technology Services'.

Slide notes

Your request has now been sent to the individual user, or users, that you selected. Click Close.

Slide 30 - Add an Existing PACER Account to the PAA



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Add an Existing PACER Account to the PAA

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Next, we will demonstrate the second step in the process of adding an existing PACER account to your PAA. This step is completed by the individual user after receiving the request to join a PAA.

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The screenshot shows the PACER website homepage. At the top, there is a navigation bar with a 'Table of Contents' link on the left and a red box highlighting the 'Manage My Account' link in the center. To the right of 'Manage My Account' are links for 'Manage My Appellate Filer Account' and 'Case Search Sign In'. Below the navigation bar is the PACER logo and the text 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS'. A secondary navigation bar contains links for 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US'. On the right side of this bar are 'RSS' and 'Login' links. The main content area is divided into several sections: a paragraph about PACER's purpose, a 'NEXTGEN CM/ECF COMING SOON' announcement, a 'FREQUENTLY USED' section with links like 'Court Links' and 'Forgot Your Password?', a 'PACER CASE LOCATOR' section, a 'PACER ANNOUNCEMENTS' section with a list of recent updates, and a 'WHO CAN ACCESS PACER?' section. The footer features the AO logo and the text 'Administrative Office of the U.S. Courts' and 'Department of Technology Services'.

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PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

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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. The

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)
- July 2014 Newsletter (07/03/2014)
- Important Security Notice (05/06/2014)
- 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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From PACER.gov, click Manage My Account.

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- 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 *

Login Clear Cancel

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

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Type in your PACER username and password...

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Password *

Login Clear Cancel

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MANAGE MY ACCOUNT

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Login

* Required Information

Username *

Password *

Login Clear Cancel

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

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MANAGE MY ACCOUNT

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Login

* Required Information

Username *

Password *

Login Clear Cancel

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

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MANAGE MY ACCOUNT

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Login

* Required Information

Username *

Password *

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

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...and click Login.

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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 Username?](#)

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 pacer.psc.uscourts.gov...

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MANAGE MY ACCOUNT

Welcome, [\[User Name\]](#) [Logout](#)

| | |
|--------------------|------------|
| Account Number | 4298381 |
| Username | webuser123 |
| Account Balance | \$94.20 |
| Case Search Status | Active |

Important News

Settings Maintenance Payments Usage

[Change Username](#)

[Change Password](#)

[Set Security](#)

[Go Paperless \(Statements\)](#)

[Set PACER Preferences](#)

[View Pending Requests to Join a PAA](#)

View pending requests to join a PACER Administrative Account (PAA) for group billing.

Slide notes

After you have logged in, click the View Pending Requests to Join a PAA hyperlink.

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The screenshot shows the PACER website interface. At the top, there is a navigation bar with links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. The PACER logo is prominently displayed, along with the text 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS'. To the right, there are links for 'Manage My Account', 'Manage My Appellate Filer Account', and 'Case Search Sign In'. Below the navigation bar, the 'MANAGE MY ACCOUNT' section is active. It includes a 'Welcome, [User Name]' message and a 'Logout' button. A table displays account details: Account Number, Username, Account Balance, and Case Search Status. To the right of this table is an 'Important News' section. Below these, there is a section titled 'View Pending Requests to Join a PAA' with instructions on how to review and accept pending requests. A note mentions that PACER Service Center generates billing statements quarterly. At the bottom, there is a link to 'Click here' to review current usage and pay any balance. The footer of the page identifies the Administrative Office of the U.S. Courts and the Department of Technology Services.

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- Manage My Account

MANAGE MY ACCOUNT

Welcome, [User Name] [Logout](#)

| | |
|--------------------|------------|
| Account Number | [Redacted] |
| Username | [Redacted] |
| Account Balance | [Redacted] |
| Case Search Status | [Redacted] |

Important News

View Pending Requests to Join a PAA

Review your pending request(s) to join an administrative account below.

Only one request can be accepted. Any other pending request will automatically be rejected. If you do not act upon a request within 10 days, it will automatically expire.

NOTE: PACER Service Center generates billing statements quarterly. Therefore, depending on when your account is added during the quarter, there may be charges that have not yet been billed. If you do not pay your balance, the requesting firm will be responsible for these unbilled charges, any other outstanding charges, as well as any future charges once the account is added. The firm will also have access to the usage history on your account.

[Click here](#) to review current usage and pay any balance on your account.

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Scroll down.

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NOTE: PACER Service Center generates billing statements quarterly. Therefore, depending on when your account is added during the quarter, there may be charges that have not yet been billed. If you do not pay your balance, the requesting firm will be responsible for these unbilled charges, any other outstanding charges, as well as any future charges once the account is added. The firm will also have access to the usage history on your account.

[Click here](#) to review current usage and pay any balance on your account.


Please enter a short remark (200 characters or less) to explain why this request has been accepted or rejected. This remark will be included in the email that is sent to all involved parties.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM to 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

Remark *

| Review All My Requests | | | | | | |
|------------------------|----------------------|-------------------|---------|------------|----------------|--------------------------|
| Account Number ▾ | Firm Name | Administrator | Status | Date ▾ | Remark | Select |
| 3020007 | Pacer Service Center | Request Submitted | Pending | 09/22/2014 | Adding to PAA. | <input type="checkbox"/> |

Accept Reject Cancel

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

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Next, enter a brief message in the Remark field that explains why you are rejecting or accepting the PAA's request. This message will be included in the email that is sent to the PAA notifying him or her that you have accepted or rejected the request.

Please note that the remark field requires a minimum of 10 characters and a maximum of 200 characters.

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NOTE: PACER Service Center generates billing statements quarterly. Therefore, depending on when your account is added during the quarter, there may be charges that have not yet been billed. If you do not pay your balance, the requesting firm will be responsible for these unbilled charges, any other outstanding charges, as well as any future charges once the account is added. The firm will also have access to the usage history on your account.

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Remark *

Review All My Requests

| Account Number ▾ | Firm Name | Administrator <input type="text"/> | Status <input type="text"/> | Date ▾ | Remark | Select |
|------------------|----------------------|------------------------------------|-----------------------------|------------|----------------|--------------------------|
| 3020007 | Pacer Service Center | Regan Gundersen | Pending | 09/22/2014 | Adding to PAA. | <input type="checkbox"/> |

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NOTE: PACER Service Center generates billing statements quarterly. Therefore, depending on when your account is added during the quarter, there may be charges that have not yet been billed. If you do not pay your balance, the requesting firm will be responsible for these unbilled charges, any other outstanding charges, as well as any future charges once the account is added. The firm will also have access to the usage history on your account.

[Click here](#) to review current usage and pay any balance on your account.

Please enter a short remark (200 characters or less) to explain why this request has been accepted or rejected. This remark will be included in the email that is sent to all involved parties.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM to 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

Remark *

| Review All My Requests | | | | | | |
|------------------------|----------------------|----------------|---------|------------|----------------|--------------------------|
| Account Number ↕ | Firm Name | Administrator | Status | Date ↕ | Remark | Select |
| 2020007 | Pacer Service Center | Regan Gubinski | Pending | 09/22/2014 | Adding to PAA. | <input type="checkbox"/> |

Accept Reject Cancel

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Next, select the account number, or numbers, that you have received a request from to join their PAA. This will be displayed in the Review All My Requests section. Select the check box next to the account that you want to respond to.

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NOTE: PACER Service Center generates billing statements quarterly. Therefore, depending on when your account is added during the quarter, there may be charges that have not yet been billed. If you do not pay your balance, the requesting firm will be responsible for these unbilled charges, any other outstanding charges, as well as any future charges once the account is added. The firm will also have access to the usage history on your account.


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Remark *

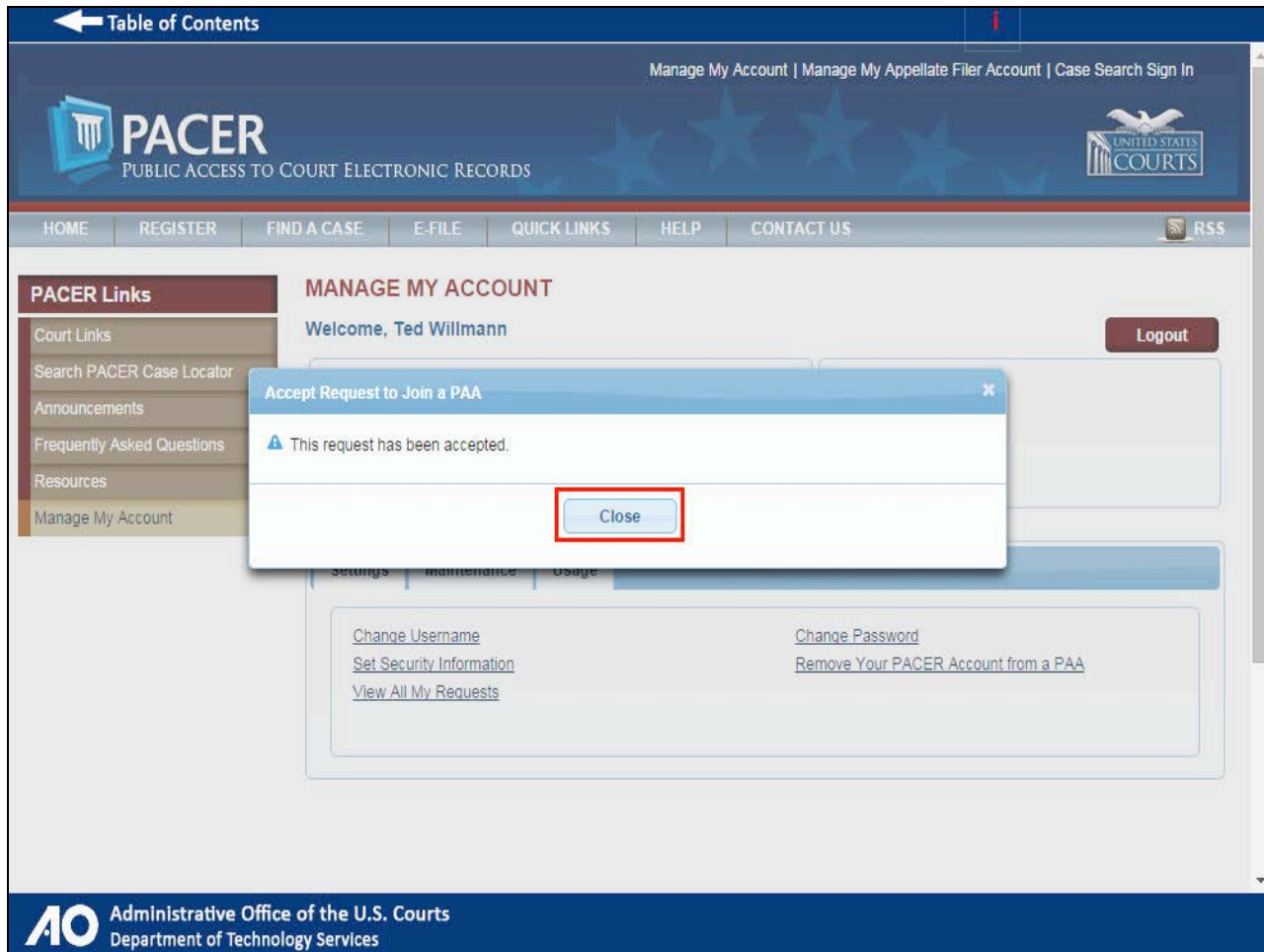
| Review All My Requests | | | | | | |
|------------------------|----------------------|---------------|---------|------------|----------------|-------------------------------------|
| Account Number ▾ | Firm Name | Administrator | Status | Date ▾ | Remark | Select |
| 302007 | Pacer Service Center | Heath Gubert | Pending | 09/22/2014 | Adding to PAA. | <input checked="" type="checkbox"/> |

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Now you will need to click either Accept or Reject to complete the process. For the purposes of this demonstration, we will click Accept.

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We have now accepted the request to join the PAA. Click Close to continue using PACER.

Slide 45 - Removing a PACER Account from your PAA

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Removing a PACER Account from Your PAA

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Sometimes, you may need to remove an individual user from your PAA. In this section, we will demonstrate how to remove a PACER Account from your PAA.

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The screenshot shows the PACER website homepage. At the top, there is a navigation bar with a 'Table of Contents' link on the left and a red box highlighting the 'Manage My Account' link in the center. To the right of this link are 'Manage My Appellate Filer Account' and 'Case Search Sign In'. Below the navigation bar is the PACER logo and the text 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS'. A secondary navigation bar contains links for HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. On the right side of this bar are RSS and Login links. The main content area is divided into several sections: a paragraph describing PACER, a 'NEXTGEN CM/ECF COMING SOON' announcement, a 'FREQUENTLY USED' section with links like 'Court Links' and 'Forgot Your Password?', a 'PACER CASE LOCATOR' section, a 'PACER ANNOUNCEMENTS' section with a list of recent updates, and a 'WHO CAN ACCESS PACER?' section. The footer contains the AO logo and the text 'Administrative Office of the U.S. Courts Department of Technology Services'.

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FREQUENTLY USED

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

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- Attention Appellate Court Mac Filers (01/07/2013)

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From PACER.gov, click Manage My Account.

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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 *

Login Clear Cancel

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

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Type in your PAA username and password...

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* Required Information

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* Required Information

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Login Clear Cancel

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 [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 Username?](#)

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Login

* Required Information

Username *

Password *

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

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- 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 Username?](#)

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...and click Login.

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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

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 Username?](#)

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 pacer.psc.uscourts.gov...

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

Slide notes

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

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- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, [My Account](#) **Logout**

| | |
|-----------------|-----------|
| Account Number | 123456789 |
| Username | 123456789 |
| Account Balance | \$0.00 |
| Account Status | Active |

Important News

Settings Maintenance **PAA Maintenance** Payments Usage

| | |
|--|---|
| Change Username | Go Paperless (Statements) |
| Change Password | Set PACER Preferences |
| Set Security Information | |

<https://pacer.psc.uscourts.gov/pscuf/manage/maint.jsf#m...>

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Slide notes

After you have logged in, click the PAA Maintenance tab.

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- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, [My Account](#) [Logout](#)

| | |
|-----------------|-----------|
| Account Number | 123456789 |
| Username | 123456789 |
| Account Balance | \$0.00 |
| Account Status | Active |

Important News

Settings Maintenance PAA Maintenance Payments Usage

[Add Existing PACER Accounts to My PAA](#) [Remove PACER Account from My PAA](#) [Rescind My Pending Requests](#) [Download List of All My PACER Accounts](#)

Remove a PACER account from your PACER Administrative Account (PAA).

pacер.psc.uscourts.gov/pscof/manage/firmLoginRemove.jsf...

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Slide notes

Click the Remove PACER Account from My PAA hyperlink.

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

MANAGE MY ACCOUNT

Welcome, [My Account](#) [Logout](#)

| | |
|-----------------|-----------|
| Account Number | 123456789 |
| Username | 123456789 |
| Account Balance | \$0.00 |
| Account Status | Active |

Important News

Remove PACER Account from My PAA

Select the PACER account you want to remove from your PAA below.

Your PAA is responsible for any charges incurred before the individual account owner is removed. All future charges will be transferred back to the account owner.

Enter a short remark explaining why the account was removed. **NOTE: It may take up to 24 hours for the removal process to be finalized.**

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM to 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

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Slide notes

Scroll down.

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Remark *

| Account Information | | | | |
|---------------------|------------------------------------|------------------------------|--------|--------------------------|
| Account Number ↕ | Firm Name | Contact | Status | Select |
| | | | | <input type="checkbox"/> |
| 000000-00000000 | PACER Service Center | Robert Coleman | Active | <input type="checkbox"/> |
| 000000-00000001 | PACER Service Center | Test Information | Active | <input type="checkbox"/> |
| 000000-00000002 | PACER Service Center | Testing User | Active | <input type="checkbox"/> |
| 000000-00000003 | PACER Service Center | Test User | Active | <input type="checkbox"/> |
| 000000-00000004 | PACER Service Center | Test Programmer Test Account | Active | <input type="checkbox"/> |
| 000000-00000005 | Amesbury Service | Amesbury Service | Active | <input type="checkbox"/> |
| 000000-00000006 | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| 000000-00000007 | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| 000000-00000008 | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| 000000-00000009 | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| 000000-00000010 | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |

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Slide notes

Next, enter a brief message in the Remark field that explains why you are removing the PACER account from your PAA. This message will be included in the email that is sent to the individual user notifying him or her that you have removed the account from your PAA.

Please note that the remark field requires a minimum of 10 characters and a maximum of 200 characters.

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← Table of Contents

Remark *

Removing user.

Account Information

| Account Number ↕ | Firm Name | Contact | Status | Select |
|--------------------------------------|-------------------------------------|-----------------------------|--------|--------------------------|
| | | | | <input type="checkbox"/> |
| 00000000-0000-0000-0000-000000000000 | ProCSP Service Center | Robert Guderley | Active | <input type="checkbox"/> |
| 00000000-0000-0000-0000-000000000000 | ProCSP Service Center | Test Intermediate | Active | <input type="checkbox"/> |
| 00000000-0000-0000-0000-000000000000 | ProCSP Service Center | Training User | Active | <input type="checkbox"/> |
| 00000000-0000-0000-0000-000000000000 | ProCSP Service Center | Test Tester | Active | <input type="checkbox"/> |
| 00000000-0000-0000-0000-000000000000 | ProCSP Service Center | New Programmer Test Account | Active | <input type="checkbox"/> |
| 00000000-0000-0000-0000-000000000000 | ProCSP Service Center | ProCSP Service Center | Active | <input type="checkbox"/> |
| 00000000-0000-0000-0000-000000000000 | ProCSP Service Center - Legacy Test | Test Intermediate | Active | <input type="checkbox"/> |
| 00000000-0000-0000-0000-000000000000 | ProCSP Service Center - Legacy Test | Test Intermediate | Active | <input type="checkbox"/> |
| 00000000-0000-0000-0000-000000000000 | ProCSP Service Center - Legacy Test | Test Intermediate | Active | <input type="checkbox"/> |
| 00000000-0000-0000-0000-000000000000 | ProCSP Service Center - Legacy Test | Test Intermediate | Active | <input type="checkbox"/> |
| 00000000-0000-0000-0000-000000000000 | ProCSP Service Center - Legacy Test | Test Intermediate | Active | <input type="checkbox"/> |

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[illegible]

Slide notes

Next, you will need to find the account you want to remove in the Account Information section. You may search for an account by using the fields above the account number, contact, and status columns,...

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Remark * Removing user.

| Account Information | | | | |
|---------------------|-------------------------------------|-----------------------------|--------|--------------------------|
| Account Number ↕ | Firm Name | Contact | Status | Select |
| | | | | <input type="checkbox"/> |
| 000000-00000000 | ProCSP Service Center | Right Customer | Active | <input type="checkbox"/> |
| 000000-00000000 | ProCSP Service Center | Test Information | Active | <input type="checkbox"/> |
| 000000-00000000 | ProCSP Service Center | Testing User | Active | <input type="checkbox"/> |
| 000000-00000000 | ProCSP Service Center | Test Tester | Active | <input type="checkbox"/> |
| 000000-00000000 | ProCSP Service Center | New Programmer Test Account | Active | <input type="checkbox"/> |
| 000000-00000000 | ProCSP Service Center | ProCSP Service Center | Active | <input type="checkbox"/> |
| 000000-00000000 | ProCSP Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| 000000-00000000 | ProCSP Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| 000000-00000000 | ProCSP Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| 000000-00000000 | ProCSP Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| 000000-00000000 | ProCSP Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |

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...or you can scroll down and find the account you want to remove.

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| | | | | |
|--|------------------------------------|------------------|--------|--------------------------|
| ADMINISTRATIVE OFFICE OF THE U.S. COURTS | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| ADMINISTRATIVE OFFICE OF THE U.S. COURTS | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| ADMINISTRATIVE OFFICE OF THE U.S. COURTS | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| ADMINISTRATIVE OFFICE OF THE U.S. COURTS | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| ADMINISTRATIVE OFFICE OF THE U.S. COURTS | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| ADMINISTRATIVE OFFICE OF THE U.S. COURTS | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| ADMINISTRATIVE OFFICE OF THE U.S. COURTS | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| ADMINISTRATIVE OFFICE OF THE U.S. COURTS | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |

Submit


Cancel

Contact Us | Privacy | Policies and Procedures | About Us

This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.
The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.

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Slide notes

Select the check box next to each account that you want to remove from your PAA.

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| | | | | |
|--|------------------------------------|------------------|--------|-------------------------------------|
| ADMINISTRATIVE OFFICE OF THE U.S. COURTS | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| ADMINISTRATIVE OFFICE OF THE U.S. COURTS | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| ADMINISTRATIVE OFFICE OF THE U.S. COURTS | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| ADMINISTRATIVE OFFICE OF THE U.S. COURTS | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| ADMINISTRATIVE OFFICE OF THE U.S. COURTS | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| ADMINISTRATIVE OFFICE OF THE U.S. COURTS | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| ADMINISTRATIVE OFFICE OF THE U.S. COURTS | PACER Service Center - Legacy Test | Test Information | Active | <input type="checkbox"/> |
| ADMINISTRATIVE OFFICE OF THE U.S. COURTS | PACER Service Center - Legacy Test | Test Information | Active | <input checked="" type="checkbox"/> |

Submit


Cancel

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This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.
The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.

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Slide notes

Then, click Submit.

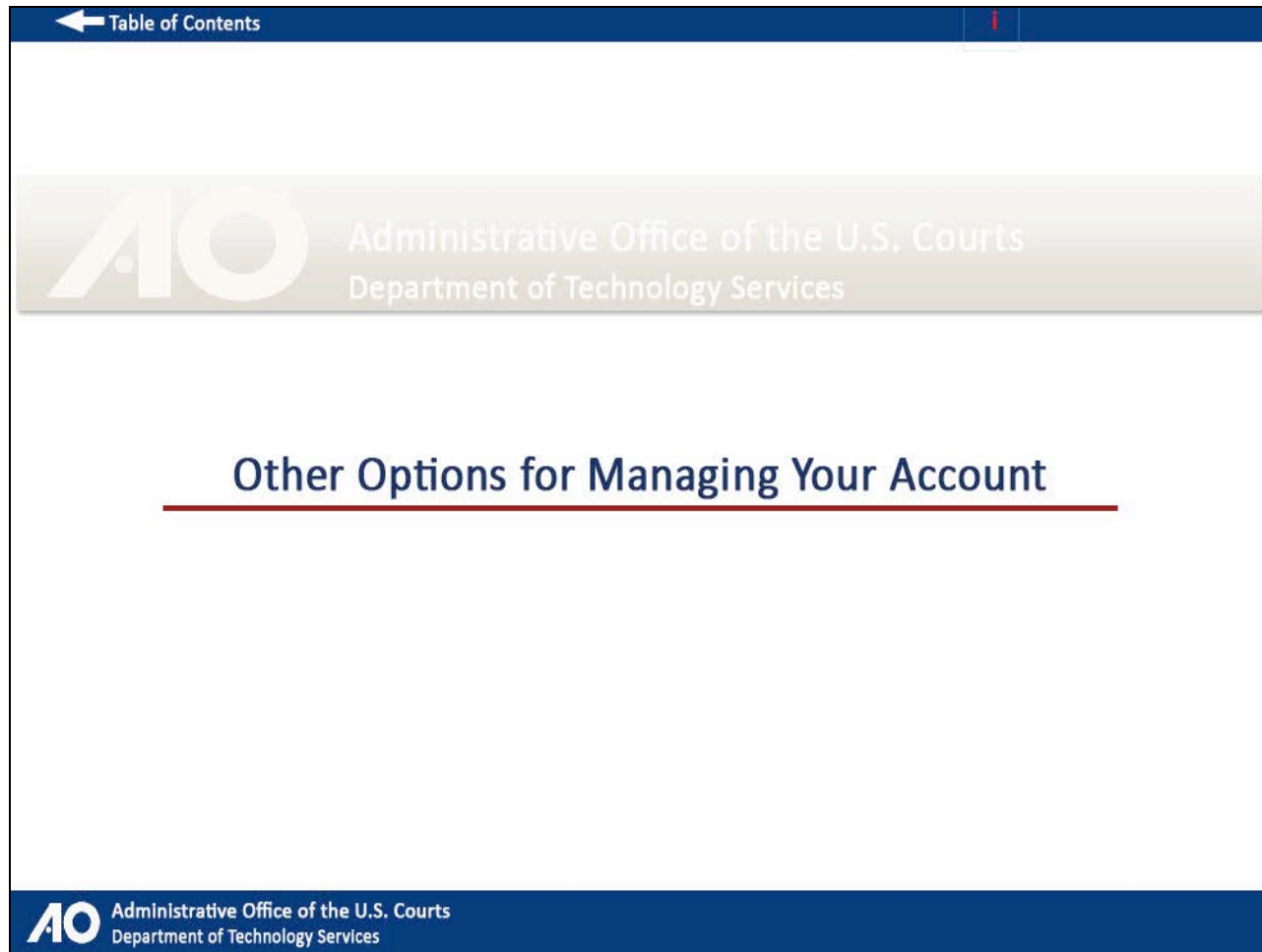
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The screenshot displays the PACER (Public Access to Court Electronic Records) website interface. At the top, there is a navigation bar with links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. The main header area includes the PACER logo and the text 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS'. A secondary navigation bar contains links for 'Manage My Account', 'Manage My Appellate Filer Account', and 'Case Search Sign In'. A 'Logout' button is visible in the top right corner. The main content area is titled 'MANAGE MY ACCOUNT' and includes a welcome message for 'Ralph Gutierrez'. A modal dialog box is open in the center, titled 'Request to Remove PACER accounts', with a message: 'Your request to remove the selected accounts has been successful.' A 'Close' button is highlighted with a red rectangle. Below the dialog, there are several links for account management: 'Add Existing PACER Accounts to My PAA', 'Remove PACER Account from My PAA', 'Rescind My Pending Requests', 'Download List of All My PACER Accounts', 'View All My PACER Accounts', 'Update Cost Center Information', and 'View All My Requests'. The footer of the page features the AO (Administrative Office of the U.S. Courts) logo and the text 'Department of Technology Services'.

Slide notes

You have now removed the selected accounts from your PAA. Click Close to continue using PACER.

Slide 64 - Other Options for Managing Your Account



The slide features a blue header bar with a white left-pointing arrow and the text "Table of Contents". Below the header is a light beige banner containing the AO logo (a stylized "A" and "O") and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services". The main content area is white and contains the title "Other Options for Managing Your Account" in a dark blue font, underlined with a red line. The slide concludes with a dark blue footer bar containing the AO logo and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services".

Slide notes

There are several other options for managing your account on PACER.gov. Let's take a look at some of these other options.

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

MANAGE MY ACCOUNT

Welcome, [\[User Name\]](#) [Logout](#)

Account Number: [Redacted]
Username: [Redacted]
Account Balance: [Redacted]
Account Status: [Redacted]

Important News

Settings Maintenance **PAA Maintenance** Payments Usage

[Add Existing PACER Accounts to My PAA](#)
[Remove PACER Account from My PAA](#)
[Rescind My Pending Requests](#)
[Download List of All My PACER Accounts](#)

[View All My PACER Accounts](#)
[Update Cost Center Information](#)
[View All My Requests](#)

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Slide notes

On the PAA Maintenance tab, you can do more than just add or remove users from your PAA. There are several other options available on this tab.

Slide 66 - Slide 66

The screenshot displays the PACER website interface. At the top, there is a navigation bar with links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. The PACER logo is prominently displayed, along with the text 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS'. The 'MANAGE MY ACCOUNT' section is active, showing a welcome message and a 'Logout' button. Below this, there are tabs for Settings, Maintenance, PAA Maintenance (highlighted), Payments, and Usage. The PAA Maintenance tab contains several links: 'Add Existing PACER Accounts to My PAA', 'Remove PACER Account from My PAA', 'Rescind My Pending Requests', 'Download List of All My PACER Accounts', 'View All My PACER Accounts', 'Update Cost Center Information', and 'View All My Requests'. The footer of the page identifies the Administrative Office of the U.S. Courts and the Department of Technology Services.

Slide notes

They are Rescind My Pending Requests, Download List of All My PACER Accounts, View All My PACER Accounts, Update Cost Center Information, and View All My Requests.

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- Manage My Account

MANAGE MY ACCOUNT

Welcome, [\[User Name\]](#) [Logout](#)

| | | |
|-----------------|------------|----------------|
| Account Number | [Redacted] | Important News |
| Username | [Redacted] | |
| Account Balance | [Redacted] | |
| Account Status | [Redacted] | |

Settings Maintenance PAA Maintenance Payments Usage

- [Add Existing PACER Accounts to My PAA](#)
- [Remove PACER Account from My PAA](#)
- [Rescind My Pending Requests](#)
- [Download List of All My PACER Accounts](#)
- [View All My PACER Accounts](#)
- [Update Cost Center Information](#)
- [View All My Requests](#)

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Slide notes

If you need to make the Client Code field mandatory for your users, you can do this by first clicking Settings,...

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- Manage My Account

MANAGE MY ACCOUNT

Welcome, [\[User Name\]](#) [Logout](#)

| | | |
|-----------------|------------|----------------|
| Account Number | [REDACTED] | Important News |
| Username | [REDACTED] | |
| Account Balance | [REDACTED] | |
| Account Status | [REDACTED] | |

Settings Maintenance PAA Maintenance Payments Usage

[Change Username](#) [Go Paperless \(Statements\)](#)

[Change Password](#) [Set PACER Preferences](#)

[Set Security Information](#)

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Slide notes

...and then clicking the Set PACER Preferences hyperlink. You can select in the PACER preferences whether you want the Client Code field to be mandatory or not.

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MANAGE MY ACCOUNT

Welcome, [\[User Name\]](#) [Logout](#)

| | | |
|-----------------|------------|----------------|
| Account Number | [Redacted] | Important News |
| Username | [Redacted] | |
| Account Balance | [Redacted] | |
| Account Status | [Redacted] | |

Settings Maintenance PAA Maintenance Payments **Usage**

| | |
|--|---|
| Change Username | Go Paperless (Statements) |
| Change Password | Set PACER Preferences |
| Set Security Information | |

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On the Usage tab, there are two options available.

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MANAGE MY ACCOUNT

Welcome, [My Account](#) [Logout](#)

| | |
|-----------------|-----------|
| Account Number | 1234567 |
| Username | 123456789 |
| Account Balance | \$0.00 |
| Account Status | Active |

Important News

Settings Maintenance PAA Maintenance Payments Usage

[View Quarterly Invoice / Statement of Account](#) [View Detailed Transactions](#)

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Let's take a look at each one of these options.

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- Manage My Account

MANAGE MY ACCOUNT

Welcome, [My Account](#) [Logout](#)

| | |
|-----------------|-----------|
| Account Number | 123456789 |
| Username | 123456789 |
| Account Balance | \$0.00 |
| Account Status | Active |

Important News

Settings Maintenance PAA Maintenance Payments Usage

[View Quarterly Invoice / Statement of Account](#) [View Detailed Transactions](#)

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The first option is the View Quarterly Invoice and Statement of Account hyperlink. Clicking this hyperlink will allow you to view your quarterly invoices and statements of account.

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

MANAGE MY ACCOUNT

Welcome, [My Account](#) **Logout**

| | |
|-----------------|-----------|
| Account Number | 123456789 |
| Username | myuser123 |
| Account Balance | \$0.00 |
| Account Status | Active |

Important News

Settings Maintenance PAA Maintenance Payments Usage

[View Quarterly Invoice / Statement of Account](#) [View Detailed Transactions](#)

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The second option is the View Detailed Transactions hyperlink. This section will allow you to search detailed billable case search transactions.

Slide 73 - Frequently Asked Questions

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Frequently Asked Questions

[View FAQs](#) [Continue](#)

This link will take you to the pacer.gov Frequently Asked Questions (FAQs) webpage. You will need to click the PAA tab to view FAQs about PACER Administrative Accounts.


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To view a list of frequently asked questions regarding PACER administrative accounts, click View FAQs. To continue this module, click Continue.

Slide 74 - Summary

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Summary


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Slide notes

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Summary



You should now be able to:

- Add an existing account to a PAA.
- Remove (Unlink) an attorney from a PAA.
- Access the other options available to you on the PAA Maintenance tab.
- Access the Usage tab.
- Change the Client Code field to mandatory.

[Click here.](#)

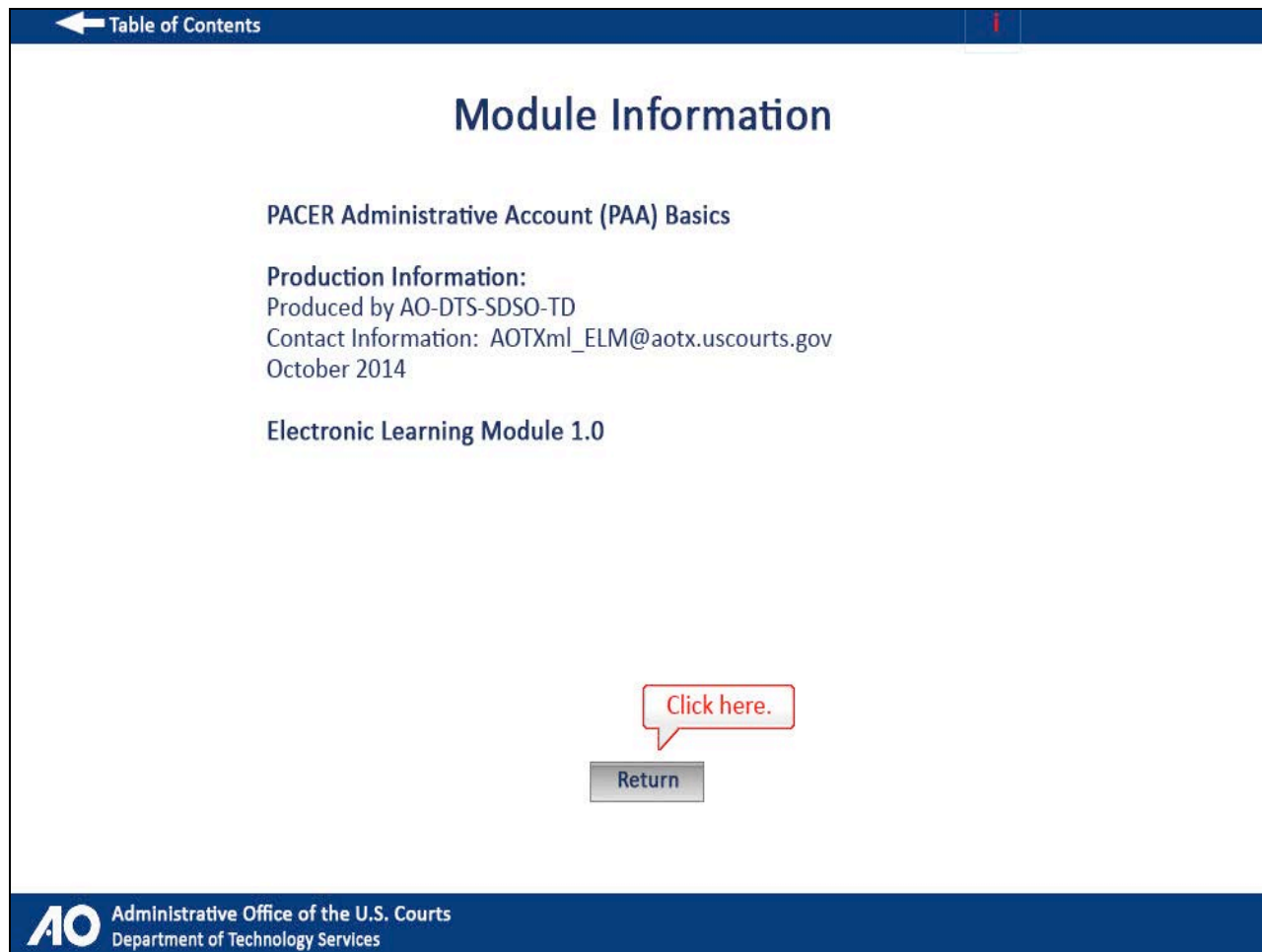
Exit

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Slide notes

You should now be able to add an existing account to a PAA, remove or unlink an attorney from a PAA, access the other options available to you on the PAA Maintenance tab, access the Usage tab, and change the Client Code field to mandatory. Click Exit to complete this tutorial.

Slide 76 - Module Information



The screenshot shows a presentation slide with a dark blue header bar containing a white left-pointing arrow and the text 'Table of Contents'. The main content area is white and features the title 'Module Information' in a large, dark blue font. Below the title, the text 'PACER Administrative Account (PAA) Basics' is displayed. This is followed by 'Production Information:' and its details: 'Produced by AO-DTS-SDSO-TD', 'Contact Information: AOTXml_ELM@aotx.uscourts.gov', and 'October 2014'. Below this is 'Electronic Learning Module 1.0'. At the bottom center, there is a red speech bubble with the text 'Click here.' pointing to a grey button labeled 'Return'. The footer is a dark blue bar with the 'AO' logo and the text 'Administrative Office of the U.S. Courts' and 'Department of Technology Services'.

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Module Information

PACER Administrative Account (PAA) Basics

Production Information:
Produced by AO-DTS-SDSO-TD
Contact Information: AOTXml_ELM@aotx.uscourts.gov
October 2014

Electronic Learning Module 1.0

Click here.

Return

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Department of Technology Services

Slide notes