PUBLIC ACCESS CHANGES

A1 All PACER Users

A1.1 Upgraded PACER Accounts

The PACER Service Center (PSC) website (<u>http://www.pacer.gov</u>) provides centralized registration, technical support, and billing services for access to documents and case information in CM/ECF. The PSC website has been updated to provide increased security features. If you change any of your account information, you will be prompted to create new security questions, and a new user name and password.

A1.2. Overview of Upgraded Account Registration Process

To create a PACER account for read-only access to public documents and case information, click the **Register** tab, then **PACER Search Only** in the Register list on the left side of the page. Then click **Register Now**.

| PACER PUBLIC ACCESS TO C | Manage My Account Manage My Appellate Filer Accou OURT ELECTRONIC RECORDS | nt Case Search Sign In |
|------------------------------|---|--------------------------|
| HOME REGISTER FIN | D A CASE E-FILE QUICK LINKS HELP CONTACT US | RSS |
| REGISTER | Registration Wizard | |
| PACER Search Only | PACER offers registrations for several different functions. This Registration Wizard is designed to | |
| Attorneys | help you decide which registration option is best for your needs. If you already know what you | |
| Non-Attorneys | need, use the Register menu on the left side of the screen. Otherwise, click Start below to begin. | |
| Appellate (Legacy) | Start | |
| District/Bankruptcy (Legacy) | | |
| PACER Administrative Account | More Information | |
| | | |
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| | | Manage My Account Manage My Appellate Filer Account Case Search Sign In |
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| PUBLIC ACCESS TO | OOURT ELECTRONIC REC | COURTS |
| HOME REGISTER F | FIND A CASE E-FILE | QUICK LINKS HELP CONTACT US |
| REGISTER | PACER - CASE SE | EARCH ONLY REGISTRATION |
| PACER Search Only | Account Information | |
| Register Now | * Required Information | |
| Attorneys | Prefix | Select Prefix |
| Appellate (Legacy) | First Name * | |
| District/Bankruptcy (Legacy) | Middle Name | |
| PACER Administrative Account | Last Name * | |
| | Generation | Select Generation |
| | Suffix | Select Suffix |
| | Date of Birth * | |
| | Firm/Office | |
| | Unit/Department | |
| | Address * | |
| | | |
| | Do om/Suito | |
| | City * | |
| | State * | Select State |
| | | |
| | Zip/Postal Code * | |
| | Country * | United States of America |
| | Primary Phone * | |
| | Alternate Phone | |

A2 Attorney Users

The PACER Service Center (PSC) website provides centralized registration, technical support, and billing services for access to documents and case information in CM/ECF. With the Next Generation (NextGen) of CM/ECF, new functionality will be available which will make it easier to link your PACER account with your CM/ECF filing account. Also, you will not have to maintain separate filing accounts with each court; the PSC website now provides attorneys the opportunity to request filing privileges in any federal court that has upgraded to NextGen CM/ECF. The PSC website has been updated to provide increased security features. If you change any of your account information, you will be prompted to create new security questions and a new user name and password.

Prior to all courts moving to NextGen CM/ECF, you will still need to use your current filing credentials (login and password) to file in courts that are still using the legacy CM/ECF software and your PACER credentials for accessing documents and case information.

In an effort to provide more efficient systems to the public, the Federal Judiciary will implement a nationwide centralized attorney admissions and e-filing registration process in all appellate, district, and bankruptcy courts over the next several years. Release 1.1 of District NextGen CM/ECF automates and centralizes the process by which attorneys can request public access, and access to courts for filing and/or admissions. The purpose of centralized registration is to replace a users' existing CM/ECF and/or PACER accounts with a single user ID and password that is valid in all NextGen courts where the user has read or read/file permissions.

A2.1.1 Overview of Account Registration Process

1. Determine whether the court uses the legacy or the upgraded CM/ECF system.

If the court in which you want to practice has upgraded to NextGen CM/ECF, you can apply for admissions and/or register to e-file though the PSC site. If the court uses a legacy system, you will need to contact the court to register.

2. Submit admissions/e-file registration.

If you have an upgraded PACER account, log in to *Manage My Account* and select the **Attorney Admissions/E-File Registration** option. Attorney admissions/e-file registration requirements vary from court to court, but the information you update through Manage My Account is sent electronically to each court in which you are admitted or registered.

3. Apply for admissions/e-file registration in each court individually.

You may need to be admitted to practice in the court. Once you complete a registration in one court, you may apply for admissions and/or register to e-file in another court. The same username and password will allow nationwide search access and e-file access in the NextGen CM/ECF courts in which you are admitted and/or registered as an e-filer. When your request is complete, the PACER Service Center will send it to the court for verification and processing. Document filing and access to restricted cases/documents in a court is not permitted until that court processes the admission and/or registration request.

4. Wait for a reply from the court indicating whether the registration has been accepted. Processing time for attorney admissions and/or e-file registration can vary from court to court. Once your request is processed, you will receive an email notification of the court's determination. For additional information regarding attorney admissions and e-filing procedures, use the <u>links map</u> to locate your court. Contact the Clerk's Office if immediate access to file documents is needed.

Appellate public filers who already have a centrally maintained account at the PSC will continue to use the PSC's legacy interface to request access in a legacy court and to update data in a legacy court. If you have an account in both a legacy and NextGen court, you will need to submit updates to both the legacy and NextGen Maintain Your Account interfaces at the PSC.

A2.1.2 PSC Registration Wizard

You can use the PSC Registration Wizard to guide you through the process of setting up an account and requesting access to e-file in one or more court.

1. Click the **Register** tab, then click **Start** in the Registration Wizard.

| | Manage My Account Manage My Appellate Filer Account Case Search Sign Ir | n |
|------------------------------|--|--------|
| | D COURT ELECTRONIC RECORDS | S S |
| HOME REGISTER | FIND A CASE E-FILE QUICK LINKS HELP CONTACT US | RSS |
| REGISTER | Registration Wizard | |
| PACER Search Only | PACER offers registrations for several different functions. This Registration Wizard is designed to | |
| Attorneys | help you decide which registration option is best for your needs. If you already know what you need, use the Register menu on the left side of the screen. Otherwise, click Start below to begin. | |
| Non-Attorneys | | |
| Appellate (Legacy) | Start | |
| PACER Administrative Account | More Information | |
| | | |
| | | |
| | | |

2. Click E-File and/or Attorney Admissions.

| Registration Wizard | | |
|----------------------|-----------------------------------|--|
| Registration Type Se | lection | |
| WHAT WOULD YOU | J LIKE TO DO? More Information | |
| | | |
| | 18 | |
| | View | |
| | E-File and/or Attorney Admissions | |
| | | |
| | | |
| | Back Done | |
| | Dur | |
| | | |

3. Determine which scenario best describes you and click the corresponding button.



Depending on your selection in Step 3, above, you will see some or all of the following screens.

| User Information | |
|----------------------------------|------------------------|
| Generate Username Username * | Check Username |
| Password * Confirm Password * | |
| Security Question 1 * | Select a Question |
| Security Answer 1 * | |
| Security Question 2 * | Select a Question |
| Security Answer 2 * | |
| | Next Back Reset Cancel |

ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION

ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION

Payment Information

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- · Use of web-based PACER systems will generate a \$.10 per page charge.
- · Audio files of court hearings retrieved via PACER will generate a \$2.40 per file charge.

Providing a credit card is optional. If you would like to register without providing a credit card, click Next below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.

| * * | Credit card | data is | optional here | However if | f vou do i | provide a credit card | the marked fields | below are required |
|-----|-------------|---------|----------------|------------|------------|-----------------------|--------------------|----------------------|
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| VISA MasterCore | Ϋ́Ε̈́R, | | | | |
|---|-------------------------------------|--|-------------------------------------|---|-----------------------------|
| Account Holder Name * | | | | | |
| Card Type * | Select Card Type | • | | | |
| Account Number * | | | | | |
| Card Expiration Date * | 01 / 2 | 014 | | | |
| Use saved address | | | | | |
| Address * | | | | | |
| | | | | | |
| City * | | | | | |
| State * | Select State | | • | • | |
| Zip/Postal Code * | | | | | |
| Country * | United States of | America | | · | |
| I authorize the PACEF quarterly fee waived t | R Service Center hreshold, which | to charge the ab is currently set a | ove credit card at \$15 and subj | l once a quarter fo ect to change. * | r PACER usage above the |
| Note: We protect the securit encrypts information you su | y of your inform Ibmit. | ation during tran | smission usin(|) Secure Sockets I | .ayer (SSL) software, which |
| | Next | Back | Reset | Cancel | |

| TTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION | | | |
|--|--|--|--|
| CLICK CONTINUE TO COMPLETE THE ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION. Your Central Sign-On account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the Continue button below. You may also apply for attorney admissions and/or register to e-file at any time through the Manage My Account link located in the upper right corner of the PACER Service Center website. | | | |
| Continue Done | | | |

| | Manage My | Account Manage My Appellate Filer Account | t Case Search Sign In |
|--|---|--|---|
| COURT ELECTRONIC RECOR | DS | XXX. | COURTS |
| IND A CASE E-FILE | QUICK LINKS HELP | CONTACT US | RSS 🔊 |
| MANAGE MY ACCO Welcome, Meg Smith | ТИГ | | Logout |
| Account Number Username PACER Account Balance | 4013959 MegSmith \$0.00 | Important News | |
| | | | |
| IN WHAT COURT I * Required Information Court Type * | U.S. Appellate Courts | ACTICE? | |
| Court * | Select Court | • | |
| Note: Centralized attorney a listed, please visit that court | admissions and e-file registration 's website. For a listing of all cour Next | are currently not available for all courts. If you rt websites visit the <u>Court Links Page</u> . | do not see a court |
| | COURT ELECTRONIC RECOR ND A CASE E-FILE MANAGE MY ACCOU Welcome, Meg Smith Account Number Username PACER Account Balance IN WHAT COURT E * Required Information Court Type * Court * Note: Centralized attorney a listed, please visit that court | Mainage My COURT ELECTRONIC RECORDS ND A CASE E-FILE QUICK LINKS HELP MANAGE MY ACCOUNT Welcome, Meg Smith Account Number 4013959 Username MegSmith PACER Account Balance \$0.00 IN WHAT COURT DO YOU WANT TO PR * Required information Court * Select Court Note: Centralized attorney admissions and e-file registration Isted, please visit that court's website. For a listing of all courts | Manage My Account Manage My Appellate Filer Account COURT ELECTRONIC RECORDS ND A CASE E-FILE QUICK LINKS HELP CONTACT US MANAGE MY ACCOUNT Welcome, Meg Smith Important News Important News Visemame MegSmith MegSmith Important News PACER Account Balance \$0.00 Important News IN WHAT COURT DO YOU WANT TO PRACTICE? * Required Information Court Type * U.S. Appellate Courts * Court * Select Court * Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you listed, please visit that courts website. For a listing of all court websites visit the <u>Court Links Page</u> . |

If the court selected above is using the legacy CM/ECF software, the following screen appears.

| Registration Wizard | | |
|--|--|---|
| Appellate CM/ECF E-Fi | le Registration | |
| U.S. Court of Appeals, Fe (CM/ECF) system. The qu filed in a legacy CM/ECF s | leral Circuit uses a legacy Case Management/Ele estion below will determine whether you have alre ystem. | ectronic Case File eady electronically |
| HAVE YOU EVER E-F | ILED IN AN APPELLATE COURT? | |
| | Yes | |
| | No | |
| | | |
| | Back Done | |
| For additional assistance, hours of 8 AM and 6 PM C | contact the PACER Service Center at (800) 676- T Monday through Friday or by email at pacer@p | 3856 between the psc.uscourts.gov. |

A2.1.3 Bar Admission

If you select the Attorney Admissions path from the PSC's new web interface for a NextGen court, you will be presented with a series of screens with court-specific requirements for admission to the court's bar. You will be required to first establish an upgraded PACER account, complete attorney admissions and/or e-filing registration, and indicate acceptance of local attorney admissions rules and procedures (if applicable), and/or e-filing terms and conditions (if applicable).

Based on the court selected when completing the admission request, you may see up to 10 court-specific questions. Up to three documents can be attached to the admission request (a court may specify the documents required in local rules or admissions procedures, which will be accessible via a link).

The court will receive and process your request. If the court requires admission payment, you will be granted permission to access the Bar Admission utility in CM/ECF, but not filing permissions. Court staff will then send you an email with information about paying the admission fee. You must log in to NextGen CM/ECF and use the Bar Admission utility to pay fees. When the fee has been paid, court staff will complete processing of the admission and grant filing privileges.

| Required Information | | | | |
|--|---|---|----------------------|----------------------|
| EDERAL BAR INFORMATION | | | | |
| I am admitted to the bar in | one or more federal courts | 4 | | |
| Our data indicates that you have b | een admitted to the bar of | Enter information for an | y federal court no | t listed in table on |
| ne following federal court(s): | Information | the left: | Fodoral Par lafe | restion |
| vermed rederal Bar | Page Date | Additional | Pederar Bar Info | Data 04-144-4 |
| Federal Court Bar ID | Status Admitted | Click the "Add" butter | Bar IU | Date Admitted |
| No verified federal bar data avail | able. | Click the Add button | below to enter tec | beral bar data. |
| | | | + Add | |
| TATE BAR INFORMATION | | | | |
| I am admitted to the bar in | one or more states. | | | |
| | | Enter information for an | v state(s) in which | n vou have been |
| | | admitted to the bar: | , 51214(2) III WIIOI | . , |
| | | Additiona | I State Bar Infor | mation |
| | | State | Bar ID | Date Admitted |
| | | Click the "Add" button | below to enter sta | ite bar data. |
| | | and the second se | + Add | |
| bonsoring Attorney 3ar ID | Jurisdiction Sele | ect Court | Name | |
| ponsoring Attorney Bar ID First Name | Jurisdiction Sele | est Court | Name | |
| ponsoring Attorney Bar ID First Name | Jurisdiction Sele | ect Court | Name | |
| ponsoring Attorney Bar ID First Name torney Information | Jurisdiction Sele | al Bankruptoy | Name | |
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| ponsoring Attorney Bar ID First Name torney Information Attorney Type (check all that app lave you ever been disbarred/ce | Jurisdiction Sele Middle Name | ect Court Last al Bankruptoy * Yes No | Name | |
| ponsoring Attorney Bar ID First Name torney Information Attorney Type (check all that app lave you ever been disbarred/ce ' yes, provide details: | Jurisdiction Sele Middle Name | ect Court Last al Bankruptoy * Yes No | Name | |
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| ponsoring Attorney Bar ID First Name torney Information ttorney Type (check all that app lave you ever been disbarred/ce i yes, provide details: to you have disciplinary action yes, provide details: tave you ever been convicted or yes, provide details: | Jurisdiction Sele Middle Name Ny)* Civil Crimin ensured/denied admission? pending?* Yes No f a felony? * Yes No | ect Court Last al Bankruptoy * Yes No No | Name | |
| ponsoring Attorney Bar ID First Name torney Information ttorney Type (check all that app lave you ever been disbarred/ce yes, provide details: yes, provide details: lave you ever been convicted of yes, provide details: ee Acknowledgment * | Jurisdiction Sele Middle Name Iy)* Civil Crimin ensured/denied admission? pending?* Yes No f a felony? * Yes No | ect Court Last al Bankruptoy * Yes No | Name | |
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| Fee Acknowledgment * I acknowledge that I will be charged an admission fee if I am admitted. I request that the admission fee be waived for the following reason: | |
|---|----------|
| locument Upload | |
| Notion/Affidavit for Admission * | t Upload |
| Certificate of Good Standing * | J Upload |
| dditional Attorney Information Required by Court | |
| Where did you go to law school?* | _ |
| | |
| When did you graduate?* | _ |
| | |
| | |
| Next Back Beset | Cappel |

| Bar Admission | |
|----------------------------|--|
| Jurisdiction Alaska | |
| Bar Status Pro Hac Vice | |
| CJA Status 4 | |
| Fee Amount \$176.00 | |
| Pay Fee | |

A2.1.4.1 CM/ECF Menu

The new CM/ECF logo and menu bar display at the top of all filing pages. The CM/ECF logo is a link to the CM/ECF landing page. The list of authorized menu items display on the right-hand side; a red arrow next to a menu item indicates that a menu item has a submenu.

| CMmecf | C <u>i</u> vil - | Crimi <u>n</u> al - | <u>Q</u> uery | <u>R</u> eports - | <u>U</u> tilities - | Sear <u>c</u> h | Help |
|--------|-----------------------------|--------------------------------|---------------|------------------------------|--------------------------------|-----------------|------|
| | | | | | | | |