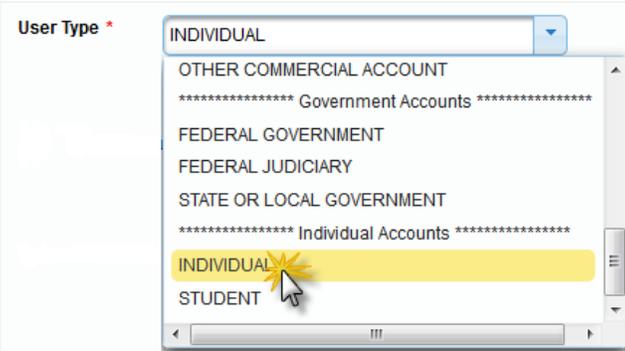


# Register For a **New PACER Account**

## Instructions

All filers must have an individual PACER account to file in NextGen CM/ECF. Follow the steps below if you do not have a PACER account, or if you share an existing account with others in your law firm.

**Please contact PACER at (800) 676-6856 with any questions.**

Step	Action
1	Open a web browser and navigate to <a href="http://www.pacer.gov">www.pacer.gov</a> 
2	Click <b>REGISTER</b> . 
3	Select <b>PACER</b> and click <b>Register Now</b> . 
4	Complete the registration form. Select <b><u>INDIVIDUAL</u></b> <sup>1</sup> as your user type.  Click <b>Next</b> .

<sup>1</sup> NOTE: Government agency attorneys should make the appropriate selection under *Government Accounts* instead of selecting an individual account.

Step	Action
5	<p data-bbox="493 155 1419 191"><b>Create a Username, Password, and select Security Questions.</b></p> <div data-bbox="518 205 1382 617" style="border: 1px solid #ccc; padding: 10px;"> <p data-bbox="537 222 683 239">* Required Information</p> <p data-bbox="537 245 992 275">Username * <input type="text" value="attorneyb"/></p> <p data-bbox="537 306 992 336">Password * <input type="password"/></p> <p data-bbox="537 342 992 371">Confirm Password * <input type="password"/></p> <p data-bbox="537 403 992 432">Security Question 1 * <input type="text" value="What is your best friend's first name?"/></p> <p data-bbox="537 443 992 472">Security Answer 1 * <input type="text" value="Mary"/></p> <p data-bbox="537 478 992 508">Security Question 2 * <input type="text" value="In what city or town was your first job?"/></p> <p data-bbox="537 518 992 548">Security Answer 2 * <input type="text" value="Minneapolis"/></p> <p data-bbox="727 579 1167 604" style="text-align: center;"> <input type="button" value="Next"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </p> <div data-bbox="1008 233 1333 415" style="border: 1px solid #ccc; background-color: #ffff00; padding: 5px; margin-top: 10px;"> <p data-bbox="1016 243 1325 331">Your password must be between 8 to 45 characters long and contain at least one lowercase letter, one uppercase letter, and one special character. Pay attention to the password strength meter.</p> <p data-bbox="1016 348 1325 405">NOTE: It cannot contain any parts of your First Name, Last Name, Username or Email address.</p> </div> </div> <p data-bbox="493 630 651 665">Click <b>Next</b>.</p>
6	<p data-bbox="493 707 1235 743"><b>Enter payment information, if desired. Please note:</b></p> <p data-bbox="505 756 1500 877"><b>Providing a credit card is optional.</b> If you would like to register without providing a credit card, click <b>Next</b> 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.</p>
7	<p data-bbox="493 905 1247 940">Read and <b>acknowledge</b> the policies and procedures.</p>
8	<p data-bbox="493 1001 1442 1037">A confirmation page will display when your registration is complete.</p>