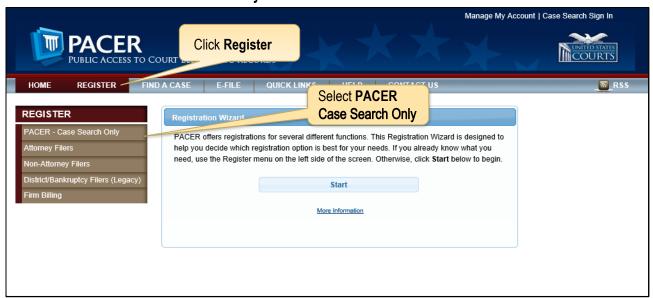
REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

On July 13, 2020, our court will "go live" with the Next Generation of CM/ECF ("NextGen"). All CM/ECF users must have an individual PACER account to be able to file in our CM/ECF system on or after July 13, 2020. Follow the steps below to Register for an Individual PACER account.

- Go to <u>www.pacer.gov</u>.
- 2. Click the **Register** tab at the top of the page.
- Select PACER Case Search Only.



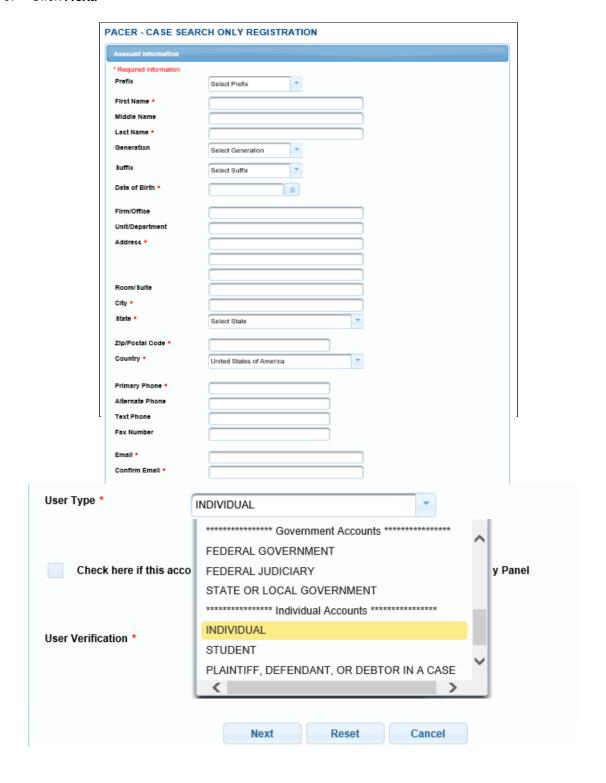
4. Click Register for a PACER Account Now.



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Register for an Individual PACER Account

- 5. Enter all required Account Information. Select INDIVIDUAL as the User Type.
- 6. Click Next.



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Register for an Individual PACER Account

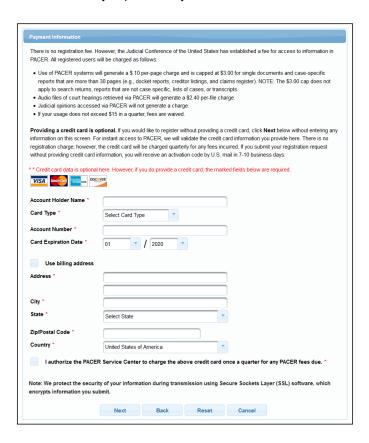
- 7. Enter a username and password.
- 8. Select security questions and enter security answers.
- 9. Click Next.



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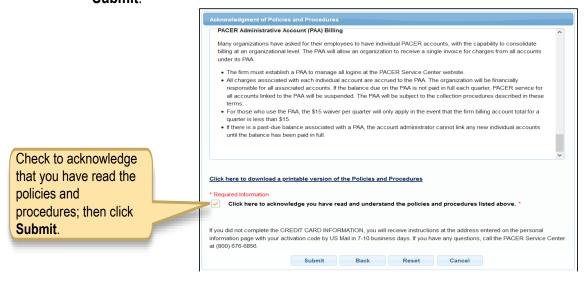
Register for an Individual PACER Account

- 10. The **Payment Information** screen is **Optional**.
 - If you complete this screen, PACER will charge the credit card quarterly for PACER fees incurred during the usage of your account.
 - If you click Next without providing credit card information, PACER will send an activation code and instructions to the address you provided by U. S. Mail within 7 10 business days.



NOTE: Law firms and other organizations may obtain a PACER Administrative Account (PAA) to manage and pay for all charges associated with multiple individual PACER accounts. Visit https://www.pacer.gov/reg_firm.html for more information.

11. After reading the policies and procedures, check the box acknowledging that you have done so, and click **Submit**.



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