

Non-Attorney Limited Filers Registering to E-file

Before you can register to e-file you need to register for an individual PACER account, if you do not already have your own PACER account. See instructions for [Registering for a New PACER Account](#).

If you already have your own PACER account, go to the PACER website and complete the following steps:

Step 1 Select **Manage My Account** and log in with your new PACER login and password.



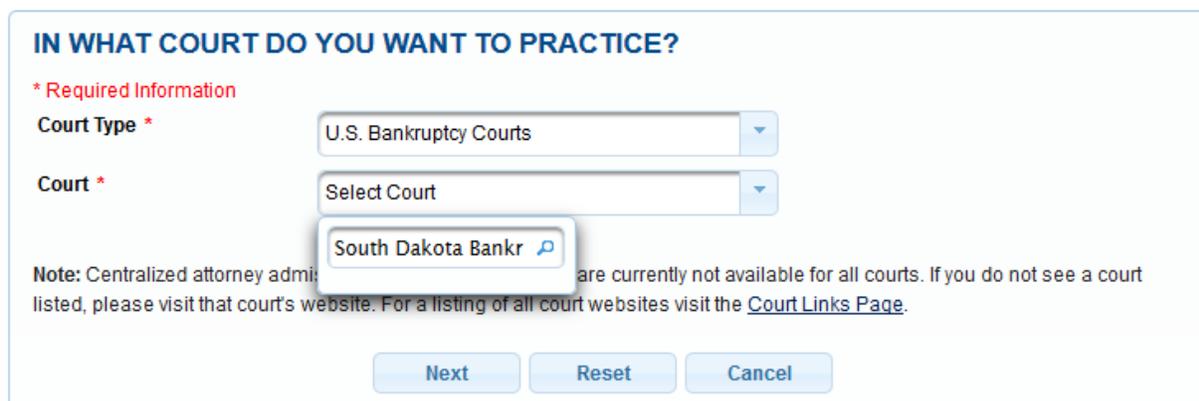
Step 2 Select the **Maintenance** tab at the top.



Step 3 Select **Non-Attorney E-File Registration**.

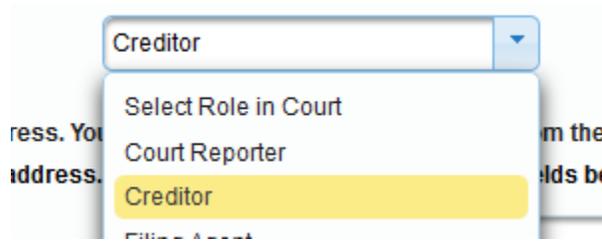


Step 4 Select **U.S. Bankruptcy Courts** as the Court Type and **South Dakota Bankruptcy Court** from the Court drop-down list.

A screenshot of the PACER website showing a form titled "IN WHAT COURT DO YOU WANT TO PRACTICE?". The form has two required fields: "Court Type *" and "Court *". The "Court Type" dropdown menu is set to "U.S. Bankruptcy Courts". The "Court" dropdown menu is set to "South Dakota Bankr". Below the form, there is a note: "Note: Centralized attorney admissions are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#)." At the bottom of the form, there are three buttons: "Next", "Reset", and "Cancel".

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Step 5 **Role in Court:** Select the appropriate role type from the drop-down list.



Step 6 All your information will display from when you registered in PACER.

Step 7 Complete all other required fields on the screen, then click **Next**.

Step 8 The payment information screen will display. Click **Next**.

Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** without entering any information on this screen. PACER will validate the credit card information you provide for instant access to PACER. 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 to 10 business days.

Step 9 The Non-Attorney E-filing Terms and Conditions screen will display. Place a checkmark in the boxes to accept the terms. Click **Submit**.

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

- Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *
- Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

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

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

Submit

Back

Reset

Cancel

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Step 10 The confirmation page will display. Click **Done**.

Confirmation Page

THANK YOU FOR REGISTERING !

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Done

The court will receive the submitted registration and activate your account to allow you to electronically file. You will receive an e-mail advising your account has been activated.

Once your account is activated you can begin e-filing with the court by going to www.sdb.uscourts.gov and selecting **E-Filing (CM/ECF)**. Use the PACER login you created to log in to file electronically.

