

# Registering for a New PACER Account

In order to use NextGen, each filer with a CM/ECF account must have an individual PACER account. If you do not have your own PACER account, follow the steps below to register for one:

**Step 1** Go to [www.pacer.gov](http://www.pacer.gov).

**Step 2** Select REGISTER from the main menu bar.



**Step 3** Select PACER - Case Search Only from the left panel.



**Step 4** Select the link Register for a PACER Account Now.



## PACER - CASE SEARCH ONLY REGISTRATION

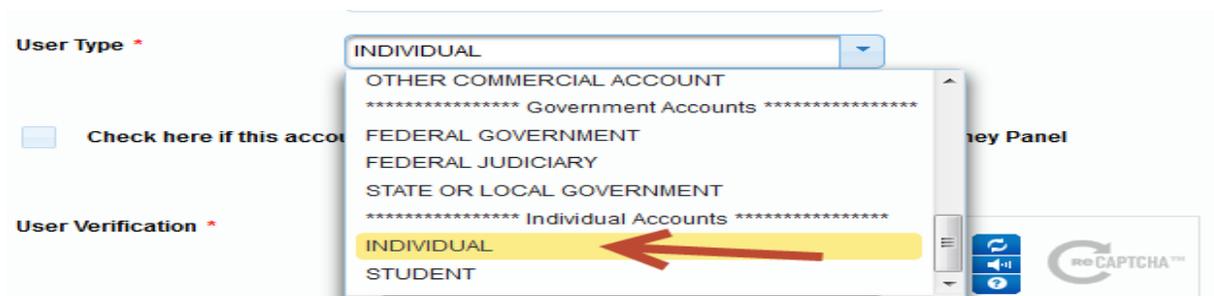
To obtain a PACER account, you must complete the [online PACER Registration Form](#). For immediate access to court records, provide a credit card during registration. If you do not provide a credit card, an activation code will be sent by U.S. mail to the address you provided on the registration form. Please allow 7-10 business days for mail delivery. For **security reasons, activation codes cannot be emailed, faxed, or given over the phone.**

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to PACER. All registered agencies or individuals will be charged the fee. Access to PACER systems will generate a **\$0.10 per page charge**. [i](#)

If you would like to try PACER before registering, visit our [free training site](#). More detailed information about how to use PACER is available in the [PACER User Manual](#).

[Register for a PACER Account Now](#)

**Step 5** Complete the PACER - Case Search Only registration form, select **INDIVIDUAL** as the **User Type**, and click Next.



**Note:** If you work for a government agency, make the appropriate selection from the Government Accounts category.

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**Step 6** Enter a User Name and Password, select the security questions, and click Next.

**Step 7** Enter the payment information to be saved. This screen is optional.

**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. 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 8** Select the box confirming you have read the policies and procedures.

[Click here to download a printable version of the Policies and Procedures](#)

\* Required Information

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

**Step 9.** The last screen will thank you for registering with the PACER Service Center. This account is only for viewing documents, not for e-filing. If you already have a CM/ECF account with our court, see the instructions for [Link an Upgraded PACER Account to a NextGen CM/ECF Account](#).

If you are not an electronic filer with our court, please select the appropriate link below to register to e-file.

[Attorneys Requesting Admission to E-file](#)

[Non-Attorney Limited Filers Registering to E-file](#)