

**In order to request E-Filing permission as a Limited Filer, you must have an upgraded individual PACER account.** If you do not have an upgraded individual PACER Account see Instructions for Upgrading Your PACER account. Once you have a PACER Account, follow the steps below to request filing access.

1. Navigate to [www.pacer.gov](http://www.pacer.gov)
2. Click **Manage My Account** at the very top of the page



3. **Login** with your upgraded individual PACER account username and password

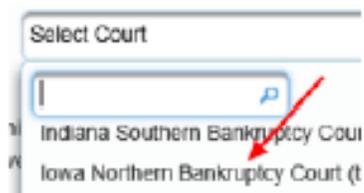
A screenshot of the PACER Login form. The form has a blue header with the word 'Login'. Below the header, there is a red asterisk followed by the text '\* Required Information'. There are two input fields: 'Username \*' and 'Password \*'. Below the input fields are three buttons: 'Login', 'Clear', and 'Cancel'. At the bottom of the form, there are three links: 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. Below the links, there is a notice: 'NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.'

4. Click on the **Maintenance** tab

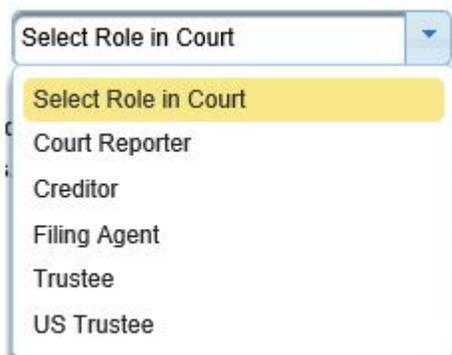
A screenshot of the PACER 'MANAGE MY ACCOUNT' page. The page has a red header with the text 'MANAGE MY ACCOUNT'. Below the header, there is a 'Welcome, John Public' message and a 'Logout' button. There are two main sections: 'Account Information' and 'Important News'. The 'Account Information' section contains a table with the following data:

Account Number	7001100
Username	tr1100
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account ( <a href="#">Upgrade</a> )

The 'Important News' section is currently empty. Below these sections, there is a navigation bar with tabs: 'Settings', 'Maintenance', 'Payments', and 'Usage'. The 'Maintenance' tab is highlighted with a red box and a yellow starburst. Below the navigation bar, there are several links: 'Change Username', 'Change Password', 'Set Security Information', 'Update PACER Billing Email', and 'Set PACER Preferences'.

5. Select **Non-Attorney E-File Registration**6. Select **U.S. Bankruptcy Courts** as the Court Type and **Iowa Northern Bankruptcy Court** as the Court. Click **Next**.

- The information from your registered PACER account will display.
- From the **Role in Court** drop down list, select the appropriate filing role.



- Complete all other required fields and click **Next**.
- The payment information screen will display. Set default payment information (not required). Click **Next** when finished or to bypass this screen.

## Payment Information

**NOTE:** Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

[Add Credit Card](#)

[Add ACH Payment](#)

11. Non-Attorney E-Filing Terms and Conditions will display. Place checkmark in the boxes to accept the terms and click **Submit**.

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



By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. \*



Check 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](#). \*

12. The confirmation page will display.

## 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