

## Instructions for Registering for a PACER Account

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

**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 left panel



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

**Register for a PACER Account Now**

Continued on Next Page

**Step 5** Complete the PACER – Case Search Only Registration form, select INDIVIDUAL as the User Type. Click Next

The screenshot shows a web form for PACER registration. The 'User Type' dropdown menu is open, showing several options. The 'INDIVIDUAL' option is highlighted in yellow, and a red arrow points to it. To the left of the dropdown, there is a checkbox labeled 'Check here if this account is for a government agency'. Below the dropdown, there is a 'User Verification' section. To the right of the dropdown, there is a 'Key Panel' and a 'no CAPTCHA' logo.

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

**Step 6** Create a Username and Password. Select security questions. Click Next.

**Step 7** Enter the default payment information. 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. For instant access to PACER, we will validate the credit card information you provide here. There is not 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.

**Step 8** Confirm 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 just for viewing documents, not for e-filing. If you already have a CM/eCF account with our court, please follow the instructions for linking the new PACER login with your current CM/ECF login.

If you were not an electronic filer with our court, please refer to the instructions for registering to E-File

- [Register to E-File as a Bankruptcy Attorney](#)
- [Register to E-File as a Limited Filer](#)