

1. Log in to PACER and navigate to **Manage My Account**. Select the **Maintenance** tab. From there, navigate to the **E-File Registration/Maintenance History** menu.

The screenshot shows the PACER Maintenance menu with four tabs: Settings, Maintenance (selected), Payments, and Usage. Below the tabs are two columns of links. The link 'E-File Registration/Maintenance History' is highlighted with a red box.

Settings	Maintenance	Payments	Usage
Update Personal Information	Attorney Admissions / E-File Registration		
Update Address Information	Non-Attorney E-File Registration		
Update E-Filer Email Noticing and Frequency	Check E-File Status		
Display Registered Courts	E-File Registration/Maintenance History		

2. This menu will present the courts to which you have submitted registration requests. Select the **here** hyperlink in the top paragraph to review your filing status.

The screenshot shows the 'E-File Registration/Maintenance History' page. It includes a text block explaining the status of requests and a table with columns for Court, Description, Date Submitted, and Status. A 'Done' button is located below the table.

The table below provides a listing of your e-file registration and maintenance requests. A **"Pending"** status indicates the request is pending action by the court. A **"Processed"** status indicates the request has been processed by the court; it does not indicate that your filing status is **"Active"** at this court. Review your filing status [here](#).

Court ↑↓	Description ↑↓	Date Submitted ↑↓	Status ↑↓
Wisconsin Eastern Bankruptcy Court (test)	registration	10/15/2020	Processed

Done

3. Select the **Check** box next to the court from which you are requesting deactivation.

The screenshot shows the 'Check E-File Status' page. It features a table with columns for Court Type, Court, and Status. A 'Check' button is positioned next to the 'Wisconsin Eastern Bankruptcy Court (test)' entry.

Court Type ↑↓	Court ↑↓	Status
U.S. Bankruptcy Courts	Wisconsin Eastern Bankruptcy Court (test)	<input type="checkbox"/> Check

4. Finally, select **Request Deactivation**. You will then be prompted to confirm your request. Once your request has been confirmed, it will be submitted to the court for review and processing.

The screenshot shows the 'Check E-File Status' page after the 'Check' button has been clicked. The 'Status' column now shows 'Active' and a 'Request Deactivation' button is visible.

Court Type ↑↓	Court ↑↓	Status
U.S. Bankruptcy Courts	Wisconsin Eastern Bankruptcy Court (test)	Active <input type="button" value="Request Deactivation"/>