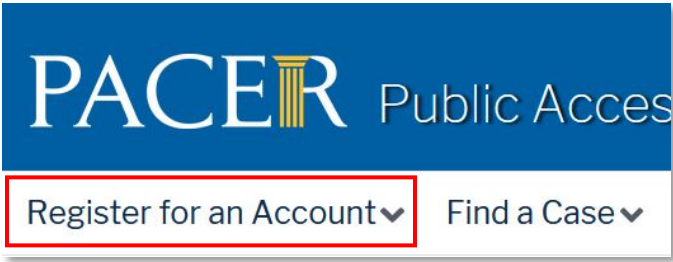
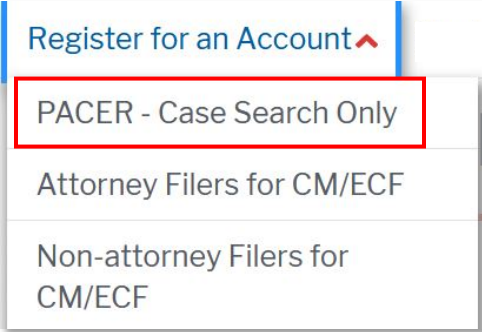

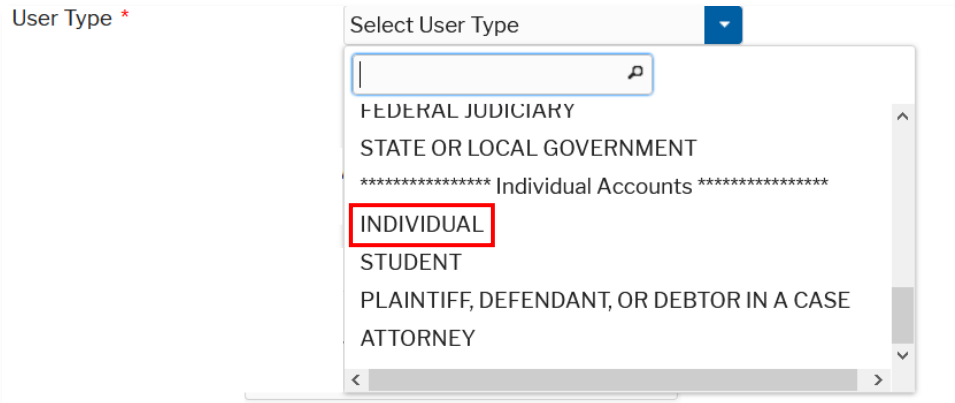
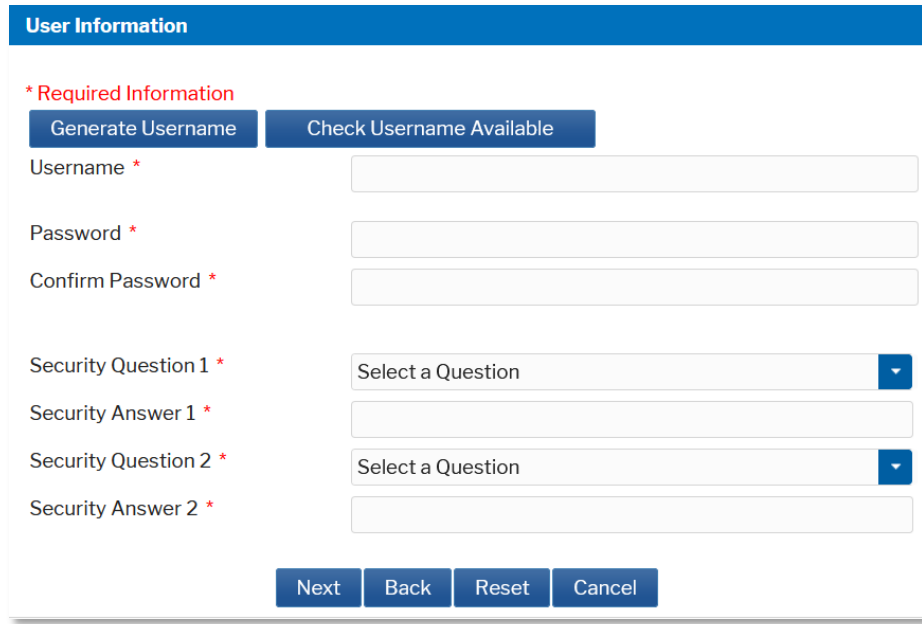


## Register for a New PACER Account

The following instructions are to be used by individuals who already have a CM/ECF filing account with our court, and are now looking to create their own PACER account. Instructions for how to request a new filing account after March 1, 2021 can be found on our website.

STEP	ACTION
1	Navigate to <a href="http://pacer.uscourts.gov">pacer.uscourts.gov</a>
2	Select <b>Register for an Account</b>  <p>The screenshot shows the PACER Public Access header. Below it, there are two menu items: 'Register for an Account' and 'Find a Case'. The 'Register for an Account' item is highlighted with a red rectangular box.</p>
3	Select <b>PACER – Case Search Only</b>  <p>The screenshot shows a dropdown menu with four options: 'Register for an Account', 'PACER - Case Search Only', 'Attorney Filers for CM/ECF', and 'Non-attorney Filers for CM/ECF'. The 'PACER - Case Search Only' option is highlighted with a red rectangular box.</p>
4	Select <b>Register for a PACER account</b>  <p>The screenshot shows a blue button with the text 'Register for a PACER account' in white.</p>

STEP	ACTION
5	<p>Complete the <b>PACER – Case Search Only Registration form</b>. Select <b>Individual</b> as the User Type. Select <b>NEXT</b>.</p>  <p><b>NOTE:</b> If you work for a government agency, make the appropriate selection from the Government Accounts category.</p>
6	<p>Create a <b>Username and Password</b>. Select <b>Security Questions and Answers</b> and then select <b>NEXT</b>.</p> 

STEP	ACTION
7	<p>Enter the payment information to be saved. <a href="#">This screen is optional.</a></p> <p><b>Providing a credit card is optional.</b> 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 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 7-10 business days.</p>
8	<p><b>Confirm</b> you have read the policies and procedures.</p>
<p style="text-align: center;"><b><a href="#">Your account has been created!</a></b></p> <ul style="list-style-type: none"> <li>• <b>Once the court goes live on NextGen CM/ECF, you will link your new PACER account to your CM/ECF filing account. Please see our website for instructions on how to link your account.</b></li> <li>• <b>You will then use your PACER username and password to access CM/ECF for WIEB and other courts who have upgraded to NextGen.</b></li> </ul>	