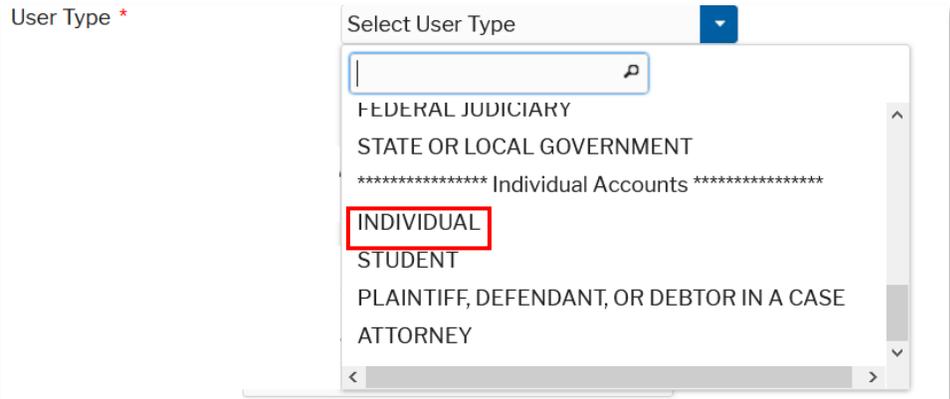
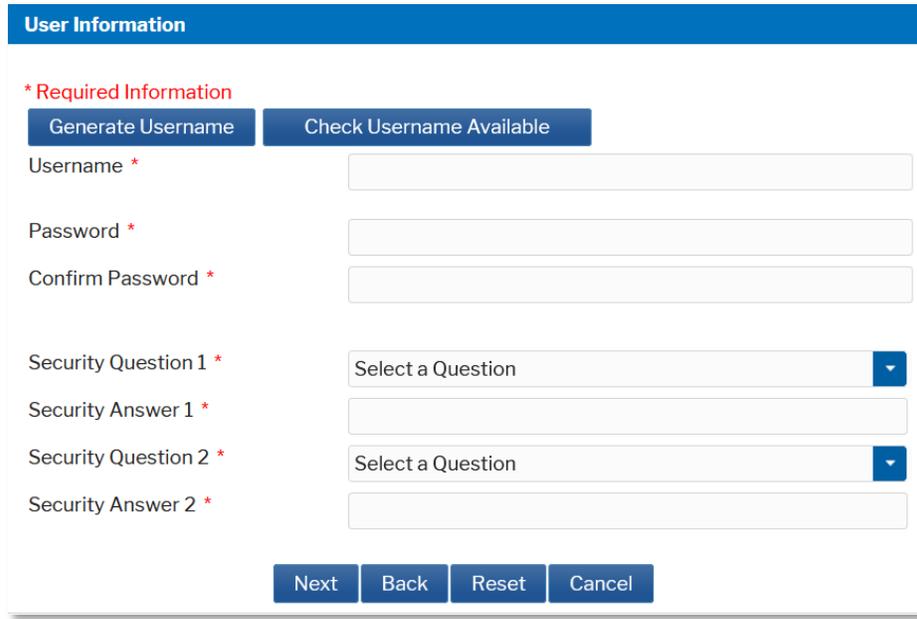


Register for a New Creditor PACER Account/Request Filing Access

The following instructions are to be used by individuals who are looking to create their own non-attorney PACER account, as well as request creditor filing privileges for our district. If you already have a PACER account and are only looking to request filing privileges, skip to Step 9.

STEP	ACTION
1	Navigate to pacer.uscourts.gov
2	Select Register for an Account 
3	Select Non-attorney Filers for CM/ECF 
4	Select Register for a PACER account 

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

STEP	ACTION
7	<p>Enter the payment information to be saved. This screen is optional.</p> <p>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 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>Confirm you have read the policies and procedures.</p>
9	<p>After acknowledging the policies and procedures, you have the ability to complete attorney admissions and/or e-file registration. Click Continue.</p> <p>Note: Only attorneys admitted to the Eastern District of Wisconsin’s District Court can apply for access to file in the Bankruptcy Court</p> <p>Note: You have the ability to apply for admissions at any time through the Manage My Account link in the upper right corner of the PACER Service Center website</p>
10	<p>Select U.S. Bankruptcy Courts under Court Type and then Wisconsin Eastern Bankruptcy Court as the Court. Select Creditor as the Role in Court. Please acknowledge the note regarding individual submission.</p> <div data-bbox="516 1297 1263 1890" style="border: 1px solid gray; padding: 10px;"> <p>Court Type * U.S. Bankruptcy Courts</p> <p>Court * Wisconsin Eastern Bankruptcy Cou</p> <p>Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court</p> <div style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>Pursuant to Local Rule 5005, electronic filing is mandatory for all attorneys who practice in this district, except in limited, emergency circumstances, or where the attorney has received a waiver from the Chief Judge of the Bankruptcy Court. Creditor representatives and personal financial management course providers are eligible for limited access at the discretion of the Clerk and as the court deems appropriate. The filing of a document in CM/ECF constitutes the participant’s signature for purposes of Bankruptcy Rule 9011. ALL PARTIES participating in electronic filing in this district should review this court’s Local Bankruptcy Rules (see link above) and must be familiar with the court’s electronic filing requirements.</p> </div> <p>Role in Court * Creditor</p> <p>Name Christy Creditor</p> <p><input checked="" type="checkbox"/> I acknowledge that I am submitting the e-file registration for the individual listed above. Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. *</p> </div>

11	<p>Review your contact information, add additional filer information (if applicable), and choose your delivery method and formatting.</p> <div data-bbox="402 289 1341 611" style="border: 1px solid #ccc; padding: 10px;"> <p>Delivery Method and Formatting</p> <p><input type="checkbox"/> Use a different email. Checking this will clear the primary email fields below.</p> <p>Primary Email * <input type="text" value="wiebcso+billyattorney@gmail.com"/></p> <p>Confirm Email * <input type="text" value="wiebcso+billyattorney@gmail.com"/></p> <p>Email Frequency * <input type="button" value="Select Email Frequency"/> ▼</p> <p>Email Format * <input type="button" value="Select Email Format"/> ▼</p> </div>
12	<p>Review or update your payment information on the next screen. After submitting, you will be asked to acknowledge the terms and conditions, as well as our court’s local requirements. Going forward, access to our filing system can be obtained through PACER or our court’s website.</p>