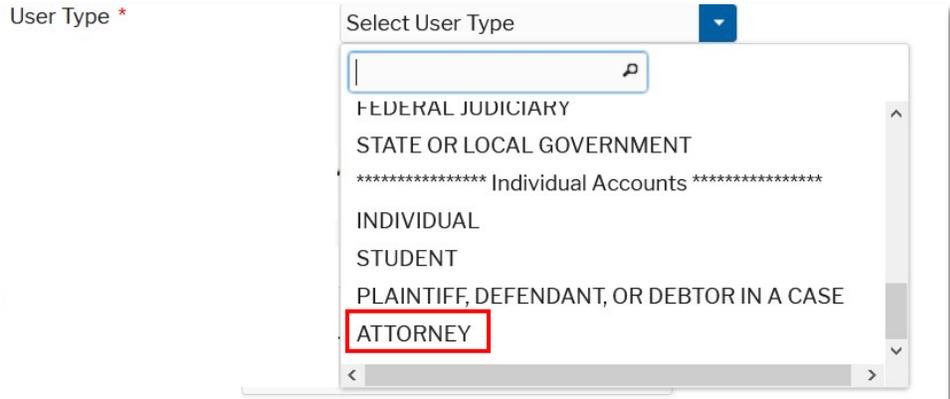
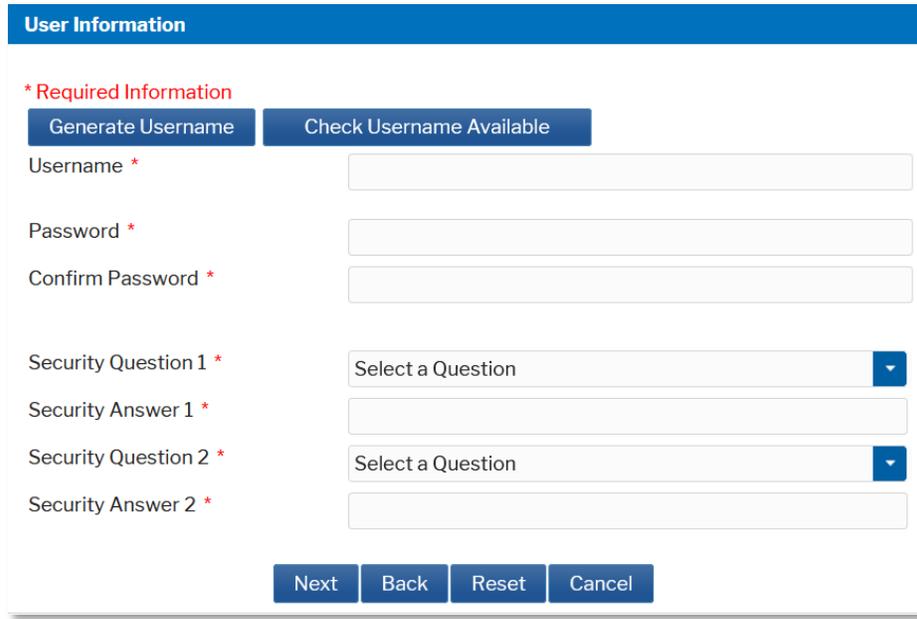


Register for a New Pro Hac Vice PACER Account/Request Filing Access

The following instructions are to be used by individuals who are looking to create their own Attorney PACER account, as well as request Pro Hac Vice Attorney 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 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 Attorney 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.</p> <div data-bbox="394 1209 1317 1549" style="border: 1px solid gray; padding: 10px;"> <p>In what court do you want to practice?</p> <p><i>* Required Information</i></p> <p>Court Type * <input type="text" value="U.S. Bankruptcy Courts"/></p> <p>Court * <input type="text" value="Wisconsin Eastern Bankruptcy Cou"/></p> <p>Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court’s website. To find more information on all courts, visit the Court CM/ECF Lookup page.</p> <p style="text-align: center;"> <input type="button" value="Next"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </p> </div>

<p>11</p>	<p>Select Pro Hac Vice access.</p> <div data-bbox="402 296 1317 604" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>What would you like to apply/register for?</p> <div style="text-align: center; margin-bottom: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px 20px; margin-bottom: 5px;">E-File Registration Only</div> <div style="background-color: #0056b3; color: white; padding: 5px 20px; margin-bottom: 5px;">Pro Hac Vice</div> <div style="background-color: #0056b3; color: white; padding: 5px 20px;">Federal Attorney</div> </div> <p style="text-align: center; color: #0056b3; font-size: small;">Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court</p> </div> <p>Please note the Policies and Procedures on Electronic Filing for our court.</p>
<p>12</p>	<p>Your Role in Court will be designated as Attorney. Please acknowledge the note regarding individual submission, review your contact information, add additional filer information (if applicable), and choose your delivery method and formatting.</p> <div data-bbox="402 961 1341 1318" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="background-color: #0070c0; color: white; padding: 5px;">Filer Information</div> <p style="color: red; font-weight: bold; margin-top: 5px;">* Required Information</p> <p>Role in Court * <input type="text" value="Attorney"/></p> <p>Title <input type="text" value="Select a title or enter your own"/></p> <p>Name <input type="text" value="Billy Attorney"/></p> <p><input 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> <div data-bbox="402 1352 1341 1671" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="background-color: #0070c0; color: white; padding: 5px;">Delivery Method and Formatting</div> <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="text" value="Select Email Frequency"/></p> <p>Email Format * <input type="text" value="Select Email Format"/></p> </div>
<p>13</p>	<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>