

Guidance for CM/ECF Registration Process

Rules for Use

- Public Filers must have their own PACER account. Shared accounts are not permitted.
- PACER accounts must be linked to an ECF account.
- Public filers must register with the Court by requesting e-filing access through PACER.
- E-filers can only be individuals (no companies, firms, etc.).
- Pro-se filers are NOT permitted to file electronically.
- Questions about PACER accounts can be directed to <https://pacer.uscourts.gov> (see [FAQs](#)).

PACER Account

1. All Public Filers must have their own PACER account.
2. If you don't have your own Pacer Account, please review the "[Register for a new PACER Account](#)" document.
3. If you have a PACER Account, confirm the account has been upgraded. Review "[Upgrading Your PACER Account](#)" for info.

Registering for CM/ECF access

- Once you have your own upgraded PACER Account you can now request access to CM/ECF
- If you already have a CM/ECF account, do not request access to the Court's CM/ECF System, instead link your PACER Account to your CM/ECF Account. Review "[Linking a PACER Account to an ECF Account](#)"

1. Login to PACER, <https://pacer.uscourts.gov>, select "Manage My Account"
2. Click the **Maintenance** tab.

The screenshot displays the PACER account management interface. At the top, a box contains the following account details:

Account Number	7006071
Username	ilsbparty1
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Below this, a navigation bar includes tabs for Settings, Maintenance (which is highlighted in blue), Payments, and Usage. An arrow points from the 'Maintenance' tab to the 'Upgraded PACER Account' text in the details box above.

Under the Maintenance tab, there are two columns of links:

Update Personal Information	Attorney Admissions / E-File Registration
Update Address Information	Non-Attorney E-File Registration
Check E-File Status	E-File Registration/Maintenance History

3. Click either **Attorney Admissions/E-File Registration** or **Non-Attorney E-File Registration**.

MANAGE MY ACCOUNT

Welcome, Teresa Testers Logout

Account Number	7039652
Username	tetester59
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings Maintenance Payments Usage

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

- I. For Attorney Admissions
 - a. Choose the **Court Type** and **Court**. Click **Next**.

In what court do you want to practice?

** Required Information*

Court Type *

Court *

Note: Centralized attorney admissions and e-file registration are currently not available for 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](#).

- b. Select **E-File Registration Only**

Account Number	7006071
Username	ilsbparty1
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

What would you like to apply/register for?

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

II. For Non-Attorney, Choose **Court Type** and **Court**, and select the appropriate **Role in Court**

Types of non-attorney filers: If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

*** Required Information**

Court Type * U.S. Bankruptcy Courts

Court * Illinois Southern Bankruptcy Court

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected](#)

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Select Role in Court

- Court Reporter
- Creditor
- Filing Agent
- Party
- Trustee
- US Trustee

select the Role from the
CRIBERS: please select

 FINANCIAL
RS: please select the
as an Attorney, go back
ney Admissions / E-File

Role in Court * Select Role in Court

Name John Party One

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**

4. Check **Acknowledgment** box. Verify that auto-generated information is accurate and update if needed. Select **Email Frequency** and **Email Format**. Format should always be HTML. Click **Next**.

Name Benjamin Benson

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. ***

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

Firm/Office

Unit/Department

Address *

Room/Suite

City *

State * Select State

Zip/Postal Code *

Country * United States of America

Primary Phone *

Alternate Phone

Text Phone

Fax Number

Additional Filer Information

Already Admitted at Court: INDIANA SOUTHERN DISTRICT COURT

Court Bar ID:

Other Names Used:

Most Recent Case (in court where you are registering):

State Bar ID:

State: Select State

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email *: bennie@bensonlaw.com

Confirm Primary Email *: bennie@bensonlaw.com

Email Frequency *: Once Per Day (Daily Summary)

Email Format *: HTML

Next Back Reset Cancel

5. Enter payment information. If payment information is already stored in PACER account, this information will auto-generate. Click **Next**.

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

[Add Credit Card](#)
[Add ACH Payment](#)

Next Back Cancel

6. Review E-filing Terms of Use. Check **Acknowledgment** boxes. Click **Submit**.

E-Filing Terms of Use

purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed my signature on a paper document being filed or submitted.

- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court, are solely responsible for redacting pleadings. See [Fed. R. App. P. 25\(a\)\(5\)](#); [Fed. R. Civ. P. 5.2](#); [Fed. R. Crim. P. 49.1](#); and [Fed. R. Bankr. P. 9037](#).
- If a court's local policy allows non-attorney filers to be served/noticed electronically through the CM/ECF system, then I expressly consent to receive service and notice of documents by electronic means from the court and other filers in

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

7. A **Confirmation Page** will generate. Click **Done**. The filing request will be sent to the Court for review and approval.

FIND A CASE | E-FILE | QUICK LINKS | HELP | CONTACT US | RSS

MANAGE MY ACCOUNT

Welcome, Wendy Bendy

Account Number	7040018
Username	WenBen1991
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Confirmation Page

THANK YOU FOR REGISTERING!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

8. Filer will be notified by email from PACER once their account has been approved by the Court. Now you will be able to file in CM/ECF.