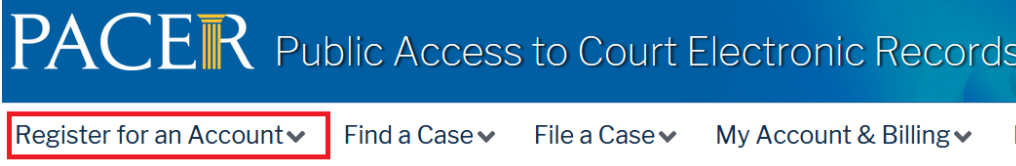
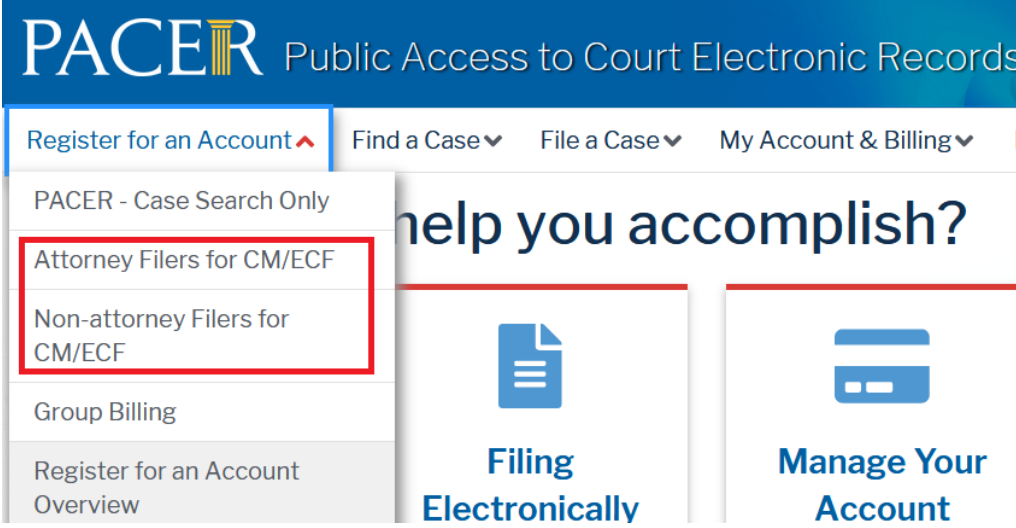



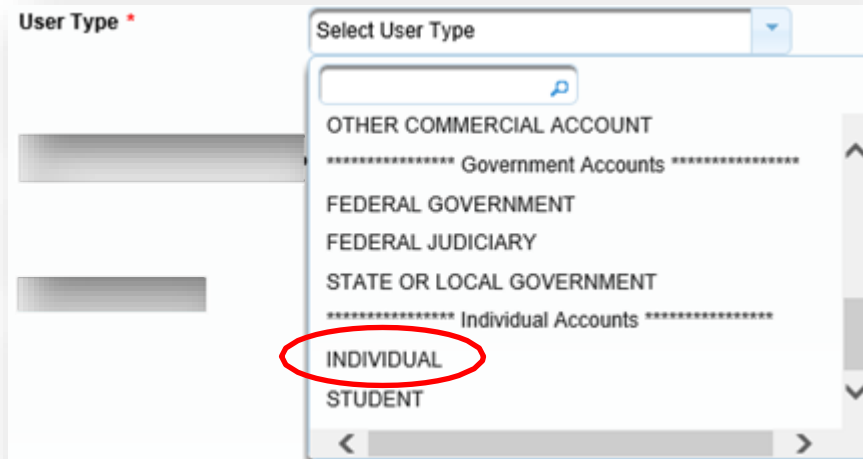
## Register for New PACER Account

### User needs an Individual PACER Account

STEP	ACTION
1	Navigate to <a href="http://www.pacer.gov">www.pacer.gov</a>
2	Select <b>Register for an Account</b> .  <p>The screenshot shows the PACER website header with the text "Public Access to Court Electronic Records". Below the header is a navigation bar with several dropdown menus. The "Register for an Account" dropdown menu is highlighted with a red box.</p>
3	Select <b>Attorney Filers or Non-attorney Filers for CM/ECF</b> based on your circumstances.  <p>The screenshot shows the PACER website header with the text "Public Access to Court Electronic Records". Below the header is a navigation bar with several dropdown menus. The "Register for an Account" dropdown menu is open, showing several options. The "Attorney Filers for CM/ECF" and "Non-attorney Filers for CM/ECF" options are highlighted with a red box.</p>
4	Select <b>Register for 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 then select <b>NEXT</b>.</p>
---	---



**NOTE:** If you work for a government agency, make the appropriate selection from the Government Accounts category.

6	<p>Create a <b>Username</b> and <b>Password</b>. Select <b>Security Questions and Answers</b> then select <b>Next</b> when finished.</p>
---	--

The screenshot shows the 'User Information' form. It includes the following fields and buttons:

- Generate Username** and **Check Username Available** buttons.
- Username \*** text input field.
- Password \*** text input field.
- Confirm Password \*** text input field.
- Security Question 1 \*** dropdown menu with 'Select a Question'.
- Security Answer 1 \*** text input field.
- Security Question 2 \*** dropdown menu with 'Select a Question'.
- Security Answer 2 \*** text input field.
- Next**, **Back**, **Reset**, and **Cancel** buttons at the bottom.

A tooltip on the right side of the form provides password requirements: "Your password must be 8 to 45 characters long, and contain at least one lowercase letter, one uppercase letter, and one special character. Use the strength meter to ensure your password is complex enough. It must pass a complexity check based on a password dictionary." A note below the tooltip states: "NOTE: You cannot use your first name, last name, username, or email address in the password, nor can it contain the same character three times in a row."

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>Your account has been created!</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.</b></li> <li>• <b>You will then use your PACER username and password to access CM/ECF for TNEB and other courts who have upgraded to NextGen.</b></li> </ul>	