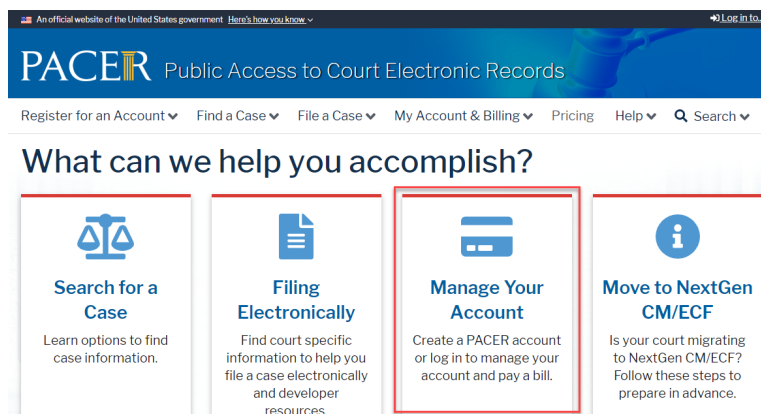


## G. Non-Attorney Electronic Filing Registration

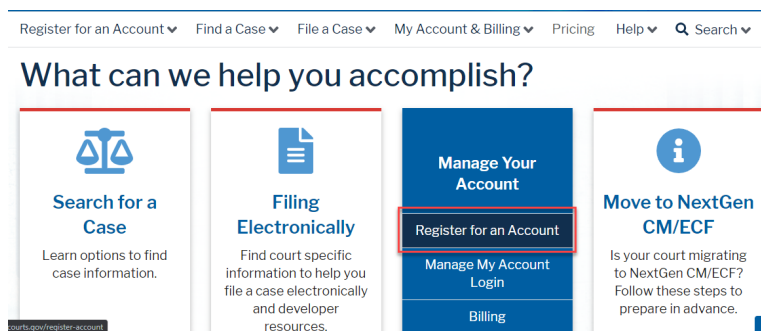
Unrepresented parties seeking to file electronically must (1) register for a PACER account, (2) register for a Non-Attorney Filer account with the Federal Circuit and (3) file a completed and compliant [Notice of Unrepresented Person Appearance \(Form 8B\)](#) in each case in which they intend to file electronically.

**Note:** The below instructions are for an individual who has not yet registered for a PACER account. If you already have a PACER account or a filer account with another court, proceed to the **Manage My Account** section, click on the **Maintenance** tab, select **Non-Attorney E-File Registration**, and continue these instructions from step 11.

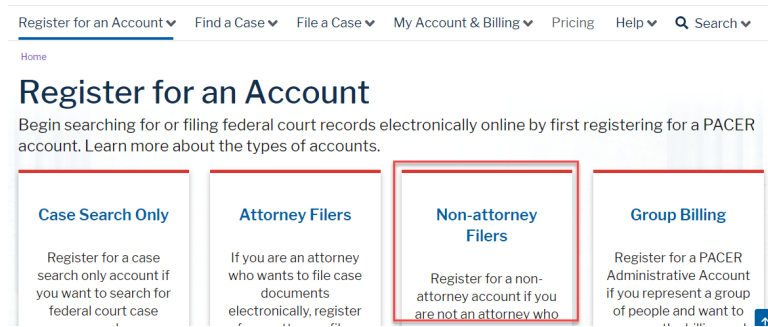
1. Go to <http://www.pacer.gov>.
2. Hover your cursor over **Manage Your Account**.



3. Select **Register for an Account**.



4. Select **Non-attorney Filers**.



5. Select **Register for a PACER account**



6. Enter the required contact information and select **Next**.

The screenshot shows the registration form. It has the following fields: "Email \*" (with a redacted value), "Confirm Email \*" (with a redacted value), "User Type \*" (with a dropdown menu showing "PLAINTIFF, DEFENDANT, OR DEBTOR"), a checkbox labeled "Check here if this account will be used by an attorney appointed to the CJA Attorney Panel" (which is unchecked), and "User Verification \*" (with a reCAPTCHA widget showing "I'm not a robot" and a green checkmark). At the bottom of the form, there are three buttons: "Next", "Reset", and "Cancel". The "Next" button is highlighted with a red box.

7. Enter the required user account information and select **Next**.

The screenshot shows the 'Non-Attorney E-File Registration' form, specifically the 'User Information' section. It includes fields for Username, Password, Confirm Password, Security Question 1, Security Answer 1, Security Question 2, and Security Answer 2. There are buttons for 'Generate Username', 'Check Username Available', 'Next', 'Back', 'Reset', and 'Cancel'. The 'Next' button is highlighted with a red box.

8. Enter credit card information and select **Next**.

The screenshot shows the credit card information form. It includes fields for Account Holder Name, Card Type, Account Number, Card Expiration Date, Address, City, State, Zip/Postal Code, and Country. There are checkboxes for 'Use billing address' and 'I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due.'. There is a note about SSL security. There are buttons for 'Next', 'Back', 'Reset', and 'Cancel'. The 'Next' button is highlighted with a red box.

**Note:** Entering a credit card is optional, but not doing so may delay the activation of your account.

9. Complete the Acknowledgement of Policies and Procedures and select **Submit**.

**Acknowledgment of Policies and Procedures**

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of the PACER system will generate a \$.10 per-page charge.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.

**Acknowledgment of Policies and Procedures I understand that:**

- There is a charge for accessing information in PACER. See the Fee Information section above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.
- Certain accounts may be designated, under Judicial Conference policy, as exempt

[Click here to download a printable version of the Policies and Procedures](#)

\* Required Information

Click here to acknowledge you have read and understand the policies and procedures listed above. \*

If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.

**Submit** **Back** **Reset** **Cancel**

10. To register to e-file, select **Continue**.

**Non-Attorney E-File Registration**

**Click Continue to complete the non-attorney e-file registration.**

Your PACER account has been created. Now you may register to e-file by clicking the **Continue** button below. You may also register to e-file at any time through the **Manage My Account** link located in the upper right corner of the PACER Service Center website.

**Continue**

11. In the dropdown menu next to "Court Type," select **U.S. Appellate Courts**.

12. In the dropdown menu next to "Court," select **U.S. Court of Appeals, Federal Circuit**.

13. In the dropdown menu next to "Role in Court," select **Party**.

### Complete all sections of E-File Registration

**Filer Information**

Please note that not all courts accept non-attorney filers and some accept only specific 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. Appellate Courts

Court \* U.S. Court Of Appeals, Federal Circu

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

Role in Court \* Party

Name John Doe

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

14. Verify your address and email preferences, then select **Next**.

**Delivery Method and Formatting**

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

Primary Email \*

Confirm Email \*

Email Frequency \* At The Time of Filing (One)

Email Format \* HTML

Additional Email Addresses


Confirm Additional Email Addresses

**Next** Reset Cancel

15. Verify your payment method, then select **Next**.

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.

  
 Autobill PACER fees  
 E-filing fees default  
 Admissions fees default

██████████

John Doe  
717 Madison Place NW  
Washington, DC  
20634

[Update](#)

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

[Next](#) [Back](#) [Cancel](#)

**Note:** This section is optional and dependent on whether you entered payment information above.

16. Read and verify agreement with the terms and conditions, then select **Submit**.

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all 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.

[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.**

[Submit](#) [Back](#) [Reset](#) [Cancel](#)

17. Wait for your registration to be processed. You will receive an email when this is complete.

**Note:** The court will process your registration once received. A compliant Notice of Unrepresented Person Appearance indicating an intent to file electronically must be received and processed in order for you to electronically file documents in your case.