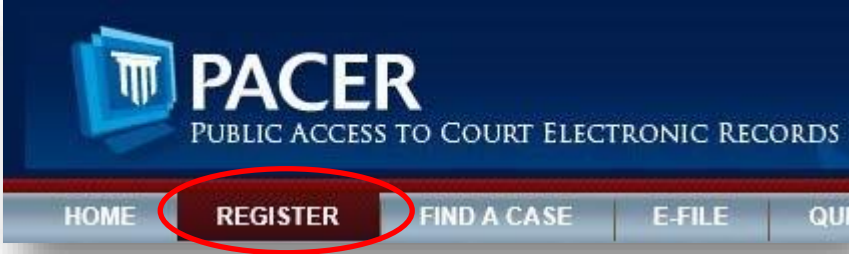
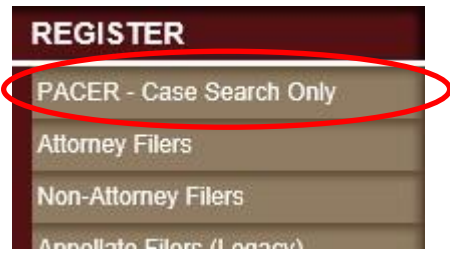



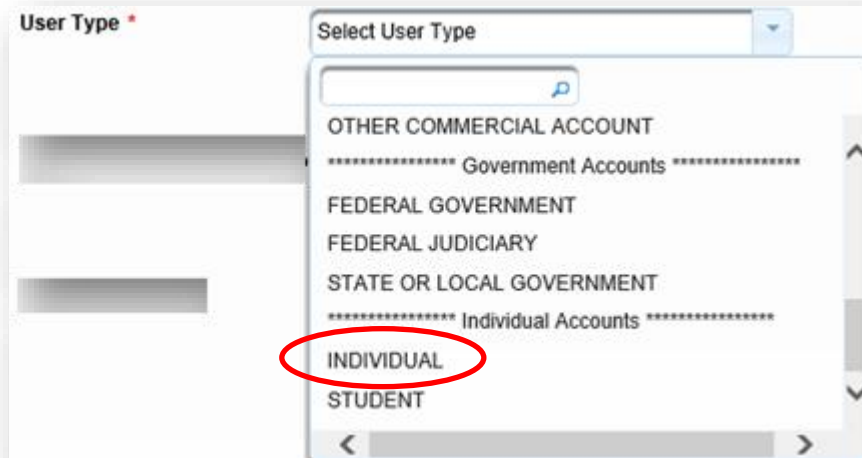
Register for New PACER Account

User needs an Individual PACER Account

STEP	ACTION
1	Navigate to www.pacer.gov
2	Select  REGISTER.
3	Select PACER – Case Search Only 
4	Select Register for PACER Account Now. 

STEP	ACTION
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5



Complete the **PACER – Case Search Only Registration form**. Select **Individual** as the User Type then select **NEXT**.

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

6

Create a **Username** and **Password**. Select **Security Questions and Answers** then select **Next** when finished.

A screenshot of the "User Information" registration form. 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". A text box on the right 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." Below this, a note 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. 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>
<p style="text-align: center;">Your account has been created!</p> <ul style="list-style-type: none"> • You will still need to access CM/ECF using your current CM/ECF login and password prior to Go-Live. • Once the court goes live on NextGen CM/ECF, you will link your new PACER account to your CM/ECF filing account. • You will then use your PACER username and password to access CM/ECF for NYSB and other courts who have upgraded to NextGen. NOTE: Once you are notified of the Courts 'Go Live Date' , be sure to link with your CM/ECF Account on or after the Go Live Date. 	