	U.S. District Court – Southern District of Ohio	
	Department Name	Clerk's Office
	Procedure Name	Registering for E-Filing (Multidistrict Litigation)
	Last Reviewed/Update Date	11/23/2020

REGISTERING FOR E-FILING (MULTIDISTRICT LITIGATION)

Purpose

This procedure assists attorneys with registering for electronic filing in conjunction with a multidistrict litigation matter in the Southern District of Ohio. Attorneys are only required to register once. After initial registration, all future appearances may require that the attorney obtain leave of Court.

Scope

This procedure applies to all attorneys who intend to appear *pro hac vice* in a multidistrict litigation matter who have not previously registered.

Prerequisites

All registrations must be submitted using an individual, upgraded PACER account. Registrations cannot be submitted using a legacy or shared PACER account.

Additional Instructions: [Registering for a New Individual PACER Account](#)
[Upgrading a Legacy PACER Account](#)

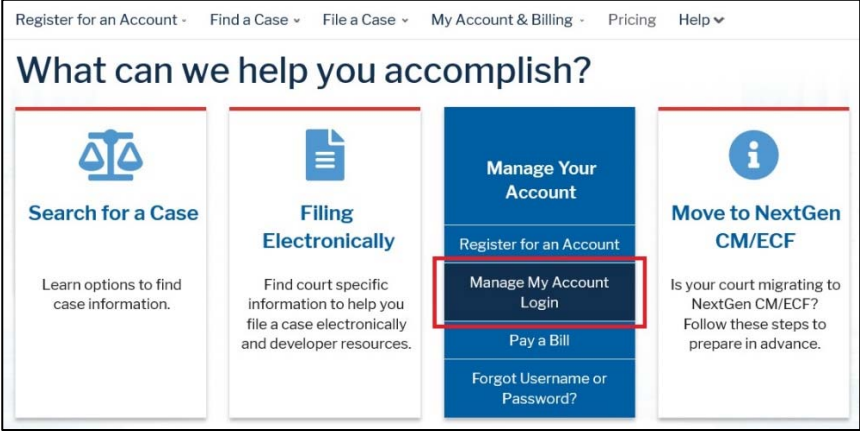
Responsibilities

If you are unable to register for, upgrade, or access your PACER account, contact PACER at (800) 676-6856. Questions regarding the e-file registration form may be directed to the Clerk's Office.

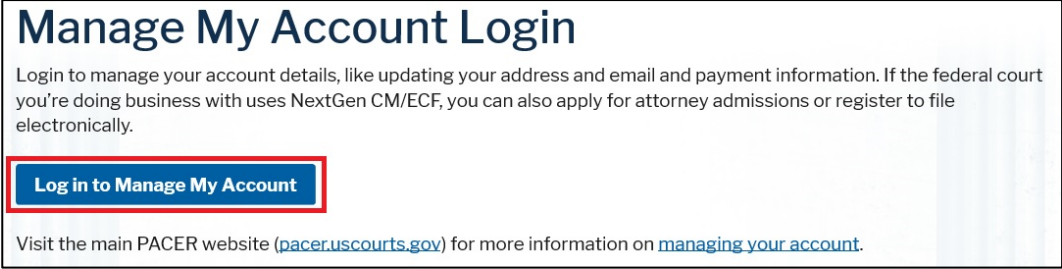
Procedure

Step	Action
1	Registrations must be submitted through PACER. Navigate to https://www.pacer.uscourts.gov

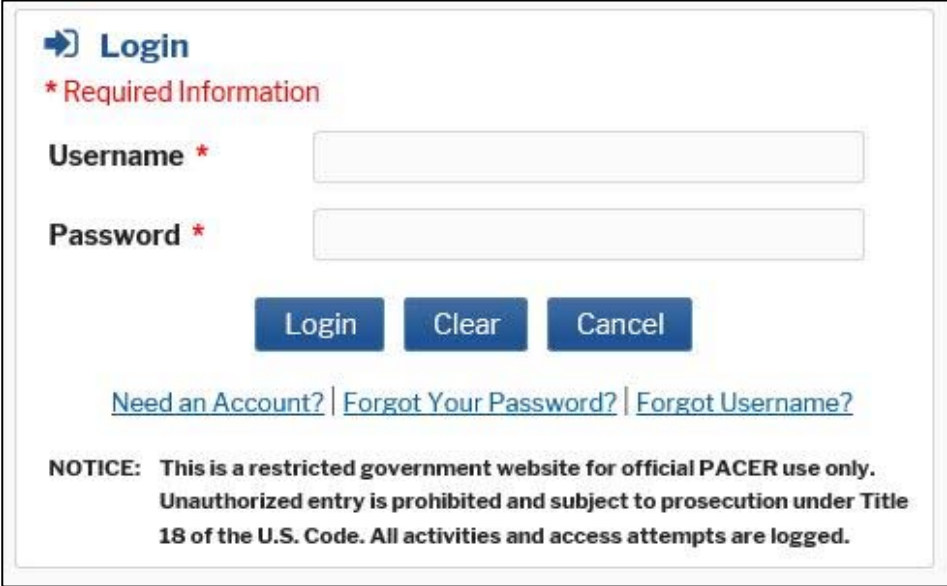
2 Select "Manage My Account Login".



3 Select "Log in to Manage My Account".

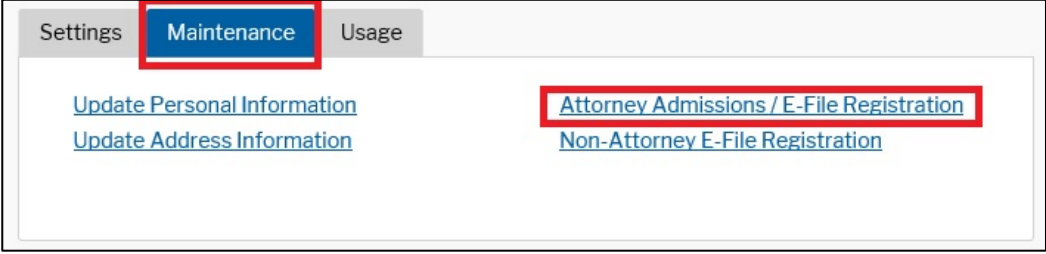


4 Log in using an individual, upgraded PACER account.

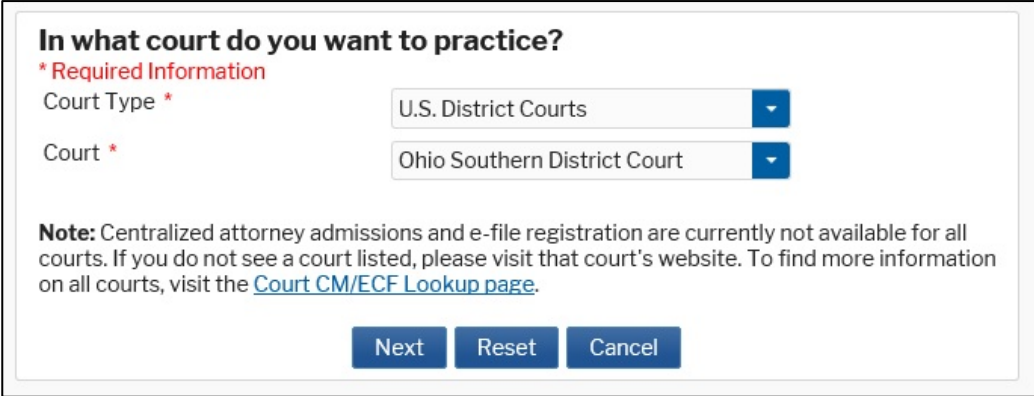


Note: Registrations cannot be submitted using a legacy or shared PACER account.


5 Select "Attorney Admissions / E-File Registration" under the "Maintenance" tab.



6 Select "U.S. District Courts" and "Ohio Southern District Court".

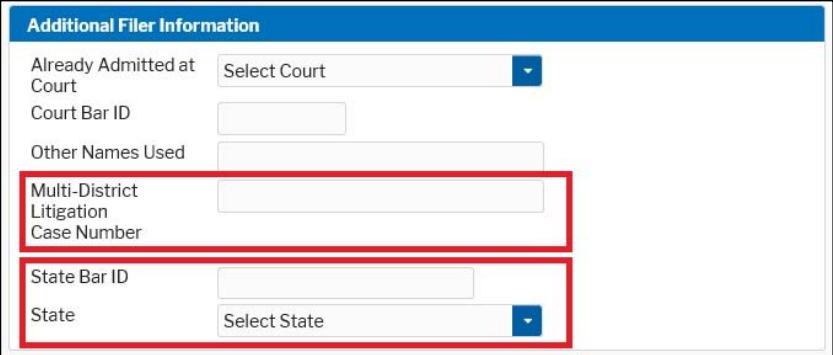


7 Select "Multi-District Litigation".



8 Complete all required sections of the e-file registration.

9 In the "Additional Filer Information" section, enter the case number and your state bar information.



10	Select "Next" and update payment information if necessary.
11	Select "Next" and acknowledge the attorney admission and e-filing policies and terms.
12	Select "Submit".
