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

REGISTERING FOR E-FILING (PRO SE USERS)

Purpose

This procedure assists pro se litigants with registering for e-filing through PACER.

Scope

This procedure applies to all pro se litigants who have been authorized to e-file by a Judicial Officer in the Southern District of Ohio.

Prerequisites

Pro se litigants must obtain authorization from a Judicial Officer for each case in which they intend to file electronically.

Resource: [Pro Se Motion to Obtain Electronic Case Filing Rights](#)

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](#)

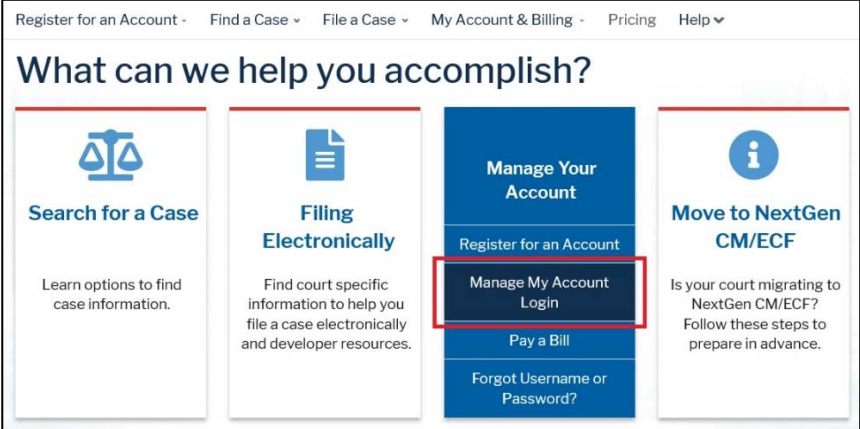
Responsibilities

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.

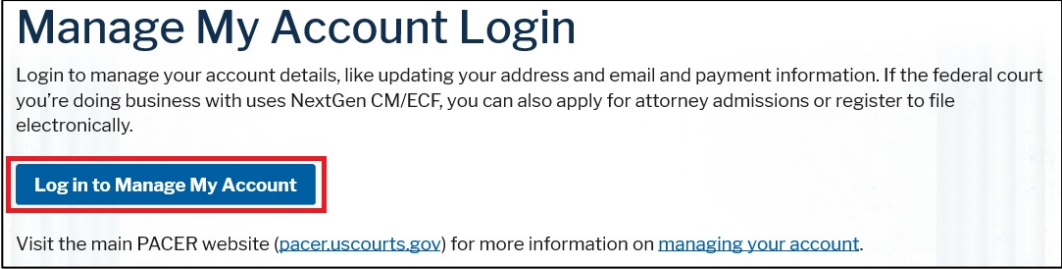
Procedure

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

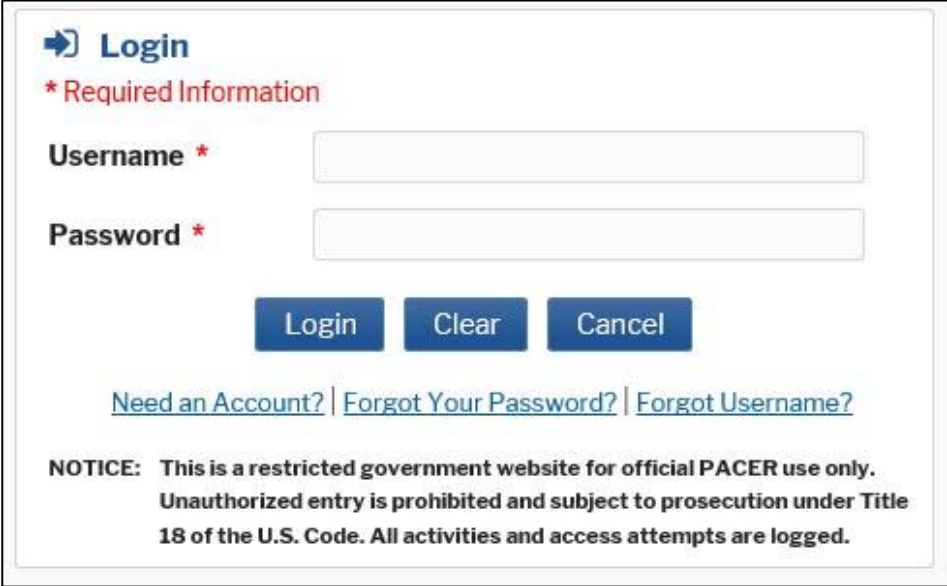
2 Select "Manage My Account Login".




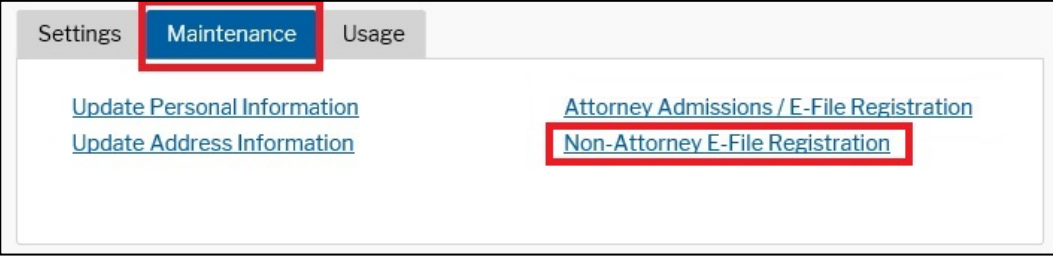


3 Select "Log in to Manage My Account".



4 Log in using an individual, upgraded PACER account.



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

5	<p>Select "Non-Attorney E-File Registration" under the "Maintenance" tab.</p>  <p>The screenshot shows a navigation bar with three tabs: 'Settings', 'Maintenance', and 'Usage'. The 'Maintenance' tab is selected and highlighted with a red box. Below the tabs, there are two columns of links. The left column contains 'Update Personal Information' and 'Update Address Information'. The right column contains 'Attorney Admissions / E-File Registration' and 'Non-Attorney E-File Registration'. The 'Non-Attorney E-File Registration' link is highlighted with a red box.</p>
6	<p>Select "U.S. District Courts" and "Ohio Southern District Court".</p>  <p>The screenshot shows two dropdown menus. The first is labeled 'Court Type *' and has 'U.S. District Courts' selected. The second is labeled 'Court *' and has 'Ohio Southern District Court' selected. Both dropdowns have a blue arrow on the right side.</p>
7	<p>Complete all required sections of the e-file registration.</p>
8	<p>In the "Additional Filer Information" section, enter the case number in which a Judicial Officer authorized e-filing.</p>  <p>The screenshot shows a section titled 'Additional Filer Information' with a blue header. Below the header, there are two input fields. The first is labeled 'Other Names Used' and is empty. The second is labeled 'Most Recent Case (in court where you are registering)' and is highlighted with a red box.</p>
9	<p>Select "Next" and update payment information if necessary.</p>
10	<p>Select "Next" and acknowledge the e-filing policies and terms.</p>
11	<p>Select "Submit".</p>
	<p>You will receive an email when the resigration has been processed by the Court.</p>