	U.S. District Court – Southern District of Ohio	
	Department Name	Clerk's Office
	Procedure Name	Registering For A New Pacer Account
	Last Reviewed/Update Date	7/28/2020

REGISTERING FOR A NEW PACER ACCOUNT

Purpose

This procedure will assist attorneys with registering for an individual PACER account.

Scope

This procedure applies to all attorneys in the Southern District of Ohio that will use the CM/ECF filing system after we go live on NextGen.

Prerequisites


You must have a computer and access to the internet in order to register for a PACER account.

Responsibilities

If you are having issues with PACER, such as, account access after submitting your registration or question about the registration process, you should contact PACER at (800) 676-6856.

Procedure

Follow the below steps to register for a new PACER account.

Step	Action
1	Navigate to https://pacer.uscourts.gov/
2	Hover over the Manage Your Account section
3	Click Register for an Account
4	Select Attorney Filers
5	Select Register for a PACER account
6	Complete the Registration form and click Next.  Note: Your User Type should be "Attorney."
7	Create a username and password and complete the security question section. Click Next.
8	Enter payment information.
9	Read and acknowledge the policies and procedures.
