

New PACER Accounts - Search Only

This is an instruction sheet for users to set up a new basic PACER account for accessing case records in federal courts for viewing and printing only.

Register for a New PACER Account

The screenshot shows the PACER website's registration page. At the top, there are links for 'Manage My Account', 'Manage My Appellate Filer Account', and 'Case Search Sign In'. The main navigation bar includes 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', and 'QUICK LINKS'. A left sidebar lists 'PACER' categories: Attorneys, Non-Attorneys, Appellate (Legacy), District/Bankruptcy (Legacy), and Firm Billing. The main content area is titled 'PACER REGISTRATION' and contains registration instructions. Three yellow callout boxes with black text are overlaid on the page: '1. Click Register' points to the 'REGISTER' button in the navigation bar; '2. Select PACER' points to the 'PACER' link in the left sidebar; and '3. Click Register for a PACER Account Now' points to a red button at the bottom of the registration page.

1. On the PACER home page, www.pacer.gov, click **Register**.
2. Select **PACER**.
3. Read the registration page and click **Register for a PACER Account Now**.

Account Information

* Required Information

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

Firm/Office

Unit/Department

Address *

Email *


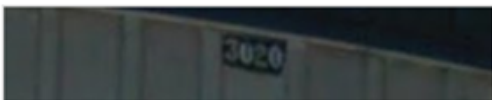
Confirm Email *

User Type *

**Select "Individual" as User Type

Check here if this account will be used by an attorney appointed to the CJA Attorney Panel

User Verification *

[Privacy & Terms](#)

4. Enter account information

5. Click Next

- 4. Enter account information.
- 5. Click Next.

User Information

*** Required Information**

Username *

Username required and must be between 8 and 40 characters

Suggested names:

[SmitheybCZS2](#)

[JohnSmithrWW](#)

[JohnSmithdistr](#)

Password *

Confirm Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

6. Enter a unique username and password

7. Select security questions and enter security answers

8. Click **Next**

6. Enter username and password.
7. Select security questions and enter security answers.
8. Click **Next**.





Payment Information

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 PACER systems will generate a \$.10 per-page charge and is capped at \$3.00 for single documents and case-specific reports that are more than 30 pages (e.g., docket reports, creditor listings, and claims register). NOTE: The \$3.00 cap does not apply to search returns, reports that are not case specific, lists of cases, or transcripts.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.
- Judicial opinions accessed via PACER will not generate a charge.
- If your usage does not exceed \$15 in a quarter, fees are waived.

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.

**** Credit card data is optional here. However, if you do provide a credit card, the marked fields below are required.**

Account Holder Name *

Card Type *

Account Number *

Card Expiration Date * /

Use billing address

Address *

City *

State *

Zip/Postal Code *

Country *

I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due. *

Note: We protect the security of your information during transmission using Transport Layer Security (SSL) software, which encrypts information you submit.

12. Click **Next**

9. Enter credit card information

10. Enter address information

11. Select the check box

12. Click **Next**

9. Enter credit card information.
10. Enter address information if different from PACER billing address.
11. Select the check box for fees due charges.
12. Click **Next**.

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 from fees. If my account is exempt from the fee, it is my responsibility to use the account only within the scope of the fee exemption.
- I must alert the PACER Service Center to any errors in billing within 90 days of the date of the bill.
- The per-page charge applies to the number of pages that result from any search, regardless of the number of pages viewed, printed, or downloaded. Searches that result in no matches incur a charge for one page of data.

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

*** Required Information**

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

If you did not complete the CREDIT CARD INFO... information page with your activation code by U... the PACER Service Center at (800) 676-6856.

13. Read policies and procedures

14. Select the acknowledgment check box

15. Click **Submit**

13. Read policies and procedures.
14. Select the check box acknowledging that you have read and understand the policies and procedures information.
15. Click **Submit**.

PACER - CASE SEARCH ONLY REGISTRATION

THANK YOU FOR REGISTERING WITH THE PACER SERVICE CENTER!

Thank you for registering.

You may go to the [court links](#) page to find your court and begin a case search, or go to [Manage My Account](#) to update your account information.

The Judicial Conference of the United States has established a \$.10 per-page fee for access to PACER. All registered agencies or individuals will be charged the fee. If usage is under \$15 in a quarter, the fees will be waived. If over \$15, the account is billed for all usage.

Fee examples:

- If you enter a party name and receive 2 pages of matches, the charge is \$0.20.
- If you enter a case number and the docket is 10 pages, the charge is \$1.
- If you select a docket entry that is 5 scanned pages, the charge is \$0.50.

NOTE: There is a 30-page cap for images of filed documents and case-specific reports (e.g., docket, creditor listing, claims register). You will not be charged more than \$3.00 when you access these items that are more than 30 pages. The cap does not apply to case listings, name search results, or transcripts (when available online).

Confirmation message

16. Click **Done**.

16. Click **Done**.