

## Non-Attorney E-File Registration

Absent a court order, NextGen CM/ECF is unavailable to non-lawyers. Pro se litigants must file a motion requesting e-filing access in their case. Once the court reviews the request, an order will be entered in the case. If the order grants e-filing access, the pro se litigant must submit a **Non-Attorney E-File Registration** through PACER.

**The Non-Attorney E-File Registration should not be submitted prior to the entry of an order granting e-filing access in your case. Submit a Non-Attorney E-File Registration only when the court has entered an order granting your motion for e-filing access.**

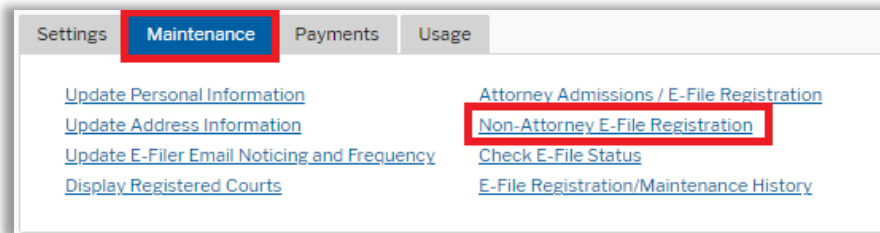
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### Submit E-File Registration

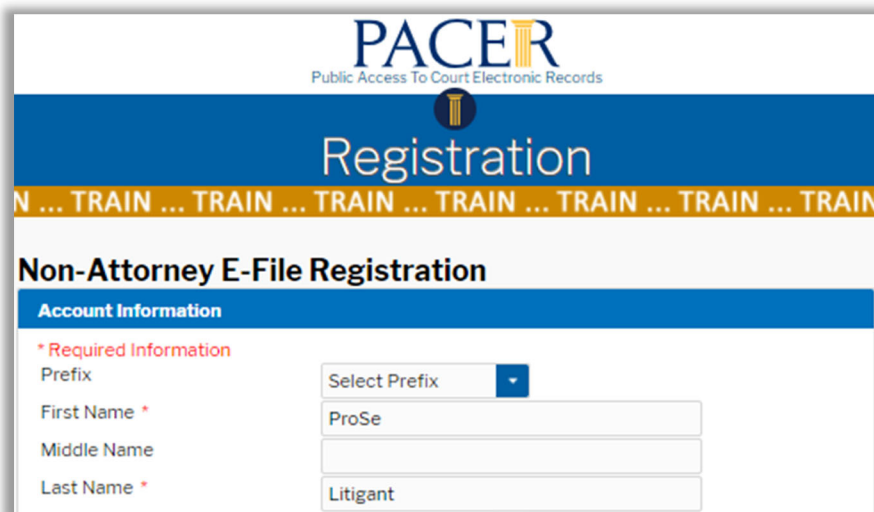
Submit a Non-Attorney E-File Registration only after the court has entered an order granting your motion for e-filing access. Instructions to submit the Non-Attorney E-File Registration:

1. [Register](http://www.pacer.uscourts.gov) for a **Non-Attorney Filer Account** on the PACER website at [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov).

If you already have a PACER Account, login to **Manage My Account**, select **Non-Attorney E-File Registration** under the **Maintenance** tab, and skip to Step 6.



Enter your contact information and select **“Individual”** as the **User Type**. When complete, click **Next**.



The screenshot shows the 'Non-Attorney E-File Registration' form. The 'Account Information' section is visible, showing fields for Prefix, First Name, Middle Name, and Last Name. The 'Prefix' dropdown is set to 'ProSe' and the 'Last Name' dropdown is set to 'Litigant'.

2. Create a Username, Password, and Security Questions.

The screenshot shows the 'Non-Attorney E-File Registration' form, specifically the 'User Information' section. At the top, there is a blue header with the text 'Non-Attorney E-File Registration' and a sub-header 'User Information'. Below this, a red asterisk indicates '\* Required Information'. There are two buttons: 'Generate Username' and 'Check Username Available'. The form contains several input fields: 'Username \*', 'Password \*', 'Confirm Password \*', 'Security Question 1 \*' (a dropdown menu with 'Select a Question'), 'Security Answer 1 \*', 'Security Question 2 \*' (another dropdown menu with 'Select a Question'), and 'Security Answer 2 \*'. At the bottom of the form, there are four buttons: 'Next', 'Back', 'Reset', and 'Cancel'.

3. Review and enter your **Payment Information**. When complete, click **Next**.

The screenshot shows the 'Non-Attorney E-File Registration' form, specifically the 'Payment Information' section. At the top, there is a blue header with the text 'Non-Attorney E-File Registration' and a sub-header 'Payment Information'. Below this, there is a paragraph of text: '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:'. This is followed by a bulleted list of charges: '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.', and 'If your usage does not exceed \$30 in a quarter, fees are waived.'. Below the list, there is a paragraph of text: '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.'

4. Review **Acknowledgment of Policies and Procedures**.

## Non-Attorney E-File Registration

### 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

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

**\* Required Information**

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

If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.

5. Select **Continue** to complete the **Non-Attorney E-File Registration**.

## Non-Attorney E-File Registration

**Click Continue to complete the non-attorney e-file registration.**

Your PACER account has been created. Now you may register to e-file by clicking the **Continue** button below. You may also register to e-file at any time through the **Manage My Account** link located in the upper right corner of the PACER Service Center website.

6. **File Information** – in the top section, select **Court Type** of “**U.S. District Courts**” and the **Court** “**Arizona District Court**” from the drop-down menus.

**Role in Court** will be **Party**.

Review and mark the acknowledgment. Review all of your contact information in the bottom section.

### Complete all sections of E-File Registration

#### Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

**\* Required Information**

Court Type *	U.S. District Courts	▼
Court *	Arizona District Court (train)	▼

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

The Court's Electronic Filing System is governed by the District of Arizona' Case Management/Electronic Filing Administrative Policies and Procedures Manual and the Rules of Practice of the United States District Court for the District of Arizona. Failure to follow the ECF procedures may result in the imposition of sanctions. Please visit <https://www.azd.uscourts.gov/efiling/about-electronic-case-filing> for additional information.

Role in Court	Party
Name	Sam Smith

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one.\***

7. **Additional Filer Information**

**Most Recent Case: The case number is required.** Enter the case number in which you have been granted e-filing access.

**Requests that do not include a case number and requests for which the order granting e-filing access has not been entered in the case will be rejected** and you will receive an e-mail directing you to [resubmit your E-File Request](#).

#### Additional Filer Information

Other Names Used	
Most Recent Case (in court where you are registering)	3:21cv1234

8. **Delivery Method and Formatting:** Confirm your email address and select your frequency and format preferences for Notices of Electronic Filing. When complete, select **Next**.

**Delivery Method and Formatting**

Use a different email. Checking this will clear the primary email fields below.

Primary Email \*

Confirm Email \*

Email Frequency \*

Email Format \*

9. **Payment Information:** Add, edit, review PACER billing information.

10. **E-Filing Terms of Use:** Review and mark acknowledgements. When complete, click **Submit**.

**E-Filing Terms of Use**

## Non-Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

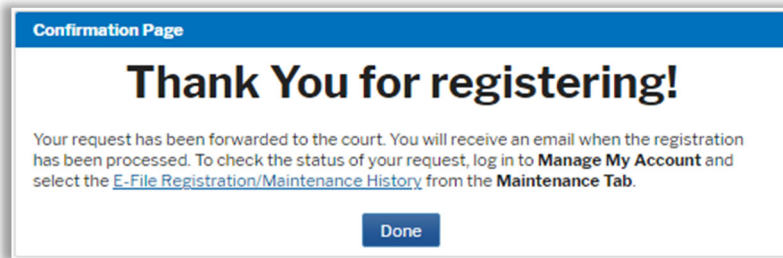
Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. \*

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) \*

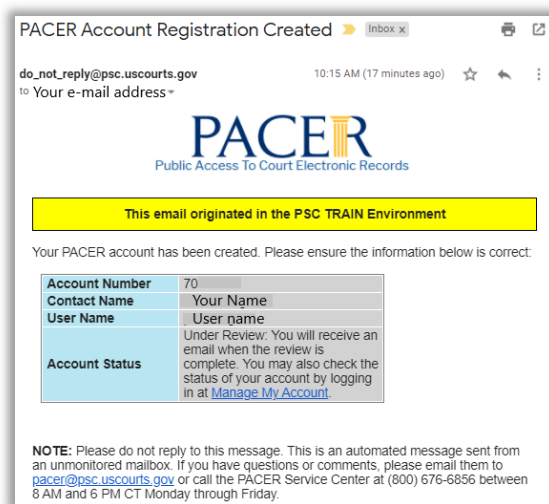
Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

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

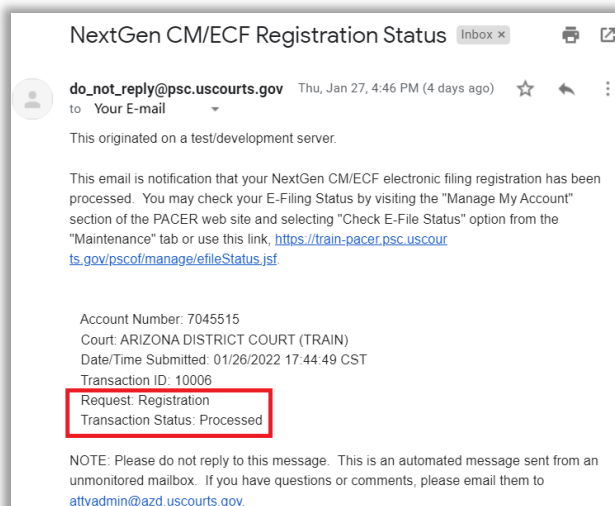
11. **Confirmation Page:** A confirmation will display.



12. When creating a **new** PACER Account, you will receive a confirmation e-mail (image below). This is confirmation of the creation of your PACER Account. It is **not** confirmation of e-filing access.



13. When your **E-File Registration** has been processed and e-filing rights activated in the District of Arizona, you will receive an e-mail confirmation with the Subject of "**Nextgen CM/ECF Registration Status.**" Carefully review the **Transaction Status**. A status of "**Processed**" indicates your e-filing access has been activated and you will now be able to e-file in your case.





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## Resubmit Non-Attorney E-File Registration

Absent a court order, CM/ECF is unavailable to non-lawyers. Pro se litigants must file a motion requesting e-filing access in their case and the order granting e-filing access must be entered in the case **prior** to submitting your **Non-Attorney E-File Registration**.

**Requests that do not include a case number and requests for which the order granting access has not been entered in the case will be rejected** and you will receive an e-mail directing you to resubmit your **Non-Attorney E-File Registration**.

You must resubmit your **Non-Attorney E-File Registration** when you have received a **Registration Status** of **“Rejected.”**

**Carefully review “NextGen Registration Status” e-mails received** (sample of Rejected Status below):

