

## Court Reporters that Do Not have a PACER account

\*If you already had a Pacer account before this court converted to NextGen, please log in to your Pacer account and upgrade it.

\*If you already had an e-filing account in the 5<sup>th</sup> Circuit before this court converted to NextGen, do not submit a new request to e-file, instead, link your old e-filing account to your upgraded Pacer account.

Refer to our web site for additional information:

<http://www.ca5.uscourts.gov/electronic-case-filing/electronic-case-filing/ecf-information-page>

1) Click the Pacer Wizard link below and answer each prompt.

Pacer.gov - Registration Wizard

<https://pacer.psc.uscourts.gov/pscof/regWizard.jsf>

2) When prompted for role type, Court Reporters must select the Non-Attorney option.

The screenshot displays the PACER Registration Wizard interface. On the left is a dark red sidebar with the heading "REGISTER" and a list of menu items: "PACER - Case Search Only", "Attorney Filers", "Non-Attorney Filers", "Appellate Filers", "District/Bankruptcy Filers", and "Firm Billing". The main content area is titled "Registration Wizard" and shows "E-File Registration for New Users". Below this, it prompts the user to "SELECT THE APPROPRIATE ROLE TYPE:" with two buttons: "Attorney" and "Non-Attorney". A mouse cursor is pointing at the "Non-Attorney" button. A callout box points to the "Non-Attorney" button with the text: "Register for e-file privileges at a participating court. Select this option if you are not an attorney, i.e., you are a pro se filer, court reporter, interested party, or a filing agent." At the bottom of the wizard are "Back" and "Done" buttons. A footer note provides contact information for the PACER Service Center: "For additional assistance, contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov)".

### Non-Attorney E-File Registration for New Users

Based on your answers, the Registration Wizard has determined you should take the non-attorney e-file registration path.

This path is specifically for non-attorneys, i.e., *pro se* filers, court reporters, interested parties, filing agents, creditors, trustees, U.S. Trustees, and other parties who are not attorneys. **NOTE:** Not all courts accept non-attorney filers and some only accept 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. Click **Continue** below to go to the **Attorney Admissions and/or E-File Registration** screen. Then follow the instructions to complete the process for e-file registration.

If you are an attorney, click **Close** and select the **Attorney** button.

Continue

Close

3) Complete all requested information.

**SPECIAL:** Court Reporters with a Jenie account. When entering email information and User Type, court reporters with a JENIE account will use their 'uscourts.gov' email address and select the user type of **FEDERAL JUDICIARY**.

User Type \*

FEDERAL JUDICIARY

4) When the PACER account creation is complete.

#### **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.

Continue

5) Continue and complete the E-File Registration.

6) In the E-File Registration section, select a 'Role in Court' of: Court Reporter. Complete all requested information.

**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 \***

**Court \***

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

Electronic Case Filing (ECF) is mandatory in the Fifth Circuit Court of Appeals for all counsel. In order to be approved for electronic filing, attorneys are required to be an active member of the 5th Circuit bar, to register as a "Filing User" in accordance with 5th Cir. R. 25.2.3, and to comply with the court's ECF rules and standards.

**Role in Court \***

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

**Firm/Office**

**Unit/Department**

7) At the end, acknowledge the Non-Attorney E-Filing Terms and Conditions and click [Submit].

[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.**

8) You will receive notice when your e-filing account has been processed.