

HOW TO REGISTER FOR A CM/ECF ACCOUNT THROUGH PACER (WITH AN INDIVIDUAL OR UPGRADED PACER ACCOUNT)

1. Navigate to www.pacer.gov
2. Click on Manage My Account in the upper right corner of the page



3. Enter your PACER username and password and click login

A screenshot of the PACER 'MANAGE MY ACCOUNT' page. On the left is a 'PACER Links' sidebar with 'Manage My Account' highlighted. The main content area is titled 'MANAGE MY ACCOUNT' and contains a 'Login' form. The form has two input fields for 'Username' and 'Password', both marked as required. Below the fields are 'Login', 'Clear', and 'Cancel' buttons. There are also links for 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. A notice at the bottom states: 'NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.'

4. Click the Maintenance tab

A screenshot of the PACER 'MANAGE MY ACCOUNT' page after login. The user is identified as 'John Rocket'. A 'Logout' button is in the top right. Below is a table of account details: Account Number (7038005), Username (John.Rockeiand), Account Balance (\$0.00), Case Search Status (Inactive), and Account Type (Upgraded PACER Account). At the bottom, there is a navigation bar with tabs: 'Settings', 'Maintenance', 'Payments', and 'Usage'. 'Maintenance' is circled in red with an arrow pointing to it from above. Below the tabs are links for 'Change Username', 'Change Password', 'Set Security Information', 'Update PACER Billing Email', and 'Set PACER Billing Preferences'.

5. Click Attorney Admissions / E-File Registration



6. Enter the Court Type: U.S. District Courts
Enter the Court: Iowa Northern – NextGen
Click Next

A screenshot of a form titled 'IN WHAT COURT DO YOU WANT TO PRACTICE?'. The form has two dropdown menus. The first is labeled 'Court Type *' and has 'U.S. District Courts' selected. The second is labeled 'Court *' and has 'Iowa Northern - NextGen' selected. Below the dropdowns is a note: 'Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).' At the bottom of the form are three buttons: 'Next', 'Reset', and 'Cancel'.

7. Select E-File Registration Only

A screenshot of a form titled 'WHAT WOULD YOU LIKE TO APPLY REGISTER FOR?'. The form has four buttons: 'Attorney Admissions and E-File', 'E-File Registration Only', 'Multi-District Litigation', and 'Federal Attorney'. The 'E-File Registration Only' button is circled in red, and a red arrow points to it from above.

8. Complete all of the requested information, click Next
9. Complete your credit card information

10. On the page of E-Filing Terms and Conditions, be sure to check the two boxes at the bottom of the page and Submit

[Click here to download a printable version of the 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. You will receive confirmation that the registration went through

Confirmation Page

THANK YOU FOR REGISTERING!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

12. The clerk's office will review the registration and process accordingly.