

# **Non-Attorney (Pro Se) E-filing Account Request**



## Non-Attorney (Pro Se) E-filing Account Request

Electronic filing of court documents is available to non-attorney filers. Before you apply for an e-filing account, review the qualification steps that follow to avoid delays in processing your application.

### Previous Permission to E-file in a Case:

- 1.) Have you previously been granted permission to e-file in a case in the Eastern District of Michigan? \_\_\_\_ **Yes** \_\_\_\_ **No**
- 2.) If you answer **Yes**, ask for a copy of the **Pro Se E-Filer Electronic Account Renewal** form.
- 3.) If your answer is **No**, continue to the PACER Account Qualification section below.

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### PACER Account Qualification:

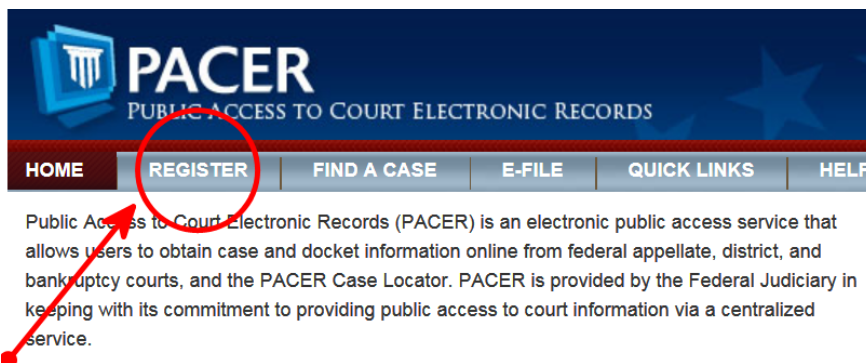
Before opening a PACER account to file court documents electronically, you must be able to answer **yes to all** the following questions:

1. Is the case that you want to electronically file documents in a pending case?
2. Did you pay the filing fee?
3. If you did not pay the filing fee did the judge grant you permission to proceed without prepaying the fees or costs?
4. Do you have a valid e-mail address?

If you answer yes to all the questions, you are ready to proceed and set up a PACER e-filing account. If you **cannot answer yes** to all the questions, you must solve any issues before setting up a PACER e-filing account.

## How to Establish a PACER E-Filing Account

1. To establish a PACER account, go to this website [www.pacer.gov](http://www.pacer.gov) .
2. At the PACER site click on Register.



3. Click on Non-Attorney Filers.



4. Click on Register Now.



5. Follow the PACER instructions. Complete and submit the electronic E-File Registration form.

#### NON-ATTORNEY E-FILE REGISTRATION

A screenshot of the 'NON-ATTORNEY E-FILE REGISTRATION' form. The form is titled 'Account Information' and includes a red asterisk indicating required information. The fields are: 'Prefix' (dropdown menu), 'First Name \*' (text input), 'Middle Name' (text input), 'Last Name \*' (text input), 'Generation' (dropdown menu), 'Suffix' (dropdown menu), 'Date of Birth \*' (text input with a calendar icon), 'Firm/Office' (text input), 'Unit/Department' (text input), and 'Address \*' (text input).

6. Your PACER login and password will serve as your digital signature on the documents that are filed electronically. Create a login and password that is not easily guessed. Avoid logins with only your last name or passwords like ABC123.
7. Make sure you select the Eastern District of Michigan District Court when selecting the court that you want to e-file your documents in.

8. The information that you submit in PACER will be reviewed by court staff and if there are no problems, you will receive notification when you can begin e-filing in your case.

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