# Pro Se Filer Application for Electronic Filing

| Contact Information | |
|---|---|
| Last Name | |
| First Name | |
| Middle Name or Initial | |
| Street Address | |
| Apartment or Suite | |
| City, State and Zip | |
| Phone Number | |
| Email Address | |

| Computer Information<br>You must answer yes to all questions below. | | |
|---|---|---|
| Do you have a computer or access to a computer? | ☐ Yes ☐ No | |
| Do you have access to the Internet? | ☐ Yes ☐ No | |
| Do you have a scanner? | ☐ Yes ☐ No | |
| Do you have the ability to convert documents to PDF? | ☐ Yes ☐ No | |
| *Do you have a PACER account? | ☐ Yes ☐ No | *As long as you have applied to receive a PACER account, you may indicate yes. See attachment for more information. |

| Case Information<br>List your pending case below. If you have more than one pending case, submit one application per case. | |
|---|---|
| Case Number | |
| Judge | |

| Requirements | |
|---|---|
| Acknowledgement of Training Requirement: ☐ | I understand that I must successfully complete the on-line training modules before a login and password will be issued to me. |
| Acknowledgement to abide by Court Rules and consent to receive electronic notification of filings: ☐ | I agree to abide by all Court rules, orders and policies and procedures governing the use of the electronic filing system. I agree to file my papers and to receive notice of the filings of others pursuant to Fed. R. Civ. P. 5(b) and 77(d) via the Court's electronic filing system. I understand that my user ID and password will serve as my signature. I understand the need to protect the security of my password and the need to immediately notify the court if I learn that my password has been compromised. |
| Acknowledgement of Application Requirements: ☐ | I understand that if I answered "No" to any questions in the Computer Information section, or failed to provide case information, my application will not be approved and I will not be notified of same. |
| Typed or Printed Name of Applicant | |
| Signature of Applicant | |
| Date of Application | |

| Clerk's Office Use Only | | |
|---|---|---|
| Date of Application: | Date of Issue: | Notes: |

## HOW PACER WORKS

PACER offers convenient electronic access to:

- Case file documents and opinions
- Listings of all case parties
- Reports of case-related information
- Chronologies of events entered in the case record
- Claims registries
- Listings of new bankruptcy cases
- Judgments or case status
- PACER Case Locator
- Audio files of hearings


PACER SERVICE CENTER
P.O. Box 780549
San Antonio, TX 78278-0549
Phone: (800) 676-6856
Email: pacer@psc.uscourts.gov


# PACER

## Public Access To Court Electronic Records

*At your fingertips*


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# PACER

Public Access to Court Electronic Records

## PACER

Public Access to Court Electronic Records

(PACER) is an electronic public access service that allows users to obtain case information from federal courts. PACER is a service of the United States Judiciary, provided by the Administrative Office of the United States Courts.

PACER offers an inexpensive, easy-to-use alternative for obtaining case information from the Judiciary's Case Management and Electronic Case Files system (CM/ECF), without having to visit the courthouse. PACER allows an Internet user to request information about a particular case or party. The data is immediately available for printing or downloading.

## CM/ECF

CM/ECF is the federal courts' system used to manage cases and to allow attorneys to file case documents over the Internet.

Identifying requirements for the next generation of CM/ECF is in process. Refer to the "What's New with PACER" section of the PACER website, for information and updates to PACER and CM/ECF.

## REGISTRATION

To register for access, visit the PACER Service Center website at www.pacer.gov. Click on the Registration tab and select the account type. Then fill out an online form and provide a valid email address.

- Provide credit card information to establish an account and receive same- day access.
- Choose to register without credit card information, and you will receive account login information by U.S. mail, usually within one week.

There is no cost for registration.

## FEES and BILLING

Congress has authorized the Judiciary to charge fees to fund the costs of PACER and CM/ECF.

The Judicial Conference of the United States has set fees and conditions for services as follows:

- Ten cents per page for access via the Internet, with a total charge of any document, docket sheet, or case-specific report not to exceed $3.00, the fee for 30 pages.
- Transcripts of federal court proceedings are not subject to the 30-page fee limit.
- Digital Audio files are available for $2.40 per file, for courts that provide the service.
- Fees are waived for users who incur less than $15 of use in a quarterly billing cycle.
- Parties entitled to documents as part of a legal process receive one free electronic copy.
- Parties will be charged for replacement copies, whether in paper or electronic form.
- Users are billed quarterly and are allowed to enter a client code of their own choosing to facilitate costs tracking.