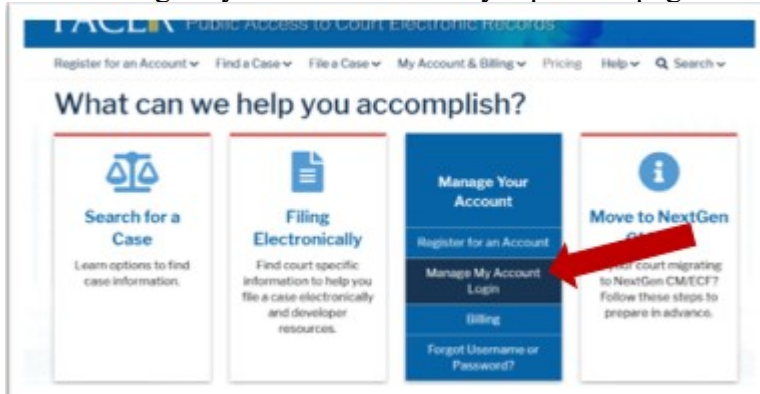


1. Navigate to <https://pacer.uscourts.gov>
2. Click Manage My Account at the very top of the page



3. Login with your upgraded PACER username and password. See instructions for Upgrading Your PACER account, if necessary.

The screenshot shows the "Login" page. It features a blue header with the word "Login". Below the header, there is a red asterisk followed by the text "\* Required Information". There are two input fields: "Username \*" and "Password \*". Below the input fields are three buttons: "Login", "Clear", and "Cancel". At the bottom of the form, there are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". Below the form, there is a "NOTICE" section: "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 on the Maintenance tab

The screenshot shows the "MANAGE MY ACCOUNT" page. At the top, it says "Welcome, John Public" and has a "Logout" button. Below this is a table with account information:

Account Number	7001100
Username	tr1100
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account ( <a href="#">Upgrade</a> )

To the right of this table is a section for "Important News". Below the account information is a navigation bar with tabs: "Settings", "Maintenance" (highlighted with a red box and a yellow starburst), "Payments", and "Usage". Under the "Maintenance" tab, there are several links: "Change Username", "Change Password", "Set Security Information", "Update PACER Billing Email", and "Set PACER Preferences".

5. Select Non-Attorney Admission/E-File Registration



6. Complete all sections of the E-File Registration section and click Next. Select U.S. District Courts as the Court Type.

A screenshot of a web form titled 'IN WHAT COURT DO YOU WANT TO PRACTICE?'. The form has a red asterisk and the text '\* Required Information'. There are two dropdown menus: 'Court Type \*' with 'U.S. District Courts' selected, and 'Court \*' with 'Minnesota District Court' 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. Set default payment information if desired (not required). Click Next when finished, or to bypass this screen. You can add a credit card payment method for each of the following fee types:
- P: PACER search fees
  - E: Filing fees

**To use the same account for multiple fee types, once account information is entered, click on the letter(s) on the left to designate the entered payment method to that account. The letter icon will turn from grey to blue once it has been designated an**

**account.**




**Payment Information**

**NOTE:** Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.


This section is optional. If you do not enter payment information here, you may do so later by selecting the **Manage Recurring Payments** option under the **Payments** tab.


Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods and set any of them as the default for your search fees, admissions/renewal fees, and/or e-file fees.


To set a payment method as a default, click the gray icon, which will turn blue when selected.

-  Click this icon to set the default payment method for your PACER search fees. The selected card will be automatically charged for your quarterly usage.
-  Click this icon to set the default payment method for your filing fees.
-  Click this icon to set the default payment method for your admissions/renewal fees.

**VISA**

 XXXXXXXXXXXXXXX1111  
04/2021

 Test Attorney

 1234 Anywhere Street  
Minneapolis, MN  
55415

[Add Credit Card](#)  
[Add ACH Payment](#)

8. Check the two Non-Attorney E-Filing Terms and Conditions acknowledgment boxes.

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

 By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. \*

 Check 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.](#) \*

9. Click Submit. The court will review your admission request and provide you with further instructions via email.