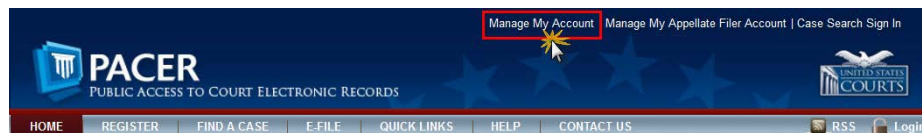


## Application for Pro Se Litigant to File Electronically

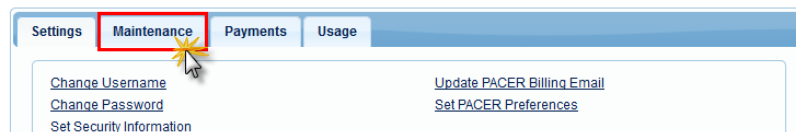
Pro Se Litigants who intend to petition the Court for permission to file documents electronically need to be aware there are two operating systems that are used for electronic filing with the Courts, PACER and CM/ECF. You **must** have a PACER account in order to view and file documents electronically. Once you receive permission to obtain a CM/ECF login and password, you will follow the steps below to set up your electronic filing account. Refer to the Court's General Order #22 for more information regarding Electronic Case Filing: [http://www.nynd.uscourts.gov/sites/nynd/files/general-ordes/GO22\\_4.pdf](http://www.nynd.uscourts.gov/sites/nynd/files/general-ordes/GO22_4.pdf)

1. Navigate to [www.pacer.gov](http://www.pacer.gov).
2. Click **Manage My Account** at the very top of the page.

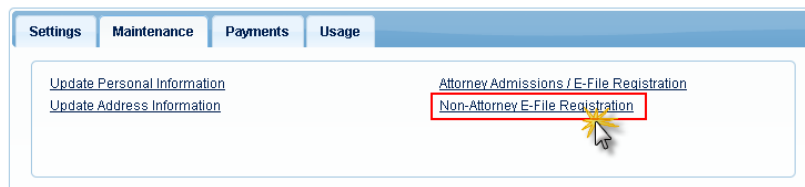


3. **Login** with your PACER username and password.

4. Click on the **Maintenance** tab.



5. Select **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 and **Northern New York District Court** as the Court.

\* Required Information

Court Type \*

Court \*

7. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen. You can add a credit card or ACH payment method for each of the following fee types:

- **P**: PACER search fees
- **E**: Filing fees
- **A**: Admissions/renewal 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 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.

**P** 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.

**E** Click this icon to set the default payment method for your filing fees.

**A** Click this icon to set the default payment method for your admissions/renewal fees.

**VISA**  
**P** XXXXXXXXXXXX1111  
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 request and, if granted, provide you with further instructions via email. Should your request be denied, the Court will provide you with a copy of the order via U.S. Mail.