

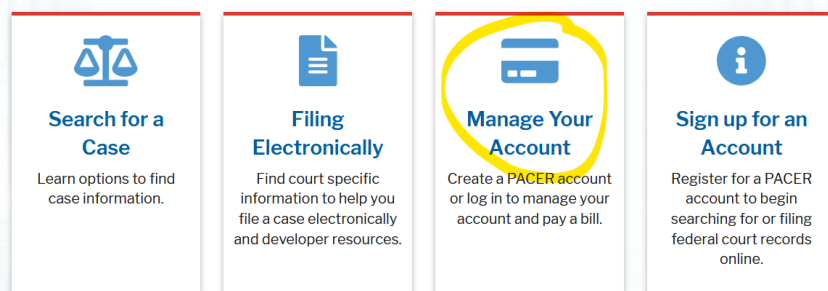
Non-Attorney E-File Registration Request

After a Pro Se litigant has been granted permission by the Court to e-file in the Northern District of New York, the Pro Se litigant must submit a “**Non-Attorney E-File Registration**” request in PACER to access their docket via PACER. Follow the instructions below.

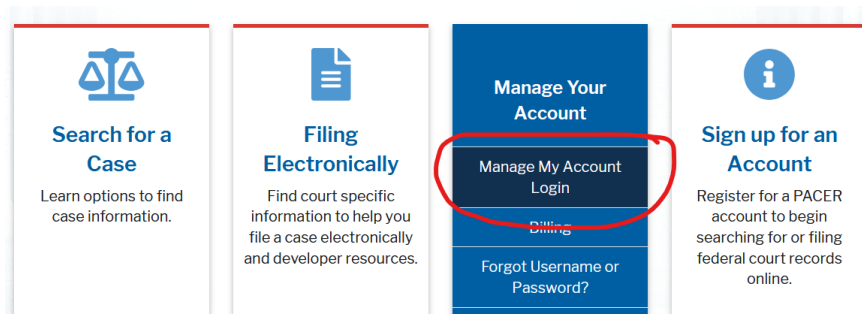
Please note that there are two operating systems used for electronic filing with the Courts: PACER and CM/ECF. You must create a PACER account in order to view and file documents electronically in CM/ECF. Click on this link for [General Order #22](#) for more information regarding Electronic Case Filing.

- On the [PACER](#) homepage, select **Manage my Account**.

What can we help you accomplish?



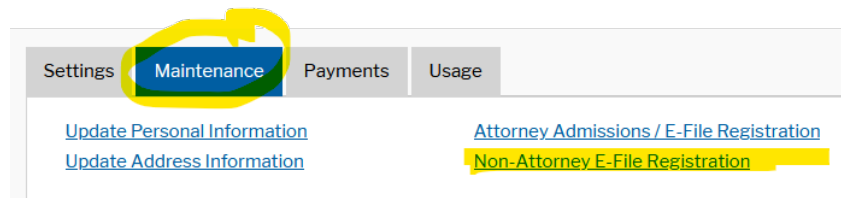
- Select **Manage My Account Login**



- Select **Log into to Manage My Account**.
 - Enter username and password

Log in to Manage My Account

- Click on the **Maintenance** tab.
- Select **Non-Attorney E-File Registration**



- Fill out all sections:
 - Under Filer Information:
 - Court Type: select **U.S. District Court**
 - Court: select **New York Northern Court**

*** Required Information**

Court Type *

Court *

- Check the acknowledgment box ("I acknowledge that I am submitting the e-file registration for the individual listed above...")

☒ I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. ***

- **Verify your address and primary phone number**
- Under Additional Filer Information: fill out, if applicable, but not required.
- Under Delivery Method and Formatting:
 - Verify your email address
 - Confirm your email address
 - Email Frequency – **select your preference (at time of filing or daily)**
 - Email Format – we suggest **HTML**

Delivery Method and Formatting

☐ Use a different email. Checking this will clear the primary email fields below.

Primary Email *

Confirm Email *

Email Frequency *

Email Format *

- Click Next
- Payment Information screen: Enter debit card/credit information. This section is optional. If you do not enter payment information here, you may do so later.

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 **Make One-Time PACER Fee Payment** 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.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

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

- Click Next
- Non-Attorney E-Filing Terms and Conditions.
 - Check box to acknowledge that you have read and agree to the terms and conditions for PACER
 - Check box to acknowledge that you have read and agree to the local requirements for this Court.
 - Both boxes are required to be checked.

[Click here to download a printable version of the Non-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.](#) *

- Click Submit.