

## Non-Attorney E-File Registration

Absent a court order, NextGen CM/ECF is unavailable to non-lawyers. Pro se litigants must file a motion requesting e-filing access in their case. Once the court reviews the request, an order will be entered in the case. If the order grants e-filing access, the pro se litigant must submit a **Non-Attorney E-File Registration** through PACER.

**The Non-Attorney E-File Registration should not be submitted prior to the entry of an order granting e-filing access in your case. Submit a Non-Attorney E-File Registration only when the court has entered an order granting your motion for e-filing access.**

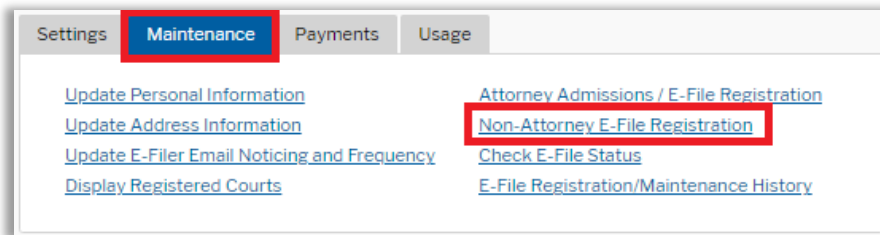
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### Submit E-File Registration

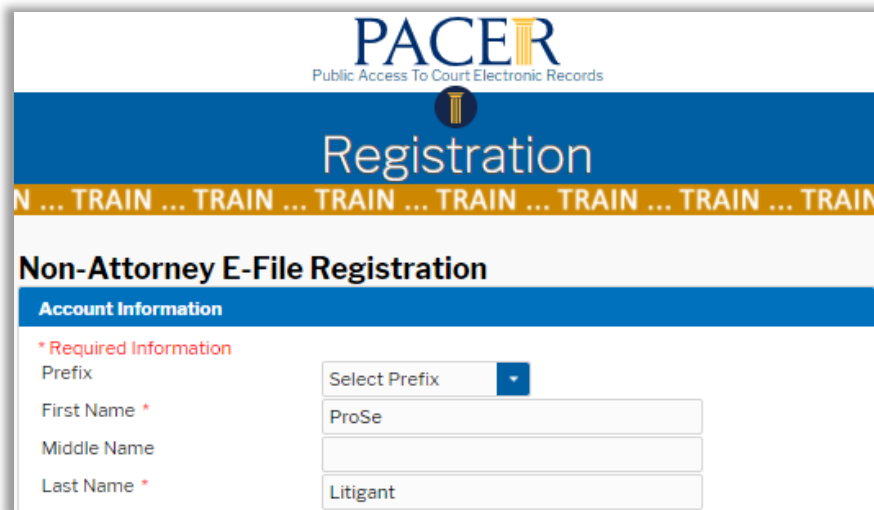
Submit a Non-Attorney E-File Registration only after the court has entered an order granting your motion for e-filing access. Instructions to submit the Non-Attorney E-File Registration:

1. [Register](#) for a **Non-Attorney Filer Account** on the PACER website at [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov).

If you already have a PACER Account, login to **Manage My Account**, select **Non-Attorney E-File Registration** under the **Maintenance** tab, and skip to Step 6.



Enter all of your contact information and select **“Individual”** as the **User Type**. When complete, click **Next**.

A screenshot of the PACER 'Non-Attorney E-File Registration' form. The form is titled 'Registration' and 'Non-Attorney E-File Registration'. Under the 'Account Information' section, there is a red asterisk indicating required information. The fields are: 'Prefix' (a dropdown menu with 'Select Prefix' and a blue arrow), 'First Name' (text input with 'ProSe'), 'Middle Name' (text input), and 'Last Name' (text input with 'Litigant').

2. Create a Username, Password, and Security Questions.

## Non-Attorney E-File Registration

### User Information

\* Required Information

Generate Username      Check Username Available

Username \*

Password \*

Confirm Password \*

Security Question 1 \*      Select a Question

Security Answer 1 \*

Security Question 2 \*      Select a Question

Security Answer 2 \*

Next    Back    Reset    Cancel

3. Review and enter your **Payment Information**. When complete, click **Next**.

## Non-Attorney E-File Registration

### Payment Information

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of PACER systems will generate a \$.10 per-page charge and is capped at \$3.00 for single documents and case-specific reports that are more than 30 pages (e.g., docket reports, creditor listings, and claims register). NOTE: The \$3.00 cap does not apply to search returns, reports that are not case specific, lists of cases, or transcripts.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.
- Judicial opinions accessed via PACER will not generate a charge.
- If your usage does not exceed \$30 in a quarter, fees are waived.

**Providing a credit card is optional.** If you would like to register without providing a credit card, click **Next** below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.

4. Review **Acknowledgment of Policies and Procedures**.

## Non-Attorney E-File Registration

### Acknowledgment of Policies and Procedures

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of the PACER system will generate a \$.10 per-page charge.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.

**Acknowledgment of Policies and Procedures**  
**I understand that:**

- There is a charge for accessing information in PACER. See the Fee Information section above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.
- Certain accounts may be designated, under Judicial Conference policy, as exempt

[Click here to download a printable version of the Policies and Procedures](#)

**\* Required Information**

Click here to acknowledge you have read and understand the policies and procedures listed above. \*

If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.

5. Select **Continue** to complete the **Non-Attorney E-File Registration**.

## Non-Attorney E-File Registration

**Click Continue to complete the non-attorney e-file registration.**

Your PACER account has been created. Now you may register to e-file by clicking the **Continue** button below. You may also register to e-file at any time through the **Manage My Account** link located in the upper right corner of the PACER Service Center website.

6. **Filer Information** – in the top section, select **Court Type** of “**U.S. District Courts**” and the **Court** “**Florida Middle District Court**” from the drop-down menus. Select “**Party**” as the **Role in Court**. Review and mark the acknowledgment. Review all of your contact information in the bottom section.

**Complete all sections of E-File Registration**

**Filer Information**

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

\* Required Information

Court Type \* U.S. District Courts

Court \* Florida Middle District Court

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

All filers must have read and comply with the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, Federal Rules of Evidence, and the Local Rules of the Court, including the Administrative Procedures for Electronic Filing.

Role in Court \* Party

Name ProSe Litigant

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. \***

7. **Additional Filer Information**  
**Most Recent Case: The case number is required.** Enter the case number in which you have been granted filing access.

**Requests that do not include a case number and requests for which the order granting access has not been entered in the case will be rejected** and you will receive an e-mail directing you to [resubmit your E-File Request](#).

**Additional Filer Information**

Other Names Used

Most Recent Case (in court where you are registering) 3:21cv1234

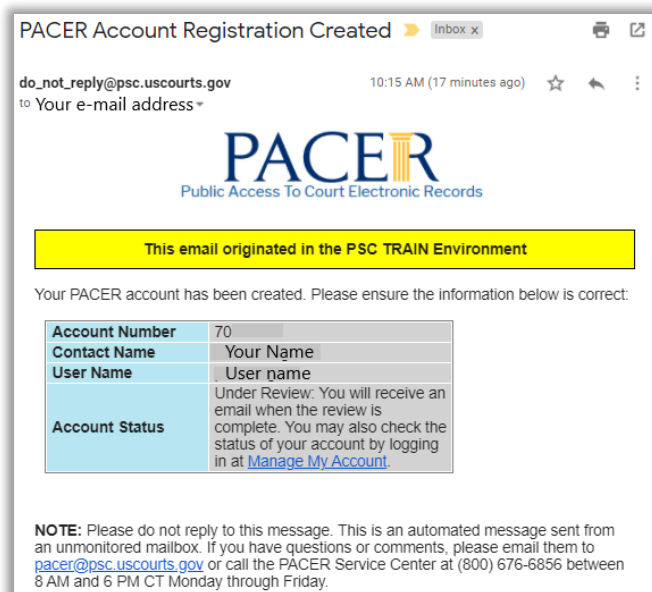
8. **Delivery Method and Formatting:** Confirm your email address and select your frequency and format preferences for Notices of Electronic Filing. When complete, select **Next**.

9. **Payment Information:** Add, edit, review PACER billing information.

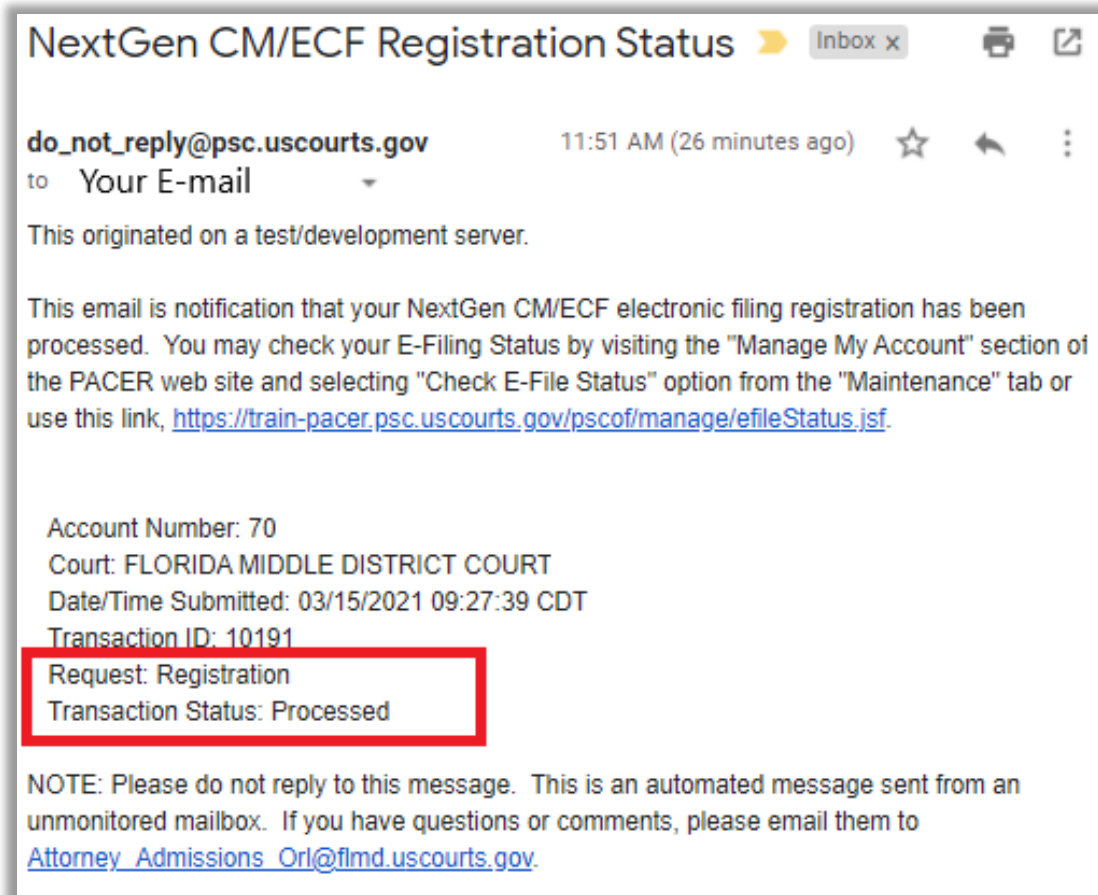
10. **E-Filing Terms of Use:** Review and mark acknowledgements. When complete, click **Submit**.

11. **Confirmation Page:** A confirmation will display.

12. When creating a **new** PACER Account, you will receive a confirmation e-mail (image below). This is confirmation of the creation of your PACER Account. It is **not** confirmation of e-filing access.



13. When your **E-File Registration** has been processed and e-filing rights activated, you will receive an e-mail confirmation with the Subject of “**Nextgen CM/ECF Registration Status.**” Carefully review the **Transaction Status**. A status of “**Processed**” indicates your e-filing access has been activated and you will now be able to e-file in your case.



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## Resubmit Non-Attorney E-File Registration

Absent a court order, CM/ECF is unavailable to non-lawyers. Pro se litigants must file a motion requesting e-filing access in their case and the order granting e-filing access must be entered in the case **prior** to submitting your **Non-Attorney E-File Registration**.

**Requests that do not include a case number and requests for which the order granting access has not been entered in the case will be rejected** and you will receive an e-mail directing you to resubmit your **Non-Attorney E-File Registration**.

You must resubmit your **Non-Attorney E-File Registration** when you have received a **Registration Status** of “**Rejected.**”

**Carefully review “NextGen Registration Status” e-mails received** (sample of Rejected Status below):

## NextGen CM/ECF Registration Status

Inbox x



do\_not\_reply@psc.uscourts.gov

12:21 PM (8 minutes ago)



to Your E-mail

This originated on a test/development server.

This email is notification that your NextGen CM/ECF electronic filing registration has been processed. You may check your E-Filing Status by visiting the "Manage My Account" section of the PACER web site and selecting "Check E-File Status" option from the "Maintenance" tab or use this link, <https://train-pacer.psc.uscourts.gov/pscof/manage/efileStatus.jsf>.

Account Number: 70

Court: FLORIDA MIDDLE DISTRICT COURT(TEST)

Date/Time Submitted: 08/20/2020 09:35:58 CDT

Transaction ID: 10032

Request: Registration

Transaction Status: Rejected

Comment: Pro Se Litigants: E-filing access may be issued upon a court order. A motion must be filed in your case asking for e-filing access. If granted, you must resubmit your e-filing request. Visit <https://www.flmd.uscourts.gov/cmecf>.

NOTE: Please do not reply to this message. This is an automated message sent from an unmonitored mailbox. If you have questions or comments, please email them to [Attorney\\_Admissions\\_Orl@flmd.uscourts.gov](mailto:Attorney_Admissions_Orl@flmd.uscourts.gov).