

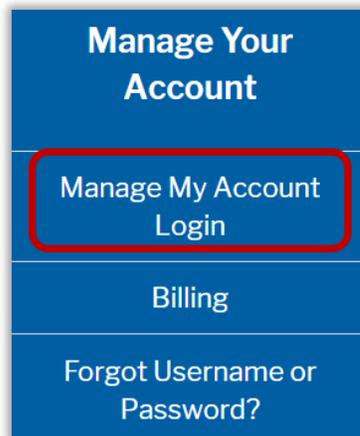
Attorney E-File Registration

The Middle District upgraded to NextGen CM/ECF in April of 2021, which required all attorneys to link their CM/ECF account to their PACER account. To link your PACER account to your CM/ECF account, follow the instructions below to submit an **E-File Registration**. Each attorney must have their own unique PACER account. If you do not have a PACER account and need to register for one or if you need to reset your PACER login and password, click [here](#).

Submit E-File Registration

Instructions to submit an Attorney E-File Registration:

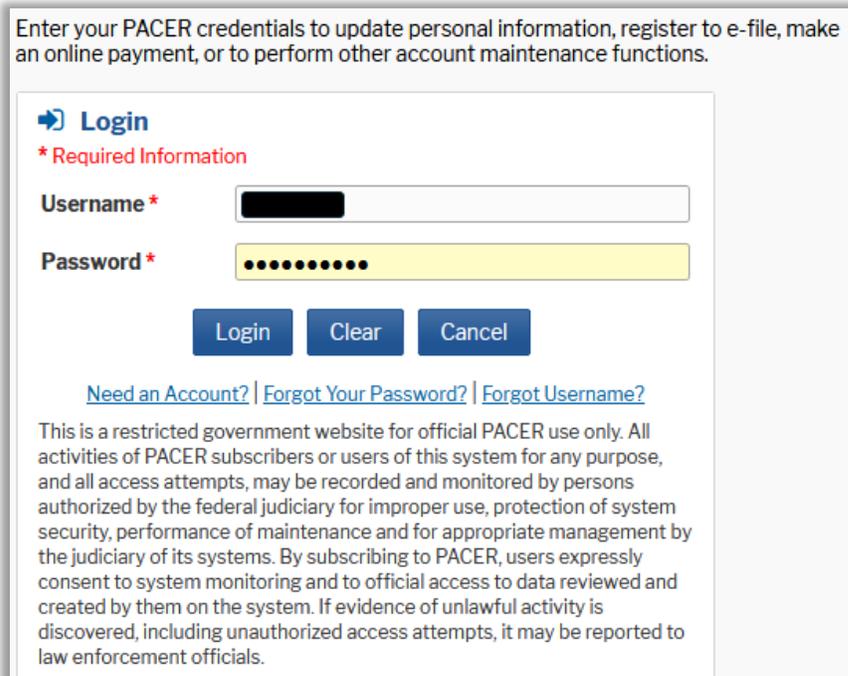
1. Go to the PACER website at www.pacer.uscourts.gov. Hover over **Manage Your Account** and select **Manage My Account Login** to login. If you do not have a PACER account, [Register](#) for an attorney filer account (each attorney must have their own unique PACER account).



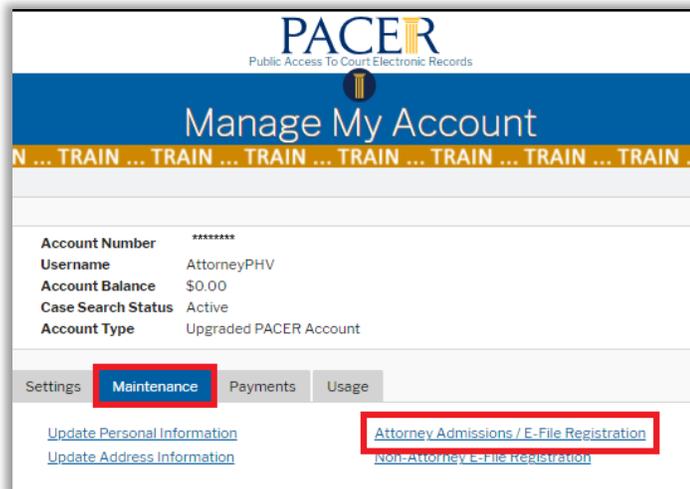
2. Click **Log in to Manage My Account**.



3. Enter your PACER credentials.



4. Click the **Maintenance** tab and select “**Attorney Admissions / E-File Registration.**”



5. Select **Court Type** “U.S. District Courts” and **Court** “Florida Middle District Court” from the drop-down menus and select **Next**. If Florida Middle District is not listed, then you are already an e-filer or you currently have a request pending.

In what court do you want to practice?
* Required Information
Court Type * U.S. District Courts
Court * Florida Middle District Court

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. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

Next Reset Cancel

6. Select “E-File Registration Only.”

What would you like to apply/register for?

Attorney Admissions and E-File
E-File Registration Only
Pro Hac Vice
Federal Attorney

7. **Complete all sections of the E-File Registration.** Select a Title when applicable (not required). Review and mark the acknowledgment.

Complete all sections of E-File Registration

Filer Information

* Required Information

Role in Court Attorney
Title Select a title or enter your own
Name Carol Bott

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 accuracy of contact information.

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

Firm/Office	<input type="text" value="U.S. Attorney's Office"/>
Unit/Department	<input type="text"/>
Address *	<input type="text" value="23 Main Street, Suite 555"/> <input type="text"/> <input type="text"/>
Room/Suite	<input type="text"/>
City *	<input type="text" value="Jacksonville"/>
State *	<input type="text" value="Florida"/>  
County *	<input type="text" value="DUVAL"/> 
Zip/Postal Code *	<input type="text" value="32202"/>
Country *	<input type="text" value="United States of America"/> 
Primary Phone *	<input type="text" value="555-555-3232"/> 
Alternate Phone	<input type="text"/> 
Text Phone	<input type="text"/> 
Fax Number	<input type="text" value="999-999-9999"/> 

8. **Enter your State Bar ID and select the state.** You **must** include your Bar Number. Include other names used when applicable.

Additional Filer Information

Already Admitted at Court	<input type="text" value="Select Court"/> 
Court Bar ID	<input type="text"/>
Other Names Used	<input type="text"/> 
Most Recent Case (in court where you are registering)	<input type="text"/>
State Bar ID	<input type="text" value="1234567"/>
State	<input type="text" value="Florida"/> 

9. Verify accuracy or update your e-mail address. Update Email frequency and format. When complete, click **Next**.

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 * ▾

10. You can add/edit your payment information with PACER (optional). When complete, click **Next**.

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.

 <input checked="" type="checkbox"/> Autobill PACER fees <input type="checkbox"/> E-filing fees default <input type="checkbox"/> Admissions fees default XXXXXXXXXXXX1111 12/2040 Carol Bott 23 MainStreet Jacksonville, FL 32202 <input type="button" value="Update"/> <input type="button" value="Delete"/>	Add Credit Card Add ACH Payment
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11. **Review E-Filing Terms of Use.** When complete, mark the boxes to acknowledge and then click **Submit**.

E-Filing Terms of Use

Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.

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

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

12. **Confirmation page.**

Confirmation Page

Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Revision Log

Date	Comments	By
6/16/25	Created for 2025 renewal period.	NAS