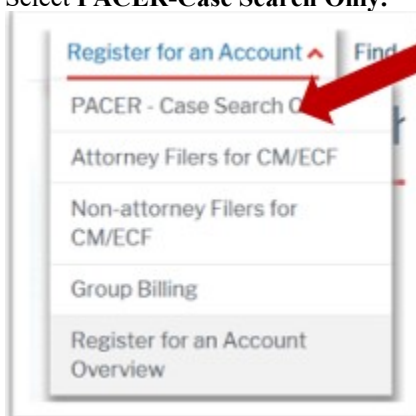


In order to use NextGen, attorneys with individual CM/ECF accounts must have individual PACER accounts. If you do not have your own PACER account, follow the steps below to register for an account.

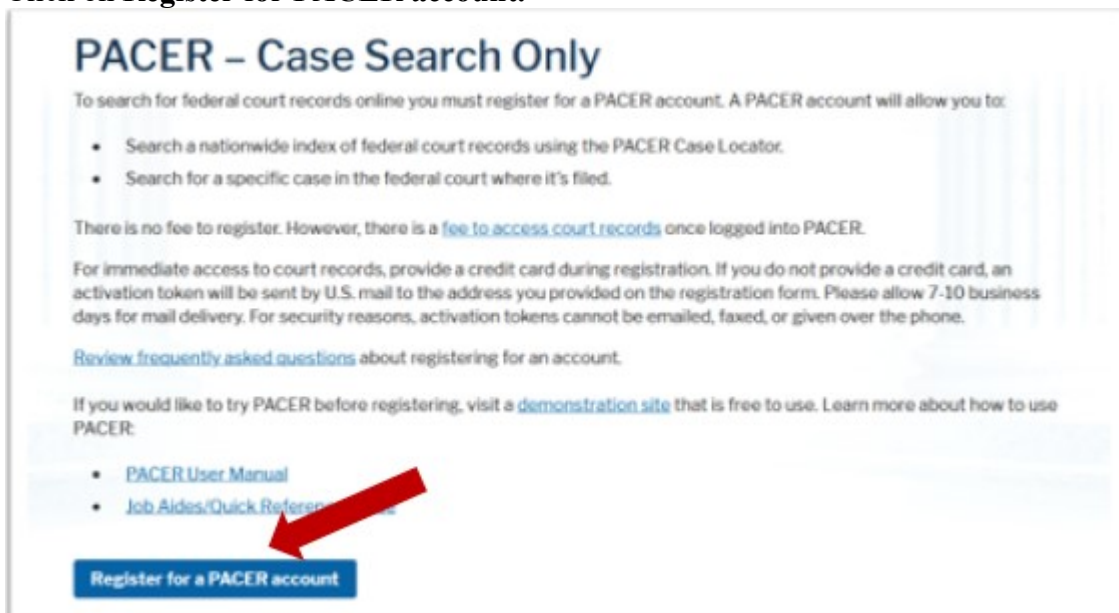
1. Go to www.pacer.gov.
2. Select **Register for an Account**.



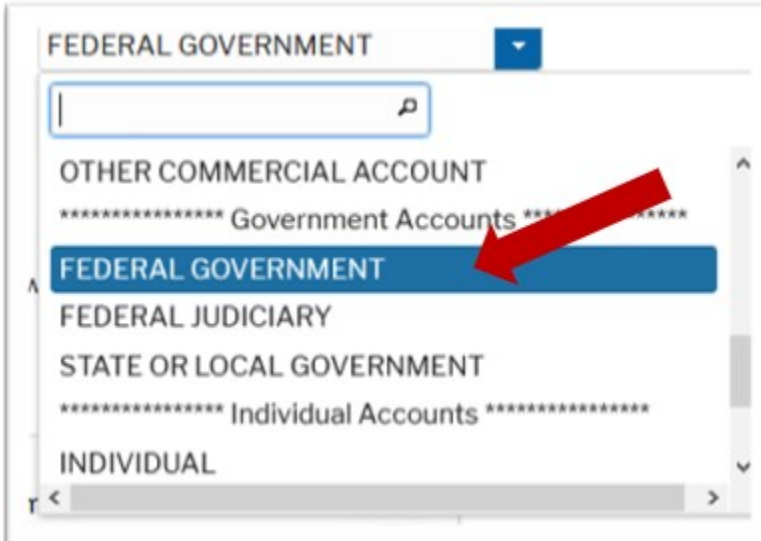
3. Select **PACER-Case Search Only**.



4. Click on **Register for PACER account**.



5. Complete the Account Information form. Under **User Type** at the bottom of the form, select **FEDERAL GOVERNMENT**.



6. Enter Agency Code.

NOTE: If you do not know your agency code, please contact the PACER Service Center (PSC) at 800-676-6856.

A screenshot of a web form showing the "Agency Code" input field. The "User Type" dropdown is set to "FEDERAL GOVERNMENT". The "Agency Code" field is empty, and a red error message "Agency Code required." is displayed below it. A red arrow points to the empty input field.

7. Select a **Division** from the drop-down menu.
8. Select a **District** from the drop-down menu.
9. Complete **User Verification**.
10. Click **Next**.

11. Create a **Username** and **Password**; and select **Security Questions**. Click **Next** when finished.

The screenshot displays a registration form with the following fields and values:

- Username ***: attorneyb
- Password ***: [Empty]
- Confirm Password ***: [Empty]
- Security Question 1 ***: What is your best friend's first name?
- Security Answer 1 ***: Mary
- Security Question 2 ***: In what city or town was your first job?
- Security Answer 2 ***: Minneapolis

A yellow callout box on the right contains the following text:

Your password must be between 8 to 45 characters long and contain at least one lowercase letter, one uppercase letter, and one special character. Pay attention to the password strength meter.

NOTE: It cannot contain any parts of your First Name, Last Name, Username or Email address.

At the bottom of the form are four buttons: Next, Back, Reset, and Cancel.

12. Read the policies and procedures and **acknowledge** by checking the box.
13. Click **Submit**.
14. The last screen will thank you for registering with the PACER service center. This account is just for viewing documents, not for e-filing. If you already had a CM/ECF account with our court, please follow the instructions for linking your new PACER login with your CM/ECF credentials.

For questions, **please contact PACER at 800-676-6856.**