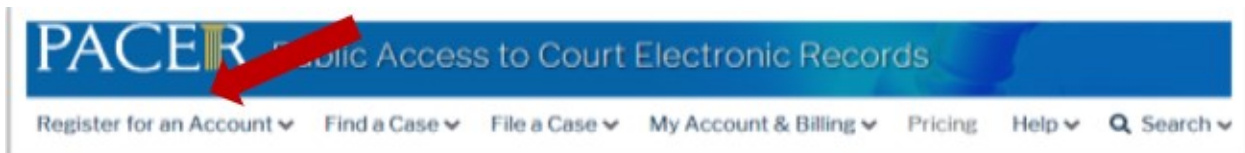
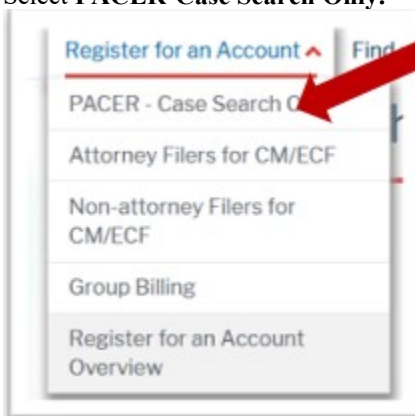


In order to use NextGen, attorneys with individual CM/ECF accounts must have individual PACER accounts. If you do not have your own PACER account, follow the steps below to register for an account.

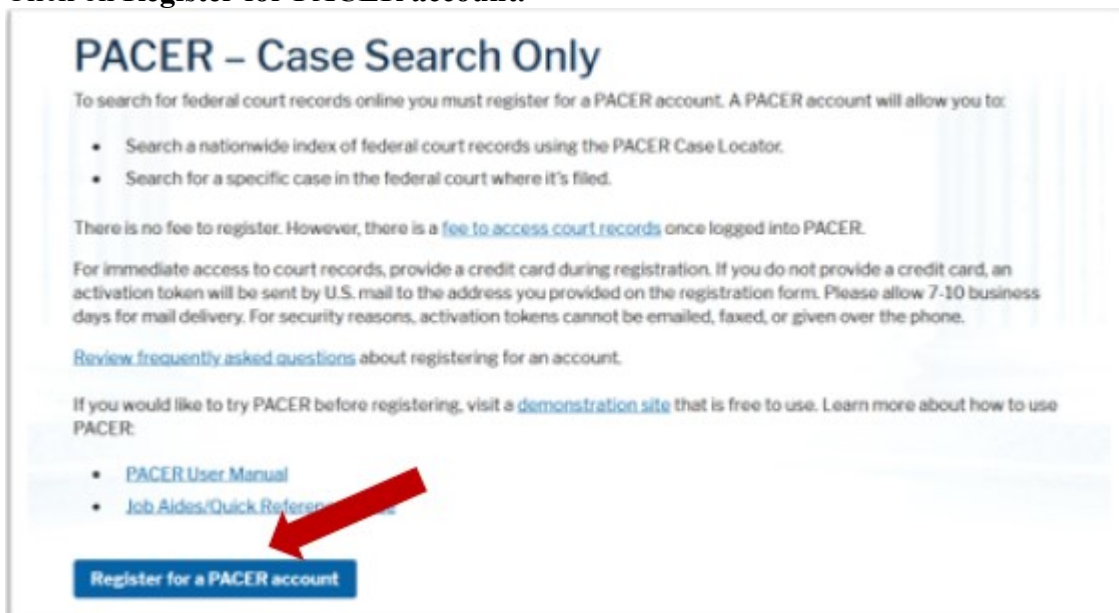
1. Go to [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov).
2. Select **Register for an Account**.



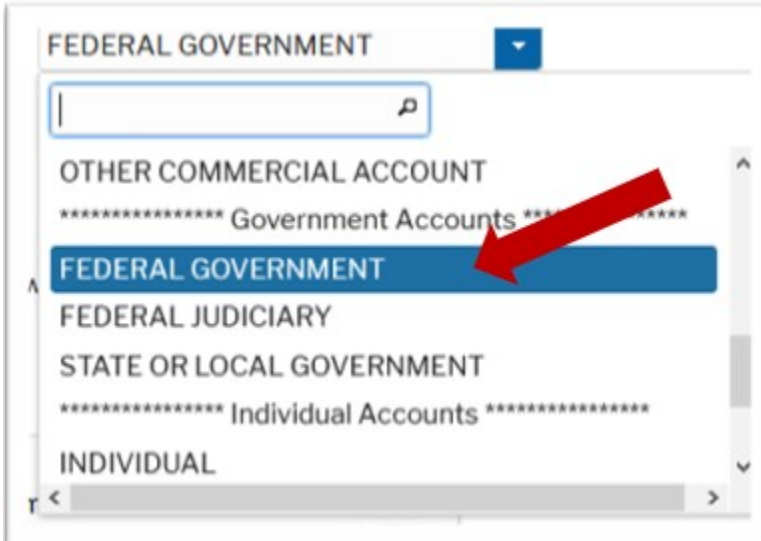
3. Select **PACER-Case Search Only**.



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" field. The "User Type" dropdown is set to "FEDERAL GOVERNMENT". The "Agency Code" field is empty. A red arrow points to the empty field. Below the field, a red error message reads "Agency Code required.".

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 shows 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 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.

Buttons at the bottom: Next, Back, Reset, 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.**