

Court Reporters that Do Not have a PACER account

*If you already had a Pacer account before this court converted to NextGen, please log in to your Pacer account and upgrade it.

Refer to our web site for additional information:

<http://www.ca5.uscourts.gov/electronic-case-filing/electronic-case-filing/ecf-information-page>

1) Click the Pacer Wizard link below and answer each prompt.

Pacer.gov - Registration Wizard

<https://pacer.psc.uscourts.gov/pscof/regWizard.jsf>

2) When prompted for role type, Court Reporters must select the Non-Attorney option.

The screenshot shows the 'Registration Wizard' interface. At the top, there is a blue header bar with the text 'E-File Registration for New Users'. Below this, the main heading is 'Registration Wizard'. The instruction 'Select the appropriate role type:' is displayed. To the left of the role type buttons, a text box explains: 'Register for e-file privileges at a participating court. Select this option if you are not an attorney, i.e., you are a *pro se* filer, court reporter, interested party, or a filing agent.' There are two large buttons: 'Attorney' (dark blue) and 'Non-Attorney' (blue). Below these are two smaller buttons: 'Back' and 'Done' (both dark blue). At the bottom, a footer text provides contact information: 'For additional assistance, contact the PACER Service Center at (800) 676-6856 between the hours of 7 AM and 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.'

Non-Attorney E-File Registration for New Users

Based on your answers, the Registration Wizard has determined you should take the non-attorney e-file registration path.

This path is specifically for non-attorneys, i.e., *pro se* filers, court reporters, interested parties, filing agents, creditors, trustees, U.S. Trustees, and other parties who are not attorneys. **NOTE:** Not all courts accept non-attorney filers and some only accept 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. Click **Continue** below to go to the **Attorney Admissions and/or E-File Registration** screen. Then follow the instructions to complete the process for e-file registration.

If you are an attorney, click **Close** and select the **Attorney** button.

Continue

Close

3) Complete all requested information.

SPECIAL: Court Reporters with a Jenie account. When entering email information and User Type, court reporters with a JENIE account will use their 'uscourts.gov' email address and select the user type of FEDERAL JUDICIARY.

User Type *

FEDERAL JUDICIARY

4) When the Pacer account creation is complete.

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.

Continue

5) Continue and complete the E-File Registration.

6) In the E-File Registration section, select a 'Role in Court' of: Court Reporter. Complete all requested information.

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. Appellate Courts	▼
Court *	U.S. Court Of Appeals, Fifth Circ	▼

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

Electronic Case Filing (ECF) is mandatory in the Fifth Circuit Court of Appeals for all counsel. In order to be approved for electronic filing, attorneys are required to be an active member of the 5th Circuit bar, to register as a "Filing User" in accordance with 5th Cir. R. 25.2.3, and to comply with the court's ECF rules and standards.

Role in Court *	Court Reporter	▼
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Name Laney Testaty

☐ 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. ***

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



Unit/Department

7) At the end, acknowledge the Non-Attorney E-Filing Terms and Conditions and click [Submit].

Non-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 my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay 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 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.](#) *

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.



Submit

Back

Reset

Cancel

8) You will receive notice when your e-filing account has been processed.