

NEXTGEN CM/ECF
NOTICE FOR CASES OF INTEREST
Non-Attorneys



I. Sign up to Receive Notices of Public Filings in Cases on Appeal

Non-Attorneys: Media representatives and other interested individuals may register to receive copies of public filings in cases of interest in the Fifth Circuit.



1. Create a PACER account. Click the link below. (If you already have a PACER account, proceed to [section II.](#))

<https://pacer.psc.uscourts.gov/pscof/registration.jsf?filerType=N>

2. Provide name and contact information as required.

3. For “User Type” select INDIVIDUAL from the list as show below:

4. Click the [Next] button to continue. Provide all necessary information.

5. When done, the following screen will display. Click the [Continue] button.

REGISTER
PACER - Case Search Only
Attorney Filers
Non-Attorney Filers
▶ Register Now
District/Bankruptcy Filers (Legacy)
Firm Billing

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.

[Continue](#)

II. Register to E-File with the 5th Circuit to Receive Case Notifications

1. Select Court Type, Court, and Role in Court as shown below. (If you are already registered as an E-Filer, proceed to [section III](#).)

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, TestPublicUser Logout

Account Number	7037389
Username	thisisatest
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

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 Circuit - NextGen

[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 * Public Interested Party

2. Click the checkbox to acknowledge. The address you provided during the PACER registration is displayed. If correct, no changes are necessary.

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

Address * 123 Testing

Room/Suite

City * Test City

State * Louisiana

County * ORLEANS

Zip/Postal Code * 70130

Country * United States of America

Primary Phone * 555-555-5555

Alternate Phone

Text Phone

Fax Number

3. Select Email Frequency and Email Format as shown.

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email * testpublicuser@gmail.com

Confirm Primary Email * testpublicuser@gmail.com

Email Frequency * At The Time of Filing (One Email per Filing)

Email Format * HTML

Additional Email Addresses

Confirm Additional Email Addresses

Next **Reset** **Cancel**

4. Payment Information – If you did not provide this information previously, you may see this screen.

PLEASE NOTE: THIS SECTION IS OPTIONAL

To continue, click the [Next] button.

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.

[Add Credit Card](#)
[Add ACH Payment](#)

Next **Back** **Cancel**

5. Acknowledge and click the [Submit] button.

E-Filing Terms of Use

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 CMECF 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.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used), birth dates (year of birth may be used), minors' names (initials may be used), and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court, are solely responsible for redacting pleadings. See [Fed. R. App. P. 25\(a\)\(5\)](#); [Fed. R. Civ. P. 5.2](#); [Fed. R. Crim. P. 49.1](#); and [Fed. R. Bankr. P.](#)

[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.

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**.

III. Steps for Setting up Notices in Cases of Interest

You will receive notice from the 5th Circuit when your E-Filing account has been activated. To receive notices in an appeal, follow the steps below:

1. Login to the Fifth Circuit's CM/ECF site at <https://ecf.ca5.uscourts.gov/n/AttorneyFiling/login.jsf>

PACER Login

Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

U.S. Court Of Appeals, Fifth Circuit - NextGen Login

* Required Information

Username *

Password *

Client Code

Login Clear

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Contact Us Privacy & Security PACER FAQ

This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.

2. Click the 'Utilities' menu and then click 'Notice for Cases of Interest'.

CM/ECF Filing Reports Utilities Help Getting Started Log Out United States Court of Appeals for the Fifth Circuit

Bar Renewal

Bar History Report

File Case Originating Documents with Fee

File Case Originating Documents w/o Fee

Request Documents

Electronic Record on Appeal

Brief Template

Notice for Cases of Interest

Update My Account

This facility is for Official Court Business only. Appellate Procedure, Rule 25. Evidence of use is subject to the appropriate law enforcement officials under 18USC152 and 3571.

CM/ECF Electronic Case Files System

Welcome

Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu.

- The primary email address linked to your PACER account will be the default. If more than one email address is on file, select the dropdown menu to select the email to be used for notices. Only one email address may be selected.

NOTE: For Frequency, select 'Each transaction'. ('Daily summary' is not a valid option for the 5th Circuit.)

- Enter the appellate case number and click [Add]. Click [Save] to accept the changes.

CM/ECF Filing Reports ▾ Utilities ▾ Help Getting Started Log Out

Notice for Cases of Interest

Email for Cases of Interest ⓘ
myemail@myemail.com ▾

Frequency
 Each transaction
 Daily summary

Case Number
19-5555 Add

Selected

Case	Remove All
19-5555 USA v. Janie Doe	✕

Save

If you no longer want to receive notifications for a specific case, select the red 'X' to remove the case from the list.