



# 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.

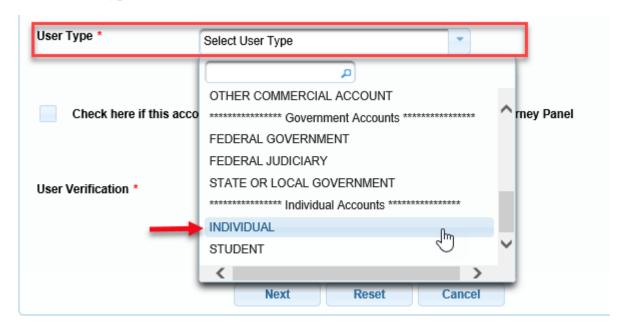


1. Create a PACER account. Click the link below. (If you already

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:



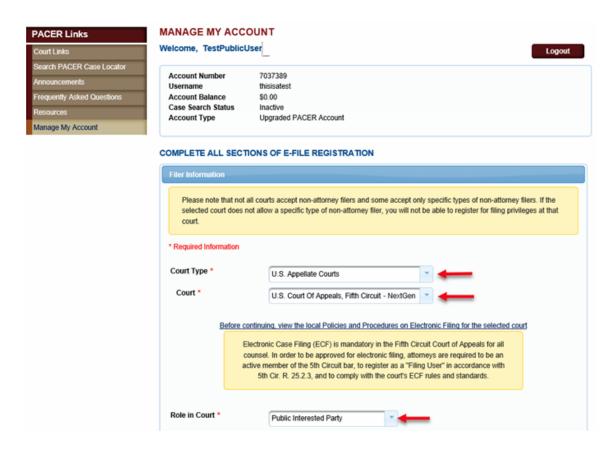
- 4. Click the [Next] button to continue. Provide all necessary information.
- 5. When done, the following screen will display. Click the [Continue] button.



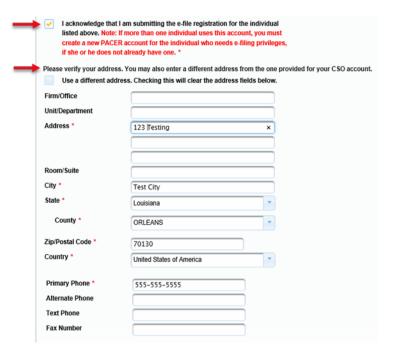
# CLICK CONTINUE TO COMPLETE THE NON-ATTORNEY E-FILE REGISTRATION. Your PACER account has been created. Now you may register to e-file by clicking the Continue button below. You may also register to e-file at any time through the Manage My Account link located in the upper right corner of the PACER Service Center website. Continue

# II. Register to E-File with the 5<sup>th</sup> 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.*)



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



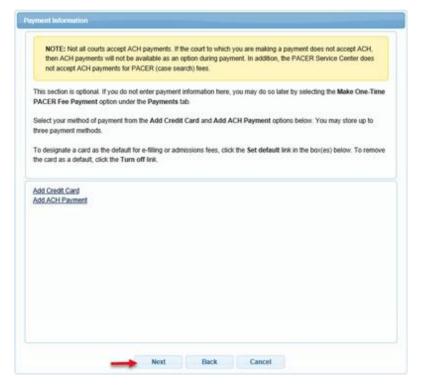
3. Select Email Frequency and Email Format as shown.



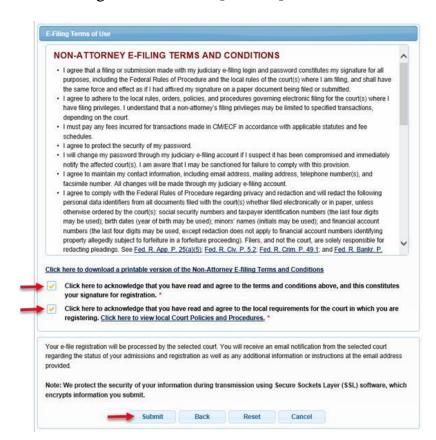
4. Payment Information – If you did not provide this information previously, you may see this screen.

### PLEASE NOTE: THIS SECTION IS OPTIONAL

To continue, click the [Next] button.



## 5. Acknowledge and click the [Submit] button.





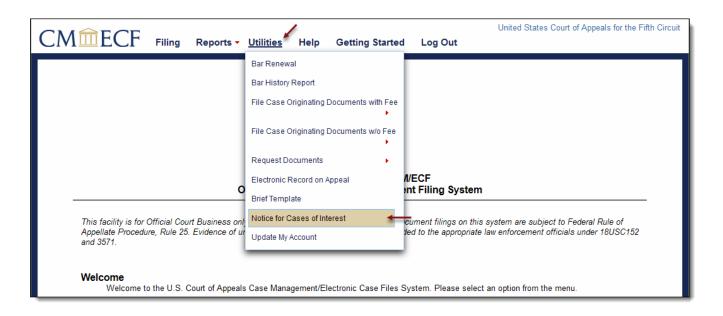
# III. Steps for Setting up Notices in Cases of Interest

You will receive notice from the 5<sup>th</sup> 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



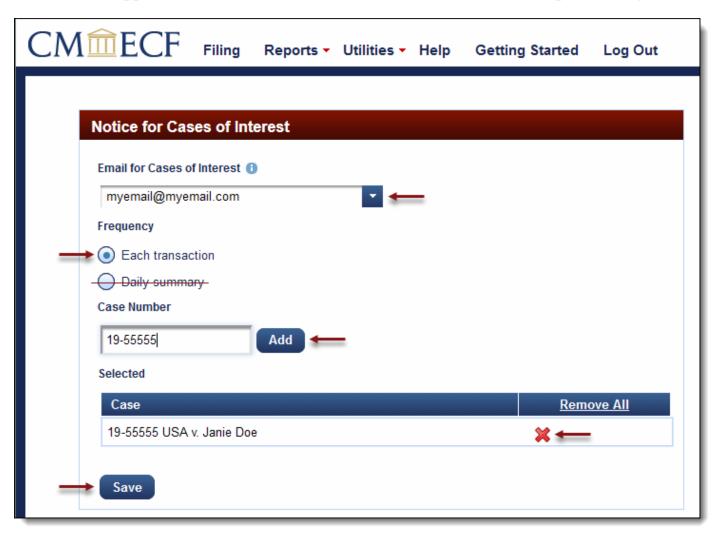
2. Click the 'Utilities' menu and then click 'Notice for Cases of Interest'.



3. 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 5<sup>th</sup> Circuit.)

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



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