

PARTIES APPEARING PRO SE GRANTED  
LEAVE OF COURT TO FILE  
ELECTRONICALLY



ONLY PARTIES GRANTED LEAVE OF COURT TO SUBMIT FILINGS ELECTRONICALLY IN A PENDING CIVIL CASE MAY APPLY AND REGISTER FOR E-FILING.

YOU MAY NOT PROCEED UNLESS THE COURT HAS GRANTED YOUR MOTION TO E-FILE IN A PENDING CIVIL CASE ON APPEAL.

To e-file you must have an Upgraded Pacer account and an e-filing account with the 5<sup>th</sup> Circuit. Review the options below to determine your current status and action required in order to e-file.

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## I. Pro Se Parties with an Upgraded Pacer Account and a CM/ECF E-Filing account

If you already have an upgraded Pacer account and an active e-filing account with the 5<sup>th</sup> Circuit. No further action is needed. You may login and file with this court in the approved civil case.

## II. Pro Se Parties with an Upgraded Pacer account only

1. Log in to your Pacer account. <https://pacer.psc.uscourts.gov/pscof/login.jsf>
2. Click the Maintenance tab and select 'Non-Attorney E-File Registration'

**PACER Links**

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

**MANAGE MY ACCOUNT** Logout

Account Number	7035076
Username	ttestaty1006
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Settings **Maintenance** Payments Usage

- [Update Personal Information](#)
- [Update Address Information](#)
- [Check E-File Status](#)
- [E-File Registration/Maintenance History](#)
- [Attorney Admissions / E-File Registration](#)
- [Non-Attorney E-File Registration](#) ←

3. Select Court Type, Court, and Role in Court. Review local policies and procedures. When done, continue to provide all requested information.

- PACER Links**
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- Frequently Asked Questions
- Resources
- Manage My Account

### MANAGE MY ACCOUNT

Logout

Account Number	7035086
Username	ttestaty1009
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 \*  ←

Court \*  ←

[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 \*  ←

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

4. On the final screen, review the Non-Attorney E-Filing Terms and Conditions and acknowledge. When done, click [Submit]. A notice will be sent to the 5<sup>th</sup> Circuit for review and approval. You will be notified by email when the court completes its review.

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.**

### III. Pro Se Parties with a Legacy Pacer account and a 5<sup>th</sup> Circuit E-Filing Account

1. You must Upgrade your Pacer account.

Log in to your Pacer account at <https://pacer.psc.uscourts.gov/pscof/login.jsf>

If you don't remember your login credentials, you can retrieve them here:

Retrieve PACER login: <https://pacer.psc.uscourts.gov/pscof/forgotUserName.jsf>

Retrieve PACER password: <https://pacer.psc.uscourts.gov/pscof/forgotPassword.jsf>

2. Click the Maintenance tab and select 'Update Personal Information'. Complete all requested information.
3. After upgrading your Pacer account, you must link it to your 5<sup>th</sup> Circuit e-filing account.

To link your accounts, you must know your 5th Circuit login/password. If you don't remember your login credentials, you can retrieve them here:

Retrieve your CM/ECF login or password: <https://www.pacer.gov/psco/cgi-bin/cmecf/ea-reqpswd.pl>

When you are ready to link your accounts, follow the steps below:

- a. Be sure that you are logged out of PACER completely and close your browser.
  - b. Open your browser and go to the ECF website for the 5th Circuit.
  - c. Click the CM/ECF Document Filing System link. At the login screen, log in with your upgraded PACER account credentials.
  - d. Click Link My Filer Account To My PACER Account.
  - e. Enter your old e-filing CM/ECF login and password to link your accounts.
4. From this point forward, use your upgraded PACER account credentials to log in to file in the 5<sup>th</sup> Circuit and any NextGen CM/ECF court.

#### IV. Pro Se Parties that do not have either a Pacer account nor a 5<sup>th</sup> Circuit E-Filing account

1. Register at Pacer: <https://pacer.psc.uscourts.gov/pscof/regWizard.jsf>
2. Follow steps 2. through 4. in [section II above](#).