

NEXTGEN CM/ECF
NOTICE FOR CASES OF INTEREST
Attorneys - E-Filer Requests Only



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

Attorneys who do not wish to apply for admission to the 5th Circuit Bar may still register to receive notices of public filings in cases of interest.



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=A>

2. Provide name and contact information as required.
3. For “User Type” select INDIVIDUAL from the list as show below:

The screenshot shows a registration form with the following fields: Primary Phone *, Alternate Phone, Text Phone, Fax Number, Email *, Confirm Email *, and User Type *. The 'User Type' dropdown menu is open, displaying a list of options: FEDERAL JUDICIARY, STATE OR LOCAL GOVERNMENT, ***** Individual Accounts ***** (highlighted), INDIVIDUAL, STUDENT, and PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE. A red arrow points from the 'Email *' field to the 'INDIVIDUAL' option in the dropdown menu. Below the dropdown is a 'Select User Type' button with a blue arrow and a question mark icon.

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

ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION

The screenshot shows a confirmation message in a light blue box. The text reads: **CLICK CONTINUE TO COMPLETE THE ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION.** Your PACER account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the Continue button below. You may also apply for attorney admissions and/or 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. At the bottom of the box is a blue 'Continue' button.

II. Register to E-File Only

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

In what court do you want to practice?

* Required Information

Court Type *



U.S. Appellate Courts



Court *



U.S. Court Of Appeals, Fifth Circ



Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page.](#)



Next

Reset

Cancel

2. Select E-File Registration Only.


Public Access To Court Electronic Records

Manage My Account

Account Number	7702823
Username	laneytestaty
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Settings **Maintenance** Payments Usage

Update Personal Information	Attorney Admissions / E-File Registration
Update Address Information	Non-Attorney E-File Registration
Update E-File Email Noticing and Frequency	Check E-File Status
Display Registered Courts	E-File Registration/Maintenance History

3. Required information is noted with an * asterisk. 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	<input type="text"/>
Unit/Department	<input type="text"/> ?
Address *	<input type="text" value="1000 Testing Road"/>
	<input type="text"/>
	<input type="text"/>
Room/Suite	<input type="text"/>
City *	<input type="text" value="New Orleans"/>
State *	<input type="text" value="Louisiana"/> ?
County *	<input type="text" value="ORLEANS"/>
Zip/Postal Code *	<input type="text" value="70130"/>
Country *	<input type="text" value="United States of America"/>
Primary Phone *	<input type="text"/> ?
Alternate Phone	<input type="text"/> ?
Text Phone	<input type="text"/> ?
Fax Number	<input type="text"/> ?

4. 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 *	<input type="text" value="testpublicuser@gmail.com"/> ?
Confirm Email *	<input type="text" value="testpublicuser@gmail.com"/> ?
Email Frequency *	<input type="text" value="At The Time of Filing (One E..."/> ?
Email Format *	<input type="text" value="HTML"/> ?

Next **Reset** **Cancel**

5. 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.

<p></p> <p><input type="checkbox"/> Autobill PACER fees</p> <p><input type="checkbox"/> E-filing fees default</p> <p><input checked="" type="checkbox"/> Admissions fees default</p> <p>XXXXXXXXXXXX1111 12/2026</p> <p>Test Attorney 1000 Testing Road New Orleans, LA 70130</p> <p><input type="button" value="Update"/></p>	<p>Add Credit Card</p> <p>Add ACH Payment</p>
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3. Acknowledge and click the [Submit] button.

E-Filing Terms of Use

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 by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for 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 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

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**.



Done

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>



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 Login

* Required Information

Username *

Password *

Client Code

Login

Clear

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

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

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

The screenshot shows the CM/ECF website interface. At the top, there is a navigation bar with the following items: "Filing", "Reports", "Utilities" (highlighted with a red arrow), "Help", "Getting Started", and "Log Out". Below the navigation bar, a dropdown menu is open under "Utilities", listing several options: "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" (highlighted with a red arrow), and "Update My Account". The main content area of the page is partially visible, showing a "Welcome" message and some legal notices.

- 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.)

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
19-55555 Add

Selected

Case	Remove All
19-55555 USA v. Janie Doe	X

Save

- Enter the appellate case number and click [Add]. Click [Save] to accept the changes. To no longer receive notifications for a specific case, select the red 'X' to remove the case from the list.