

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:

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 the following options: FEDERAL JUDICIARY, STATE OR LOCAL GOVERNMENT, \*\*\*\*\* Individual Accounts \*\*\*\*\* (highlighted with a red arrow), INDIVIDUAL, STUDENT, and PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE. The dropdown menu is currently set to 'Select User Type'.

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

**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 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](#).)

### 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 \*   

Role in Court \*   

Name

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

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 \*

Room/Suite

City \*

State \*   

County \*  

Zip/Postal Code \*

Country \*  

Primary Phone \*  

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 \*  ?

Confirm Email \*  ?

Email Frequency \*  ? ←

Email Format \*  ? ←

**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.

**VISA**

Autobill PACER fees  
 E-filing fees default  
 Admissions fees default

XXXXXXXXXXXX1111  
12/2026

Test Attorney  
1000 Testing Road  
New Orleans, LA  
70130

**Update**

**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 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.**



### 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 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>

**PACER**  
Public Access To Court Electronic Records

## 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

[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'.

CM/ECF United States Court of Appeals for the Fifth Circuit

Filing Reports **Utilities** Help Getting Started Log Out

- 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

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

This facility is for Official Court Business only. Appellate Procedure, Rule 25. Evidence of use and 3571.

Document filings on this system are subject to Federal Rule of Procedure 11 and 18 USC 1522. Document filings on this system are subject to Federal Rule of Procedure 11 and 18 USC 1522.

- 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.)

- 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  
19-55555 Add

Selected

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

Save

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