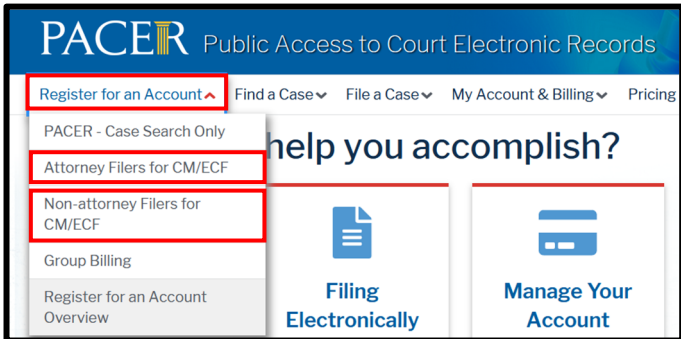

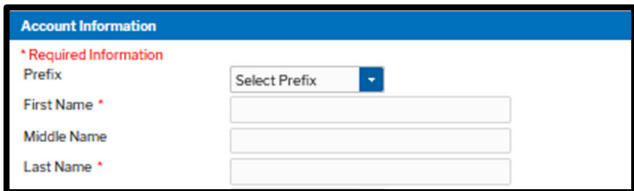
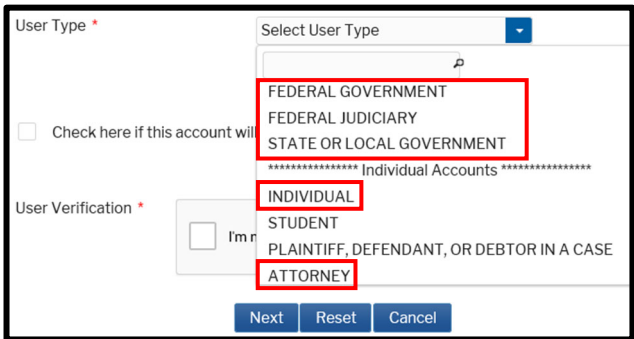


Registering for an Individual PACER Account

U.S. District Court for the Western District of Wisconsin

All filers must have an individual PACER account to file in NextGen CM/ECF. Follow the steps below if you do not have a PACER account or you share an account with others in your law firm. For questions related to your PACER account, please contact PACER at pacer@psc.uscourts.gov or 800-676-6856.

| | |
|--------|---|
| STEP 1 | Go to https://pacer.uscourts.gov |
| STEP 2 | <p>Click Register for an Account, then select Attorney Filers or Non-attorney Filers¹.</p>  |
| STEP 3 | <p>Click Register for a PACER account.</p>  |
| STEP 4 | <p>Account Information. Enter the required information (use YOUR information).</p>  <p>In the User Type field, select ATTORNEY² or INDIVIDUAL³ or an applicable Government Account⁴.</p>  <p>Click Next.</p> |

¹ Select "Non-attorney Filers for CM/ECF" if you are a pro se party with e-filing rights.

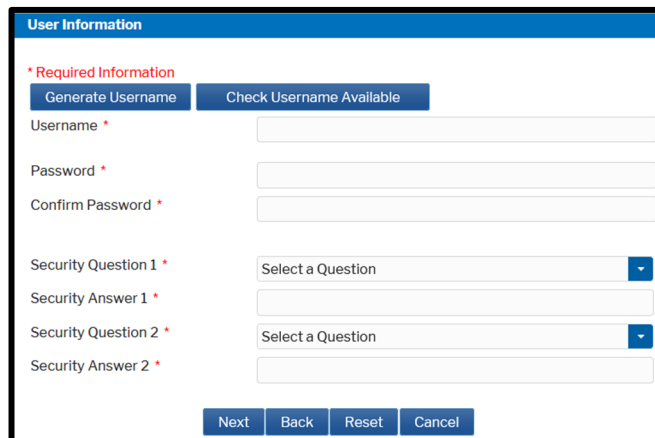
² Choose ATTORNEY if you are an attorney and do not work for a government agency.

³ Choose INDIVIDUAL if you are not an attorney and do not work for a government agency.

⁴ If you work for a government agency, make the appropriate selection under the Government Accounts section.

STEP 5

User Information. Create a Username and Password and select Security Questions. Click **Next**.



User Information

*** Required Information**

Username *

Password *

Confirm Password *

Security Question 1 *

Security Answer 1 *

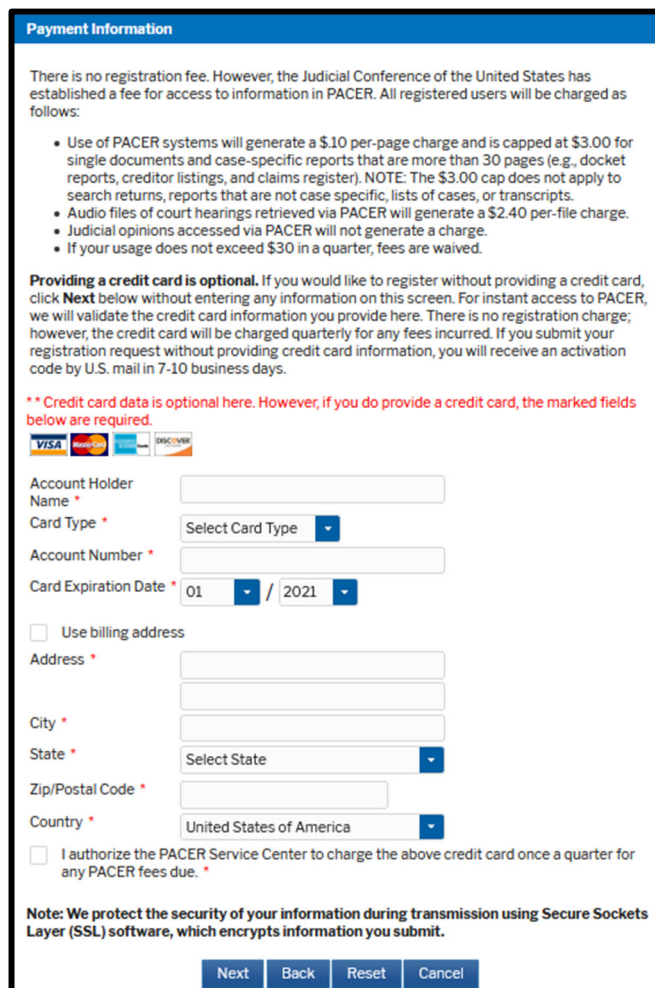
Security Question 2 *

Security Answer 2 *

STEP 6

Payment Information. Optional. Provide payment information for PACER fees. If you want to register without a credit card, click **Next** without entering any information on this screen.

NOTE: If you submit a registration request without providing credit card information, you will not be able to immediately access PACER. You will receive an activation code by mail in 7-10 business days.




Payment Information

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of PACER systems will generate a \$.10 per-page charge and is capped at \$3.00 for single documents and case-specific reports that are more than 30 pages (e.g., docket reports, creditor listings, and claims register). NOTE: The \$3.00 cap does not apply to search returns, reports that are not case specific, lists of cases, or transcripts.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.
- Judicial opinions accessed via PACER will not generate a charge.
- If your usage does not exceed \$30 in a quarter, fees are waived.

Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.

**** Credit card data is optional here. However, if you do provide a credit card, the marked fields below are required.**



Account Holder Name *

Card Type *

Account Number *

Card Expiration Date * /

☐ Use billing address

Address *

City *

State *

Zip/Postal Code *

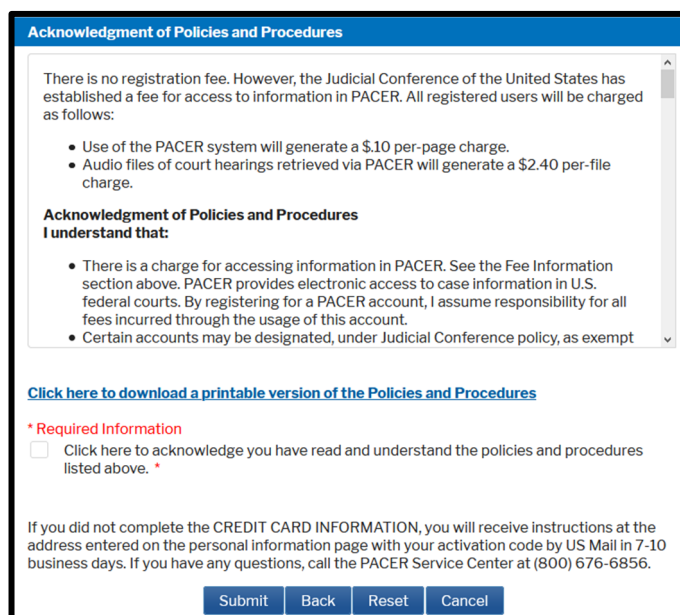
Country *

☐ I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

STEP 7

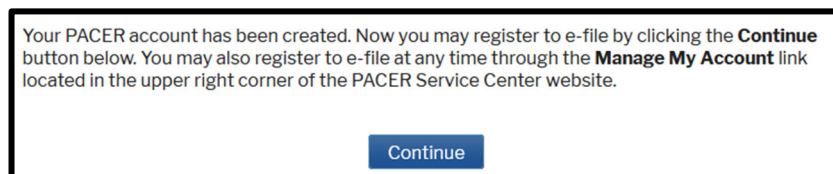
Read policies and procedures, check box to acknowledge, then click **Submit**.



The screenshot shows a web form titled "Acknowledgment of Policies and Procedures". It contains the following text: "There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:" followed by two bullet points: "• Use of the PACER system will generate a \$.10 per-page charge." and "• Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge." Below this is a section titled "Acknowledgment of Policies and Procedures" with the text "I understand that:" followed by three bullet points: "• There is a charge for accessing information in PACER. See the Fee Information section above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account." and "• Certain accounts may be designated, under Judicial Conference policy, as exempt". Below the bullet points is a link: "Click here to download a printable version of the Policies and Procedures". Underneath the link is a section titled "* Required Information" with a checkbox and the text "Click here to acknowledge you have read and understand the policies and procedures listed above. *". At the bottom of the form are four buttons: "Submit", "Back", "Reset", and "Cancel".

STEP 8

Your PACER account has been created.



The screenshot shows a confirmation message: "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." Below the message is a single button labeled "Continue".

NOTE: On the screen shown above, do NOT click **Continue** to register to e-file. If you already file in the Western District of Wisconsin, you will link your PACER account to your existing CM/ECF account on or after April 25, 2022. If you do not already file in the Western District of Wisconsin, then please return to <https://pacer.uscourts.gov> on April 25, select "Manage Your Account," click the "Maintenance" tab, and register to file in this district.

For additional information, please visit <https://www.wiwd.uscourts.gov> or call (608) 264-5156 between 8:00 AM and 4:30 PM, Monday through Friday, to reach the Clerk's Office.