

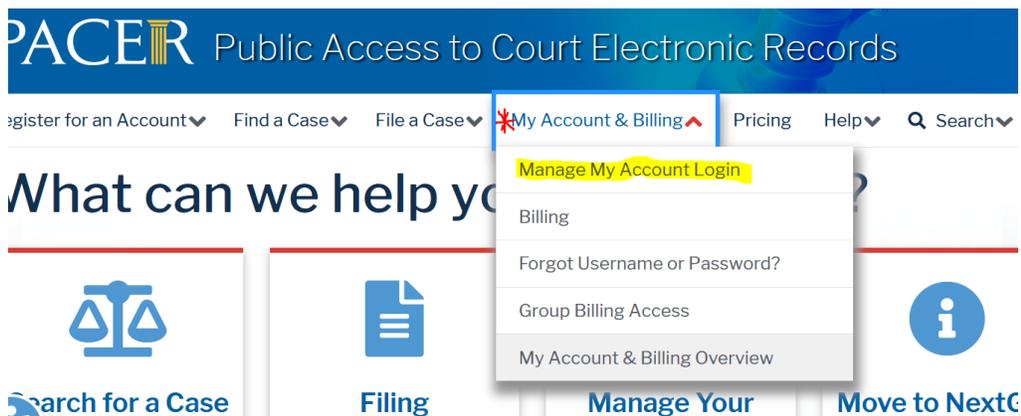
# REGISTERING FOR AN E-FILER ACCOUNT

If you do not have a PACER account, please register for one first.

If you already have a PACER account, please follow these steps:

1 GO TO [pacer.uscourts.gov](http://pacer.uscourts.gov)

2 CLICK **My Account & Billing for an Account** ON THE MENU BAR  
SELECT **Manage My Account Login**

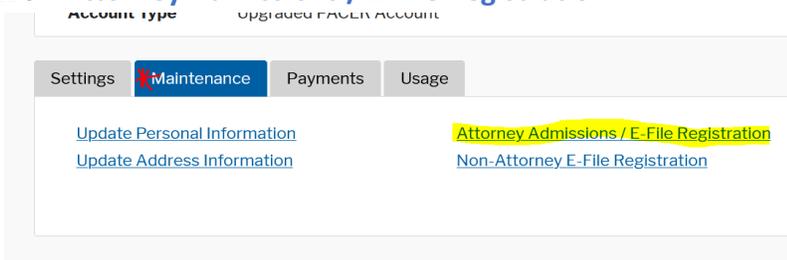


3 CLICK THE BLUE **Log in to Manage My Account** BOX  
TOWARDS THE MIDDLE OF THE PAGE

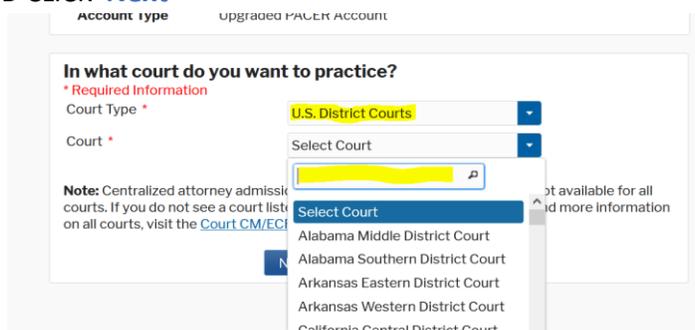


4 ENTER YOUR USERNAME AND PASSWORD  
AND CLICK **Login**

5 CLICK THE **Maintenance** TAB  
SELECT **Attorney Admissions / E-File Registration**



6 SELECT **U.S. District Courts**  
SELECT **Pennsylvania Eastern District Court**  
AND CLICK **Next**



## 7 SELECT **E-File Registration Only**

What would you like to apply/register for?

**E-File Registration Only**

Pro Hac Vice

Multi-District Litigation

Federal Attorney

## 8 COMPLETE FORM AND CLICK **Next**

## 9 ENTER PAYMENT INFORMATION (OPTIONAL) AND CLICK **Next**

## 10 READ AND CHECK THE **Terms and Conditions** CLICK **Submit**

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.**

## 11 YOU WILL RECEIVE A CONFIRMATION PAGE

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**.

## 12 YOU WILL RECEIVE AN E-MAIL WHEN YOUR REQUEST HAS BEEN PROCESSED *COULD TAKE UP TO 1 DAY*

FOR ANY REGISTRATION QUESTIONS, CONTACT PACER  
(800) 676-6856