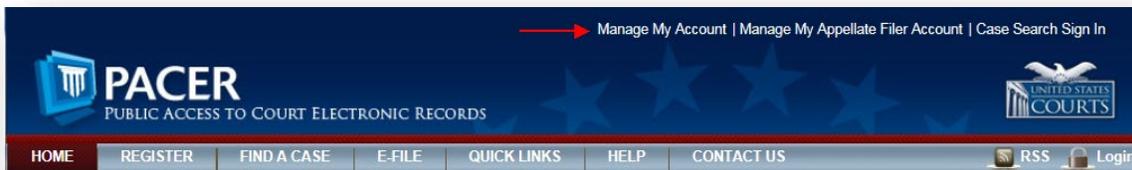


WESTERN DISTRICT OF ARKANSAS ATTORNEY E-FILING

The following instructions are for attorneys with existing upgraded PACER accounts. **If you have been admitted to practice in the U.S. District Court for the Eastern District of Arkansas** but you have not registered to file in the Western District of Arkansas, you need to apply to be an E-Filer in the Western District of Arkansas. Follow the steps below to apply for E-Filing privileges.

NOTE: Follow the Pro Hac Vice (PHV) [Instructions](#) if you plan to appear PHV in a case. If you use the E-Filing instructions for PHV access, your E-Filing request will be rejected.

1. Go to www.pacer.gov and click **Manage My Account**.



2. Login if you have not done so already.

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

*** Required Information**

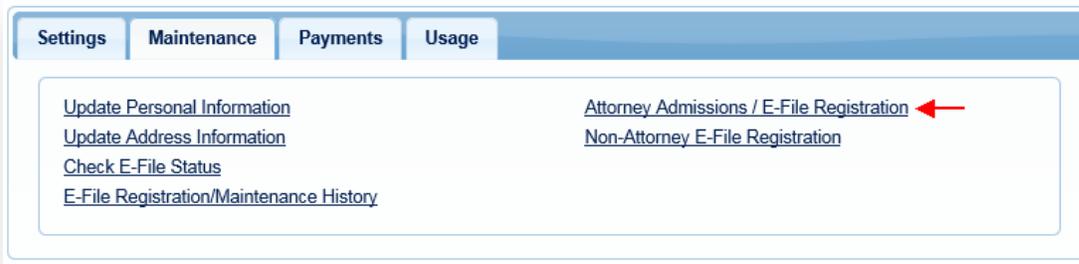
Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

3. Click the Maintenance tab then click the Attorney Admissions/E-File Registration link.



4. Select U.S. District Courts as the Court Type and Arkansas Western District Court as the Court. Click Next.

The form is titled "IN WHAT COURT DO YOU WANT TO PRACTICE?". It includes a red asterisk and the text "* Required Information". There are two dropdown menus: "Court Type *" with "U.S. District Courts" selected, and "Court *" with "Arkansas Western District Court (test) - NextGe" selected. Below the dropdowns is a note: "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. For a listing of all court websites visit the [Court Links Page](#)." At the bottom, there are three buttons: "Next" (highlighted), "Reset", and "Cancel".

5. Select E-File Registration Only.

The form is titled "WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?". It features five buttons stacked vertically: "Attorney Admissions and E-File", "E-File Registration Only" (highlighted with a red arrow), "Pro Hac Vice", "Multi-District Litigation", and "Federal Attorney".

6. Select Arkansas Eastern District Court as the court you are already admitted.

Additional Filer Information

Already Admitted at Court

Court Bar ID

Other Names Used

Most Recent Case
(in court where you are registering)

State Bar ID

State

7. Delivery Method and Formatting

Enter your Email address.

Email Frequency and Email Format. Note that HTML is the preferred Email format.

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email *

Confirm Primary Email *

Email Frequency *

Email Format *

8. Set default payment information if desired (it is not required). Click Next after adding payment information or click Next to bypass this screen.

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.

9. Review the E-Filing terms of use. Click Submit.

[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.

10. The Court will review your E-Filing request and provide you with further instructions via email.