

## Register for New PACER Account

1. Navigate to [www.pacer.gov](http://www.pacer.gov)

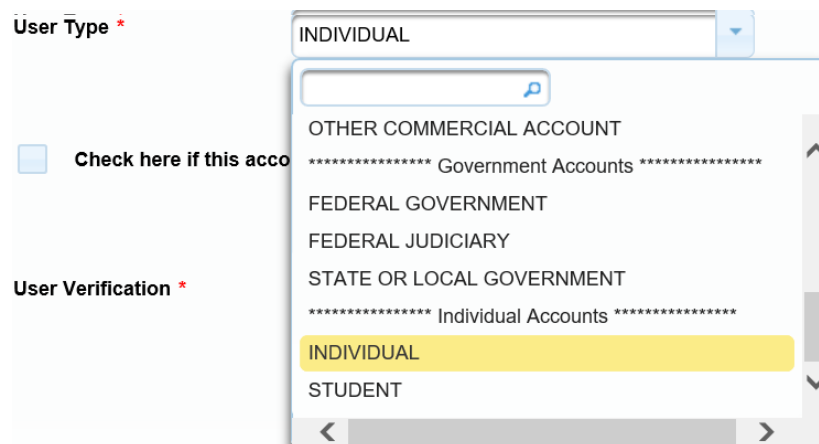
2. Click **REGISTER**



3. Select **Attorney Filers** from the menu on the left, then select **Register Now**. NOTE: **Do not** click Start under the Registration Wizard



4. Complete the registration form. Select INDIVIDUAL as your user type. (You will have to scroll to the bottom of the list.) Click **Next** when finished.

A screenshot of a registration form. The 'User Type' dropdown menu is open, showing a list of options: 'INDIVIDUAL' (highlighted in yellow), 'STUDENT', 'OTHER COMMERCIAL ACCOUNT', '\*\*\*\*\* Government Accounts \*\*\*\*\*', 'FEDERAL GOVERNMENT', 'FEDERAL JUDICIARY', and 'STATE OR LOCAL GOVERNMENT'. The form also includes a checkbox labeled 'Check here if this acco' and a 'User Verification' field.

5. After selecting the user type, check the box if you have been appointed to the CJA Attorney Panel and select Arkansas Western as the CJA Jurisdiction.



Check here if this account will be used by an attorney appointed to the CJA Attorney Panel

CJA Jurisdiction \*

Arkansas Western

6. Create a Username and Password, and select Security Questions. Click **Next** when finished.
7. Enter **payment information** if desired.  
**PLEASE NOTE:** Providing a credit card is optional. There is no registration fee. HOWEVER, if you submit your registration request without providing credit card information, you will have to wait to receive an activation code via U.S. mail, which takes 7-10 business days.
8. Read and acknowledge the policies and procedures. Click **Submit**.
9. Read the information on the confirmation page.
10. If you have any questions, **contact PACER at 1-800-676-6856**