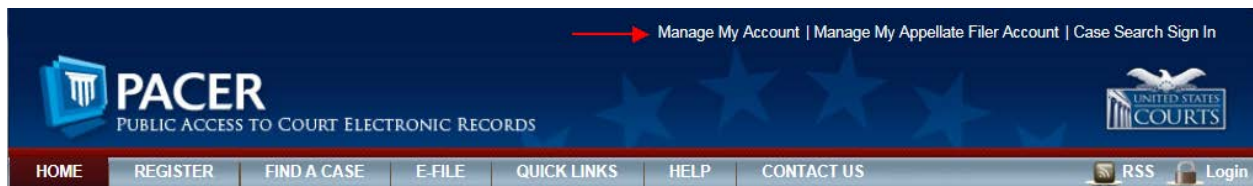


WESTERN DISTRICT OF ARKANSAS FEDERAL ATTORNEY REGISTRATION

The following instructions are for attorneys with existing upgraded PACER accounts. If you do not have an **individual** PACER account, click this [link](#) for instructions on creating an account. If you do not have an **upgraded individual** PACER Account, click on this [link](#) for instructions on how to upgrade your account. Once you have an upgraded individual PACER Account, follow the steps below to request filing access.

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

MANAGE MY ACCOUNT

Welcome, Nicholas Styles

Logout

Account Number	7034632
Username	Nickstyles1991
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Settings Maintenance Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)
[Update Address Information](#) [Non-Attorney E-File Registration](#)
[Check E-File Status](#)
[E-File Registration/Maintenance History](#)

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

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type * U.S. District Courts ←

Court * Arkansas Western District Court (test) - NextGe ←

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](#).

Next Reset Cancel

5. Select Federal Attorney

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

Attorney Admissions and E-File

E-File Registration Only

Pro Hac Vice

Multi-District Litigation

Federal Attorney



Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court

Any attorney requesting filing access in the U.S. District Court, Western District of Arkansas, must be admitted by an approved enrollment petition or pro hac vice motion.

Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court

Admission information is available on the Court's public website:
www.arwd.uscourts.gov -> Attorney Information tab. Please review Local Rule 83.5
prior to submitting any petition or motion to appear pro hac vice.

6. You **must** enter your Federal Agency contact information on the Complete All Sections Of E-File Registration screen.

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

*** Required Information**

Role in Court **Attorney**

Title

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

7. Delivery Method and Formatting

You must enter your Federal Agency 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. Click **Next** to bypass the payment 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.



Autobill PACER fees
 E-filing fees default
 Admissions fees default

XXXXXXXXXXXX4747
03/2020
Nicholas Styles
35. E Mountain
Fayetteville, AR
72701

[Add Credit Card](#)
[Add ACH Payment](#)

9. Check the Acknowledgement of Policies and Procedures for Attorney Admissions box and the two Attorney E-Filing Terms of Use acknowledgement boxes. Click Submit.

E-Filing Terms of Use

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 by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for 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.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court(s), are solely responsible

[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.

17. The Court will review your admission request and provide you with further instructions via email.