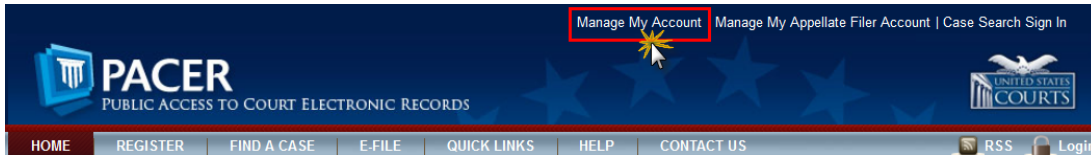


E-File Registration Procedures for:

- MDL Attorneys;
- Federal Government Attorneys;
- Out-of-state attorneys who are retained to represent defendants in criminal cases

1. Navigate to www.pacer.gov
2. Click **Manage My Account** at the very top of the page

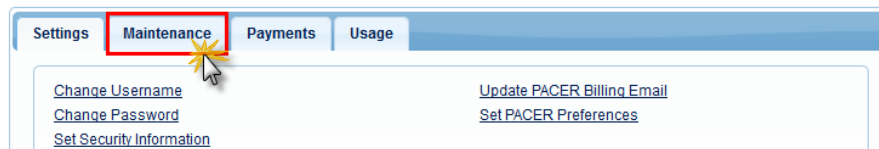


3. **Login** with your PACER username and password

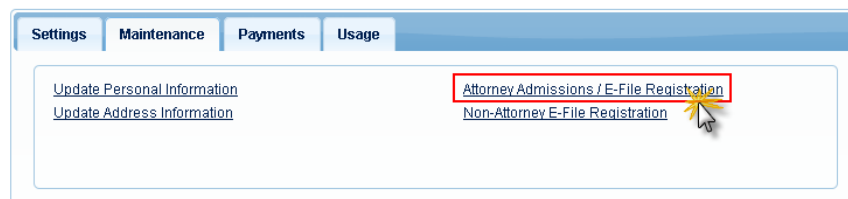


The screenshot shows the login form on the PACER website. The form has a title 'Login' and a section for '* Required Information'. There are two input fields: 'Username *' and 'Password *'. Below the fields are three buttons: 'Login', 'Clear', and 'Cancel'. The 'Login' button is highlighted with a yellow starburst cursor. Below the buttons are links for 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. A notice at the bottom states: '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.'

4. Click on the **Maintenance** tab



5. Select **Attorney Admission/E-File Registration**



6. Select **U.S. District Courts** as the Court Type and **New Jersey District Court** as the Court. Click **Next**.

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type * U.S. District Courts

Court * Minnesota District Court

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

7. Click on the two links at the bottom of the page to review the Electronic Filing **Policies and Procedures**.

[Before continuing, view the local Policies and Procedures for the selected court \(Electronic File URL\)](#)

All filers must have read and be familiar with the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, Federal Rules of Evidence and the Local Rules of the Court, including the Electronic Case Filing Procedures. Attorneys who are seeking full admission to the court must complete and have ready to upload their Petition for Admission to Practice along with their certificates from two active members of the bar.

[Before continuing, view the local Policies and Procedures for the selected court \(Attorney URL\)](#)

USDC DISTRICT OF MINNESOTA ATTORNEY ADMISSIONS - SEE LOCAL RULE 83.5. Attorneys seeking full admission to the court should select "Attorney Admissions and E-File." Pro Hac Vice Attorneys should select "Pro Hac Vice." MDL Attorneys should select "Multi-District Litigation." Federal Government Attorneys seeking Pro Hac Vice Admission or Special Permission to Practice should select "Federal Attorney."

8. Select **the type of admission** you are seeking: Multi-District Litigation or Federal Attorney. For an out-of-state attorney who is retained to represent defendants in criminal cases, select E-Filing Registration Only.

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

Attorney Admissions and E-File

E-File Registration Only

Multi-District Litigation

Federal Attorney

CR PHV

MDL

Federal Atty

9. Complete all sections of the **E-File Registration** section, INCLUDING the **Additional Filer Information** and click **Next**.

10. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen. You can add a credit card or ACH payment method for each of the following fee types:

- **P**: PACER search fees
- **E**: Filing fees
- **A**: Admissions/renewal fees

To use the same account for multiple fee types, once account information is entered, click on the letter(s) on the left to designate the entered payment method to that account. The letter icon will turn from grey to blue once it has been designated an account.

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 **Manage Recurring Payments** 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 and set any of them as the default for your search fees, admissions/renewal fees, and/or e-file fees.

To set a payment method as a default, click the gray icon, which will turn blue when selected.

- P** Click this icon to set the default payment method for your PACER search fees. The selected card will be automatically charged for your quarterly usage.
- E** Click this icon to set the default payment method for your filing fees.
- A** Click this icon to set the default payment method for your admissions/renewal fees.

Add Credit Card
Add ACH Payment

VISA
XXXXXX00000000000000001111
04/2021
Test Attorney
1234 Anywhere Street
Minneapolis, MN
55415
Update

Next **Back** **Cancel**

11. Check the two **Attorney E-Filing Terms and Conditions** acknowledgment boxes.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *

Check 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.](#) *

12. Click **Submit**. The court will review your admission request and you provide you with further instructions via email.