

# How To Sign Up For PACER

**PACER is the Federal Courts  
Public Document Access Site. The  
sign up process takes a week so  
we recommend signing up today.**

**PACER = Public Access to Court  
Electronic Records**



# **Why Do I need PACER**

For attendees of the THS CSED/Bankruptcy Seminar Day 5 is the marketing day on how to find Bankruptcy Leads for tax resolution cases.

It also allows tax professionals to research bankruptcy and federal court cases for CSED tolling calculations and case research.

# How To Sign Up For PACER

1. Go to PACER registration Page:
  - <https://pacer.uscourts.gov/register-account/pacer-case-search-only>
2. Follow the instructions on the following slides.
  1. Note: If you use a credit card to register you have immediate access. If you do not you need to wait 7-10 days for a letter with a registration code be mailed to your address. I recommend using a credit card.
  2. On the registration page you can sign up as a business or an individual. If you sign up as a business you need an EIN. I always register as an individual.

Home > Register for an Account

## PACER – Case Search Only

To search for federal court records online you must register for a PACER account. A PACER account will allow you to:

- Search a nationwide index of federal court records using the PACER Case Locator.
- Search for a specific case in the federal court where it's filed.

There is no fee to register. However, there is a [fee to access court records](#) once logged into PACER.

For immediate access to court records, provide a credit card during registration. If you do not provide a credit card, an activation token will be sent by U.S. mail to the address you provided on the registration form. Please allow 7-10 business days for mail delivery. For security reasons, activation tokens cannot be emailed, faxed, or given over the phone.

[Review frequently asked questions](#) about registering for an account.

If you would like to try PACER before registering, visit a [demonstration site](#) that is free to use. Learn more about how to use PACER:

- [PACER User Manual](#)
- [Job Aides/Quick Reference Guide](#)

[Register for a PACER account](#)

If not there already go to <https://pacer.uscourts.gov/>  
And click on Register for an account and choose CASE Search Only

## Registration

### PACER - Case Search Only Registration

#### Account Information

\* Required Information

Prefix	Select Prefix ▾
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Generation	Select Generation ▾
Suffix	Select Suffix ▾
Date of Birth *	<input type="text"/> 
Firm/Office	<input type="text"/>
Unit/Department	<input type="text"/>
Address *	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Room/Suite	<input type="text"/>
City *	<input type="text"/>
State *	Select State ▾
Zip/Postal Code *	<input type="text"/>
Country *	United States of America ▾
Primary Phone *	<input type="text"/>
Alternate Phone	<input type="text"/>
Text Phone	<input type="text"/>
Fax Number	<input type="text"/>
Email *	<input type="text"/>
Confirm Email *	<input type="text"/>
User Type *	Select User Type ▾
<input type="checkbox"/> Check here if this account will be used for the PACER Panel	<input type="checkbox"/>
User Verification *	<input type="checkbox"/>

- FEDERAL GOVERNMENT
- FEDERAL JUDICIARY
- STATE OR LOCAL GOVERNMENT
- \*\*\*\*\* Individual Accounts \*\*\*\*\*
- INDIVIDUAL ←
- STUDENT
- PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE
- ATTORNEY

I recommend you sign up as an individual. If you sign up as a business you need to enter your EIN (Your choice which way). This is who is responsible for the PACER Bill.

# Registration

## PACER - Case Search Only Registration

### User Information

\* Required Information

Generate Username

Check Username Available

Username \*

Password \*

Confirm Password \*

Security Question 1 \*

Security Answer 1 \*

Security Question 2 \*

Security Answer 2 \*

Next

Back

Reset

Cancel

Create a username and password.

# Registration

## PACER - Case Search Only Registration

### Payment Information

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of PACER systems will generate a \$.10 per-page charge and is capped at \$3.00 for single documents and case-specific reports that are more than 30 pages (e.g., docket reports, creditor listings, and claims register). NOTE: The \$3.00 cap does not apply to search returns, reports that are not case specific, lists of cases, or transcripts.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.
- Judicial opinions accessed via PACER will not generate a charge.
- If your usage does not exceed \$30 in a quarter, fees are waived.

**Providing a credit card is optional.** If you would like to register without providing a credit card, click **Next** below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.

\*\* Credit card data is optional here. However, if you do provide a credit card, the marked fields below are required.



Account Holder Name \*  Enter your name as it appears on your account.

Card Type \*

Account Number \*

Card Expiration Date \*  /

Use billing address

Address \*

City \*

State \*

Zip/Postal Code \*

Country \*

I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due. \*

**Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.**

Registering with a credit card provides immediate access to the system.

Alternatively, you can register without but you will need to wait 7-10 business days for a registration code to be mailed to you before you have access.

**I recommend using the Credit Card Registration and getting immediate access!!!**

## Registration

### PACER - Case Search Only Registration

#### Acknowledgment of Policies and Procedures

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of the PACER system will generate a \$.10 per-page charge.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.

#### Acknowledgment of Policies and Procedures I understand that:

- There is a charge for accessing information in PACER. See the Fee Information section above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.
- Certain accounts may be designated, under Judicial Conference policy, as exempt

[Click here to download a printable version of the Policies and Procedures](#)

\* Required Information

- Click here to acknowledge you have read and understand the policies and procedures listed above. \*

If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.

Submit

Back

Reset

Cancel

All done. If you used a credit card you have access.

## Registration

### PACER - Case Search Only Registration

**Thank you for registering with the PACER Service Center!**

Thank you for registering.

You may go to the [court links](#) page to find your court and begin a case search, or go to [Manage My Account](#) to update your account information.

The Judicial Conference of the United States has established a \$.10 per-page fee for access to PACER. All registered agencies or individuals will be charged the fee. If usage is under \$30 in a quarter, the fees will be waived. If over \$30, the account is billed for all usage.

Fee examples:

- If you enter a party name and receive 2 pages of matches, the charge is \$0.20.
- If you enter a case number and the docket is 10 pages, the charge is \$1.00.
- If you select a docket entry that is 5 scanned pages, the charge is \$0.50.

NOTE: There is a 30-page cap for images of filed documents and case-specific reports (e.g., docket, creditor listing, claims register). You will not be charged more than \$3.00 when you access these items that are more than 30 pages. The cap does not apply to case listings, name search results, or transcripts (when available online).

Continue

Done

Use caution. If you are not careful there are stories about people requesting too much data and being charged over \$100. Please wait until our marketing class to learn how to filter your searches to minimize charges.

Link to national case searches (including bankruptcy):  
<https://pcl.uscourts.gov/pcl/index.jsf>

I recommend using the national search instead of the court specific search. You can play with both but be careful about unfiltered searches that may result in big charges.

The screenshot shows the PACER Case Locator website. At the top, there is a dark navigation bar with the PACER Case Locator logo on the left, navigation links for "New Search", "Saved Items", and "Court Information" in the center, and a user profile for "Rebecca Nemeth" on the right. Below the navigation bar is a "Welcome" message. The main content area is divided into several sections: "Quick Searches" with links for "Find Cases", "Find Cases (Advanced)", "Find Parties", "Find Parties (Advanced)", "Find Bankruptcy by SSN/EIN", and "Find Bankruptcy (Advanced)"; "My Recently Run Saved Searches" showing "No saved searches"; "PCL Statistics" with a table of case counts; and "Quick Links" with icons for PACER, U.S. Courts, Court Links, PCL Help, PACER FAQ, and Statistics. At the bottom, there is a checkbox to "Make this my PCL home page." and a footer with links for "Contact Us", "Privacy & Security", "PACER FAQ", and "Legacy PCL". A footer note states: "This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center."

Case Counts	
Appellate	1,447,118
Bankruptcy	35,555,496
Civil	8,888,589
Criminal	10,237,457
<b>Party Count</b>	<b>333,920,754</b>

# QUESTIONS?

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**[TaxHelpSoftware.com](http://TaxHelpSoftware.com)**