

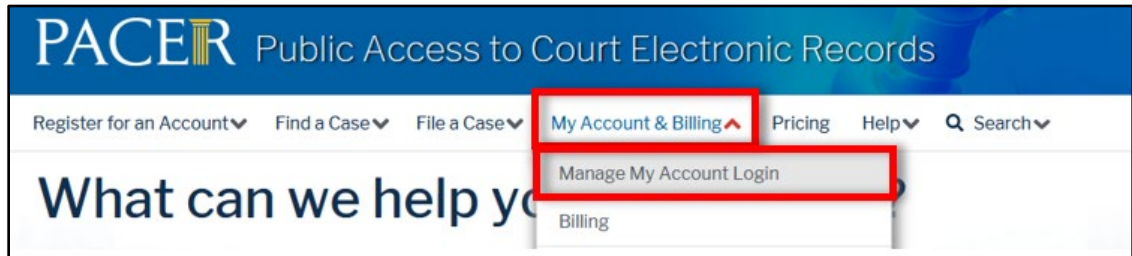
REGISTERING FOR E-FILING ACCESS FOR WESTERN DISTRICT OF NORTH CAROLINA

Attorneys admitted in the United States District Court for the Western District of North Carolina and Pro Hac Vice counsel must register for electronic filing through their upgraded individual PACER account.

STEP 1

Go to **PACER** at <https://pacer.uscourts.gov/>

Select **Manage My Account Login**



STEP 2

Log into **Manage My Account** with your upgraded individual PACER username and password.

STEP 3

Click the **Maintenance** tab then select **Attorney Admission/E-File Registration**



STEP 4

Select **U.S. District Courts** from the **Court Type** drop-down box
Select **North Carolina Western District** from the **Court** drop-down box

In what court do you want to practice?

*** Required Information**

Court Type *	U.S. District Courts	▼
Court *	North Carolina Western District	▼

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. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

Next Reset Cancel

STEP 5

Members of the NC Bar click on **E-File Registration Only** link

Counsel admitted PHV click on **Pro Hac Vice**

Counsel in MDL North Carolina Western cases click **Multi-District Litigation**

Government counsel/Federal Attorneys click on **Federal Attorney**

What would you like to apply/register for?

E-File Registration Only

Pro Hac Vice

Multi-District Litigation

Federal Attorney

STEP 6

Complete applicable sections of E-File Registration Screen

Filer Information

*** Required Information**

Role in Court Attorney
Title

Name Royce Attorney

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one.***

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

STEP 7

Complete Additional Filer Information if applicable

You **MUST** complete the Delivery Method and Formatting section of the form. This is used for electronic notification in cases in which you are involved.

In the **Email Frequency** dropdown:

Select **Once Per Day** for a daily summary notification or **At the Time of Filing** for individual notice.

The screenshot shows a web form with two main sections: 'Additional Filer Information' and 'Delivery Method and Formatting'. The 'Additional Filer Information' section contains several input fields: 'Already Admitted at Court' (a dropdown menu with 'Select Court' selected), 'Court Bar ID' (a text input field), 'Other Names Used' (a text input field), and 'Most Recent Case (in court where you are registering)' (a text input field). Below these are 'State Bar ID' (a text input field with '59999' entered) and 'State' (a dropdown menu with 'North Carolina' selected). The 'Delivery Method and Formatting' section starts with a checkbox labeled 'Use a different email. Checking this will clear the primary email fields below.' Below this are 'Primary Email *' and 'Confirm Email *' (both text input fields with 'YourEmail@office.com' entered). At the bottom of this section are 'Email Frequency *' (a dropdown menu with 'At The Time of Filing (One E' selected) and 'Email Format *' (a dropdown menu with 'HTML' selected). At the bottom of the form are four buttons: 'Next', 'Back', 'Reset', and 'Cancel'. Three blue callout boxes with arrows point to specific fields: one points to the 'Court Bar ID' field with the text 'Other Federal Court attorney is admitted, if applicable'; another points to the 'State Bar ID' field with the text 'North Carolina State Bar Number'; and a third points to the 'Email Format *' dropdown with the text 'Select HTML unless you are having difficulty with your emails'. A red box highlights the 'Already Admitted at Court', 'Court Bar ID', 'Other Names Used', 'Most Recent Case', 'State Bar ID', and 'State' fields. Another red box highlights the 'Email Frequency *' and 'Email Format *' fields.

Additional Filer Information

Already Admitted at Court: Select Court

Court Bar ID: [Text Input]

Other Names Used: [Text Input]

Most Recent Case (in court where you are registering): [Text Input]

State Bar ID: 59999

State: North Carolina

Delivery Method and Formatting

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

Primary Email *: YourEmail@office.com

Confirm Email *: YourEmail@office.com

Email Frequency *: At The Time of Filing (One E)

Email Format *: HTML

Other Federal Court attorney is admitted, if applicable

North Carolina State Bar Number

Select HTML unless you are having difficulty with your emails

Next Back Reset Cancel

STEP 8

Set default payment information if desired (not required). You can add a new credit card or designate your existing credit card as the default method for filing fees by selecting appropriate boxes.

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.

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

Default payment information if desired (not required)

[Next](#) [Back](#) [Cancel](#)

STEP 9

Review and acknowledge the Attorney E-Filing Terms and Conditions and the Court Policies and Procedures.

Click **Submit**. The court will review your electronic filing registration request and you will receive further information via email.

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

[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.