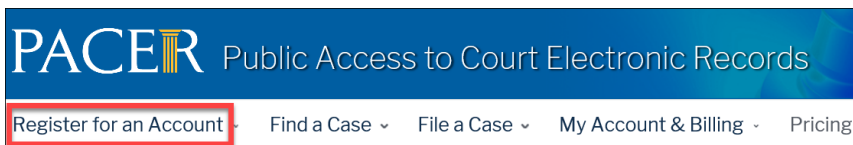


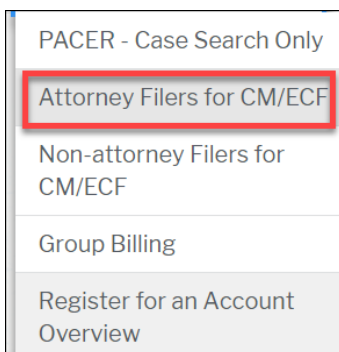
# Register for a New PACER Account and E-Filing Privileges (Attorney Filers)

All attorneys must have their own individual PACER account and register through PACER in order to file in the Arizona Bankruptcy Court. All e-filing accounts are created and managed by PACER. You only have to proceed with the below steps if you are a **new** filer to the Arizona Bankruptcy Court and did not have an CM/ECF account prior to the upgrade to NextGen.

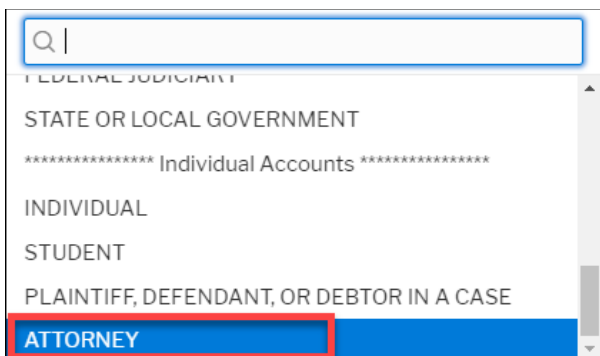
1. Go to <https://pacer.uscourts.gov>.
2. Select **Register for an Account** from menu bar.



3. Select **Attorney Filers for CM/ECF**.



4. Select **Register for a PACER Account**.
5. Complete the required fields on the registration form. Select **Attorney** for **User Type** and click **Next**. NOTE: If you work for a government agency, make the appropriate selection from the Government Accounts category.



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6. Create a **Username** and **Password**. Select **Security Questions** and click **Next**.
7. Enter the payment information. Providing a credit card is optional, however, 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. You will be able to file, however, you will not be able to view, search, etc. until your account is activated.
8. Acknowledge that you have read the policies and procedures and click **Submit**.
9. To request e-filing privileges, click **Continue**:

### Attorney Admissions and/or E-File Registration

**Click Continue to complete the attorney admissions and/or e-file registration.**

Your PACER account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the **Continue** button below. You may also apply for attorney admissions and/or register to e-file at any time through the **Manage My Account** link located in the upper right corner of the PACER Service Center website.

[Continue](#)

10. Complete all applicable fields of the registration form. For **Court Type** select **U.S. Bankruptcy Courts** and **Arizona Bankruptcy Court** for **Court**:

### In what court do you want to practice?

**\* Required Information**

Court Type \*

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

[Next](#) [Reset](#) [Cancel](#)

11. Select E-File Registration Only:

### What would you like to apply/register for?

E-File Registration Only

Pro Hac Vice

Federal Attorney

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12. Complete all section of registration form. For **Role in Court** select **Attorney**.

13. Select **Arizona District Court** if you are admitted. Also enter your **State Bar ID** and the **State**

The screenshot shows a form titled "Additional Filer Information" with the following fields:

- Already Admitted at Court: ARIZONA DISTRICT COURT (dropdown menu)
- Court Bar ID: (empty text box)
- Other Names Used: (empty text box)
- Most Recent Case (in court where you are registering): (empty text box)
- State Bar ID: 123456 (text box)
- State: Arizona (dropdown menu)

14. Enter email information:

The screenshot shows a form titled "Delivery Method and Formatting" with the following fields and options:

- Use a different email. Checking this will clear the primary email fields below.
- Primary Email \*: lawrencepaul55@gmail.com (text box with help icon)
- Confirm Email \*: lawrencepaul55@gmail.com (text box with help icon)
- Email Frequency \*: Once Per Day (Daily Summa (dropdown menu)
- Email Format \*: HTML (dropdown menu)

Buttons at the bottom: Next, Back, Reset, Cancel

15. When the form is complete, click **Next**.

16. To designate a credit card as the default payment for e-filing fees, place check mark next to **E-filing fees default** and click **Next**.

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The screenshot shows a registration form with a Visa logo in the top left. It contains three checked checkboxes: 'Autobill PACER fees', 'E-filing fees default', and 'Admissions fees default'. Below these are the fields for a masked card number 'XXXXXXXXXXXX1111' and an expiration date '01/2023'. The user's name and address are listed as 'Lawrence Paul', '4020 Summerset Ln', 'Tempe, AZ', and '85824'. There is an 'Update' button below the address. To the right of the form, there are links for 'Add Credit Card' and 'Add ACH Payment'. At the bottom of the form are three buttons: 'Next', 'Back', and 'Cancel'.

17. Acknowledge that you have read the E-filing Terms and Conditions and click **Submit**.

18. Once your registration has been processed by our Court, you will receive an email confirming access to file. Please allow one business day for the registration process to be completed.

19. Your filing account will be maintained by PACER, not through the Arizona Bankruptcy Court’s CM/ECF system. Any updates listed below will be made through the **Settings** and **Maintenance** tabs in your PACER account:

- Name change
- Address
- Email
- Forgot/change username or password
- Change credit card information
- Request e-filing privileges to other federal courts that are on NextGen

Settings	Maintenance	Payments	Usage
<a href="#">Update Personal Information</a>	<a href="#">Attorney Admissions / E-File Registration</a>		
<a href="#">Update Address Information</a>	<a href="#">Non-Attorney E-File Registration</a>		
<a href="#">Check E-File Status</a>	<a href="#">E-File Registration/Maintenance History</a>		