

Registering for Electronic Filing, a Step-by-Step Guide

- Step 1** Open your web browser and navigate to the PACER Service Center's website located at <http://www.pacer.gov>. Since the 10th Circuit is NextGen court, each filer is required to have his/her own individual, upgraded pacer account.
- Step 2** Select *Register* from the menu bar located at the top of the website. The Registration Wizard is designed to help you decide which registration option is best for your needs, including creating a pacer account and filing options for both attorneys and pro se parties. Select *Start* to proceed with the Registration Wizard.
- Step 3** You must select the 10th Circuit from the list of available courts for filing. The wizard will walk you through the process of signing into your current Pacer account, upgrading your Pacer account, or if necessary, creating a new Pacer account.
- Step 4** Once you've taken the necessary steps regarding your Pacer Account, the wizard will lead you step-by-step in registering with the 10th Circuit to obtain filing privileges. During the registration process you may opt to receive an individual Notice of Docket Activity ("NDA") for each transaction in your active cases, or you may opt to receive a daily summary of NDAs by selecting the appropriate choice from the Frequency dropdown menu located in the Delivery Method and Formatting section.
- Step 5** You will be required to read the Terms of Use and 10th Circuit's Policies and Procedures. You must check the boxes to acknowledge that you read and agree to all terms and policies.
- Step 6** Click the Submit button to complete the registration process.
- Step 7** You will receive e-mail correspondence regarding your registration request soon, generally by the next business day. If you require additional assistance, please contact the 10th Circuit Clerk's Office at (303) 844-3157 between the hours of 8:00 am and 5:00 pm, Mountain Time, Monday through Friday. The PACER Service Center is available at 800-676-6856 between the hours of 8:00 am and 6:00 pm, Central Time, Monday through Friday.