## Register for a NEW Training PACER Account and Request E-filing Privileges

New att CM/EC	torneys for debtors must have a Training PACER account for practice filing on the NextGen F Training database. Follow the steps below to create a Training PACER account.
STEP	ACTION
1	Open a web browser and navigate to www.train-pacer.uscourts.gov.
	<b>TRAINING FACE</b> Public Access to Court Electronic Records
2	Click Register for an Account from the menu bar.
	Register for an Account 🗸
3	Click Attorney Filers or Non-attorney Filers and click Register for a PACER account.
	Register for an Account
	PACER - Case Search Only
	Attorney Filers for CM/ECF
	Non-attorney Filers for
	CM/ECE
	Group Billing
	Register for an Account
	Overview
4	Enter the required information in the registration form (designated by a red asterisk "*").
	(
	Attorney Admissions and/or E-File Registration
	Account Information
	* Required Information
	Prefix Select Prefix
	Hirst Name *
	Generation Colort Consection
	Suffix Select Generation
	Date of Birth *
	Firm/Office
	Unit/Department
	Address *
	In the User Type field, choose <b>Individual</b> or <b>Attorney</b> <sup>1</sup> .
	User Type * Select User Type
	Check here if this account w FEDERAL JUDICIARY Panel
	STATE OR LOCAL GOVERNMENT
	User Verification *
	PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE
	ATTORNEY
	Click Next
1	

<sup>&</sup>lt;sup>1</sup> If you work for a government agency, please make the appropriate selection under "Government Accounts" instead of selecting an individual or attorney account.

5	Create a Username and Password and select Security Questions. Click Next.
	* Required Information       Generate Username     Check Username Available       Username *
	Password * Confirm Password *
	Security Question 1 * Select a Question   Security Answer 1 *
	Security Question 2 * Select a Question
	Next Back Reset Cancel
6	Enter payment information if desired. Providing a credit card is optional. If you would like to register without providing a credit card, click <b>Next</b> without entering any information on this screen.
7	Read and acknowledge the policies and procedures and click Submit.
	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:
	<ul> <li>Use of the PACER system will generate a \$.10 per-page charge.</li> <li>Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.</li> </ul>
	I understand that:
8	Your account has been created. Click <b>Continue</b> to request E-filing privileges with the
	MINNESOTA BANKruptcy Court. 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 <b>Continue</b> button below. You may also apply for attorney admissions and/or register to e-file at any time through the <b>Manage My Account</b> link located in the upper right corner of the PACER Service Center website.
	Continue
9	From the Court Type drop-down list, select U.S. Bankruptcy Courts. From the Court drop- down list, select Minnesota Bankruptcy Court (train). Click Next. Account Number 7041909 Username jjacobson Account Balance \$0.00 Case Search Status Inactive Account Type Upgraded PACER Account
	In what court do you want to practice? * Required Information Court Type * U.S. Bankruptcy Courts  Court * Minnesota Bankruptcy Court (train)
	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 <u>Court CM/ECF Lookup page</u> .

		Pro Hac Vice	
		Federal Attorney	
Be	efore continuing, vi	ew the local Policies and Procedures on Electronic Filing for the selected court	
	The L requi	I.S. Bankruptcy Court for the District of Minnesota res that attorneys file all documents electronically	
Co	mplete the	required information,	
File	er Information		
* R	equired Informati	on	
Ro	le in Court *	Attorney	
Tit	tle	Select a title or enter your own	
Na	ime	Joshua Jacobson	
~	l acknowledge above. Note: If account for the	that I am submitting the e-file registration for the individual listed more than one individual uses this account, you must create a new PACER individual who needs e-filing privileges, if she or he does not already have	
	one. *		
Ple	one. * ease verify your a ur CSO account. Use a different	ddress. You may also enter a different address from the one provided for address. Checking this will clear the address fields below.	
Ple you Ado	one. * ease verify your a ur CSO account. Use a different d any addit	ddress. You may also enter a different address from the one provided for address. Checking this will clear the address fields below. onal filer information, and	
Alre	one. * ease verify your a ur CSO account. Use a different d any addit ditional Filer Inform eady Admitted at urt urt Bar ID	ddress. You may also enter a different address from the one provided for address. Checking this will clear the address fields below. onal filer information, and ation	
Add Add Cou Cou	one. * ease verify your a ur CSO account. Use a different d any addit ditional Filer Inform eady Admitted at urt urt Bar ID her Names Used	ddress. You may also enter a different address from the one provided for address. Checking this will clear the address fields below. onal filer information, and ation select Court	
Ple you Add Add Alre Cou Cou Oth Moi	one. * ease verify your a ur CSO account. Use a different d any additi ditional Filer Inform eady Admitted at urt art Bar ID her Names Used st Recent Case court where you registering)	ddress. You may also enter a different address from the one provided for address. Checking this will clear the address fields below. onal filer information, and ation select Court	
Ple you Addo Adre Cou Cou Oth Mo: (in c are	one. * asse verify your a ur CSO account. Use a different d any addit ditional Filer Inform eady Admitted at urt urt Bar ID her Names Used st Recent Case court where you registering) te Bar ID	ddress. You may also enter a different address from the one provided for address. Checking this will clear the address fields below. onal filer information, and select Court	
Ple you Add Add Alre Cou Cou Oth Mo: (in c are Sta	one. * ease verify your a ur CSO account. Use a different d any additi ditional Filer Inform eady Admitted at urt art Bar ID her Names Used st Recent Case court where you registering) te Bar ID te	ddress. You may also enter a different address from the one provided for address. Checking this will clear the address fields below.	
Ple you Addo Adre Cou Oth Moo (in o are Sta	one. * ease verify your a ur CSO account. Use a different d any addit ditional Filer Inform eady Admitted at urt art Bar ID her Names Used st Recent Case court where you registering) te Bar ID te lect email o	ddress. You may also enter a different address from the one provided for address. Checking this will clear the address fields below.	
Ple you Add Add Aire Cou Cou Oth Mos (in of are Sta Sta	one. * asse verify your a ur CSO account. Use a different d any additi ditional Filer Inform eady Admitted at urt art Bar ID ter Names Used st Recent Case court where you registering) te Bar ID te lect email o elivery Metho	ddress. You may also enter a different address from the one provided for address. Checking this will clear the address fields below.	
Ple you Add Add Alre Cou Cou Oth Mo: (in o are Sta Sta	one. * asse verify your a ur CSO account. Use a different d any addit ditional Filer Inform eady Admitted at urt art Bar ID her Names Used st Recent Case court where you registering) te Bar ID te lect email of elivery Metho	ddress. You may also enter a different address from the one provided for address. Checking this will clear the address fields below.	
Ple you Addo Atre Cou Cou Oth Mo: (in of are Sta Sta	one. * ease verify your a ur CSO account. Use a different d any additi ditional Filer Inform eady Admitted at urt urt Bar ID ther Names Used st Recent Case court where you registering) te Bar ID te lect email o elivery Metho Use a differ email fields	ddress. You may also enter a different address from the one provided for address. Checking this will clear the address fields below.	
Ple you Add Add Alre Cou Cou Oth Mor are Sta Sta Sta	one. * ease verify your a ur CSO account. Use a different d any addit ditional Filer Inform eady Admitted at urt urt Bar ID her Names Used st Recent Case court where you registering) te Bar ID te lect email o elivery Methoo Use a diffed strimary Email *	ddress. You may also enter a different address from the one provided for address. Checking this will clear the address fields below.	
Ple you Addo Adre Cou Cou Oth Moo are Sta Sta Sta Sta	one. * ease verify your a ur CSO account. Use a different d any addit ditional Filer Inform eady Admitted at urt art Bar ID her Names Used st Recent Case court where you registering) te Bar ID te lect email o elivery Metho Use a differ email fields rimary Email * onfirm Email *	ddress. You may also enter a different address from the one provided for address. Checking this will clear the address fields below. onal filer information, and alion Select Court Select Court Select State Toptons. Click Next. and Formatting rent email. Checking this will clear the primary below. mnb.uscourts.test+aty53@gmail.com mnb.uscourts.test+aty53@gmail.com	
Ple you Addo Adre Cou Cou Oth More Sta Sta Sta Sta Sta El Do	one. * ease verify your a ur CSO account. Use a different d any addit ditional Filer Inform eady Admitted at urt art Bar ID her Names Used st Recent Case court where you registering) te Bar ID te lect email o elivery Metho Use a differ email fields rimary Email * onfirm Email * mail Frequency	ddress. You may also enter a different address from the one provided for address. Checking this will clear the address fields below. onal filer information, and the select Court select Court select State ptions. Click Next. and Formatting rent email. Checking this will clear the primary below. mnb.uscourts.test+aty53@gmail.com mnb.uscourts.test+aty53@gmail.com	
Ple you Addo Adre Cou Cou Oth Mox (in o are Sta Sta Sta Sta Sta El Do	one. * ease verify your a ur CSO account. Use a different d any additi ditional Filer Inform eady Admitted at urt urt Bar ID her Names Used st Recent Case court where you registering) te Bar ID te lect email o elivery Metho Use a differ email fields rimary Email * onfirm Email * mail Frequency mail Format *	ddress. You may also enter a different address from the one provided for address. Checking this will clear the address fields below. onal filer information, and tion Select Court Select Court Select State ptions. Click Next. and Formatting rent email. Checking this will clear the primary below. mnb.uscourts.test+aty53@gmail.com mnb.uscourts.test+aty53@gmail.com Mnb.uscourts.test+aty53@gmail.com Mnb.uscourts.test+aty53@gmail.com Mnb.uscourts.test+aty53@gmail.com Mnb.uscourts.test+aty53@gmail.com Mnb.uscourts.test+aty53@gmail.com Mnb.uscourts.test+aty53@gmail.com Mnb.uscourts.test+aty53@gmail.com Mnb.uscourts.test+aty53@gmail.com Mnb.uscourts.test+aty53@gmail.com Mnb.uscourts.test+aty53@gmail.com Mnb.uscourts.test+aty53@gmail.com Mnb.uscourts.test+aty53@gmail.com	

12	Add any additional credit card information. Click Next
12	
	<b>NOTE:</b> 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 <b>Make One-Time PACER Fee Payment</b> option under the <b>Payments</b> tab.
	Select your method of payment from the <b>Add Credit Card</b> and <b>Add ACH Payment</b> options below. You may store up to three payment methods.
	To designate a card as the default for e-filling or admissions fees, click the <b>Set default</b> link in the box(es) below. To remove the card as a default, click the <b>Turn off</b> link.
13	Review and Acknowledge the Terms and Conditions. Click Submit.
	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. <u>Click here to view local Court Policies and Procedures</u> .
	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.
	Submit Back Reset Cancel
14	Your request is complete. Click Done. You will receive an email from the Court that your
	CM/ECF account has been created and you are ready to file. If you do not hear from the
	Court in 48 hours, call the Court's technical help desk at 612-664-5275.
	Confirmation Page
	Thank You for registering!
	Your request has been forwarded to the court. You will receive an email when the registration
	has been processed. To check the status of your request, log in to <b>Manage My Account</b> and select the <u>E-File Registration/Maintenance History</u> from the <b>Maintenance Tab</b> .
	Done
	For questions, please contact PACER at 1-800-676-6856.