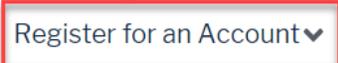
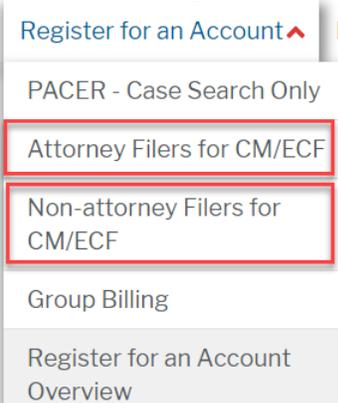
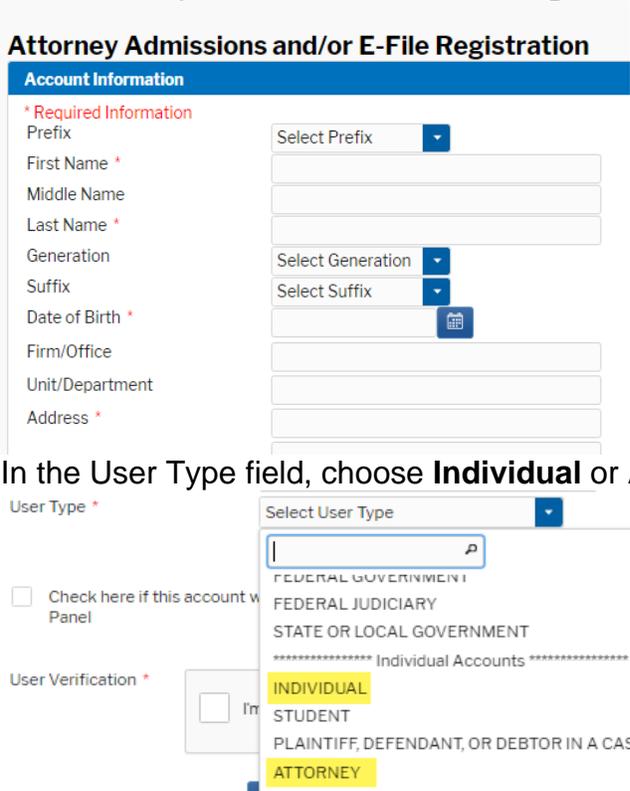
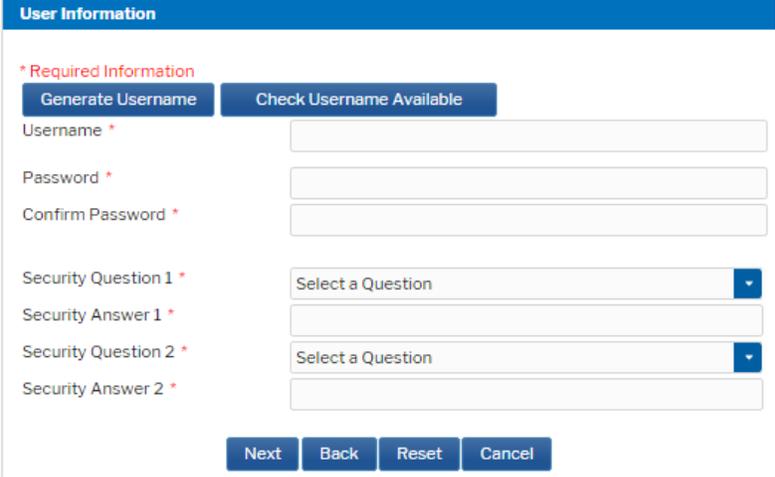
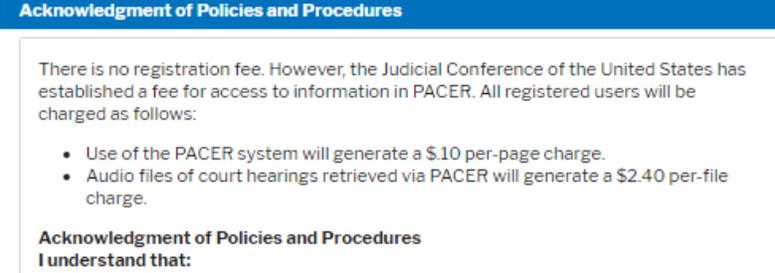
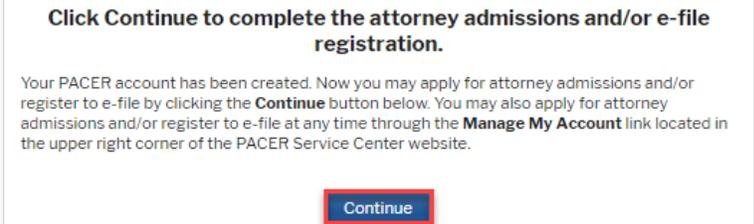
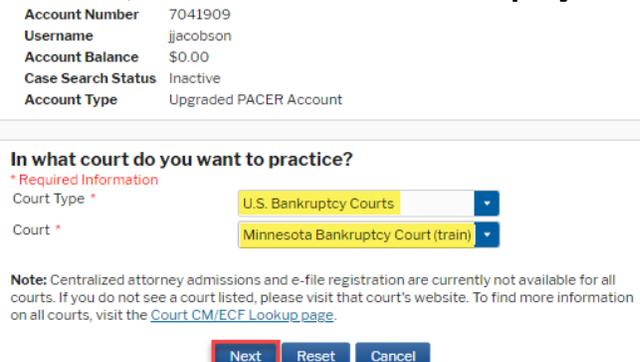


## Register for a NEW Training PACER Account and Request E-filing Privileges

New attorneys for debtors must have a Training PACER account for practice filing on the NextGen CM/ECF Training database. Follow the steps below to create a Training PACER account.

STEP	ACTION
1	Open a web browser and navigate to <a href="http://www.train-pacer.uscourts.gov">www.train-pacer.uscourts.gov</a> . 
2	Click <b>Register for an Account</b> from the menu bar. 
3	Click <b>Attorney Filers</b> or <b>Non-attorney Filers</b> and click <b>Register for a PACER account</b> . 
4	Enter the required information in the registration form (designated by a red asterisk "*"").  <p>In the User Type field, choose <b>Individual</b> or <b>Attorney</b><sup>1</sup>.</p> <p>Click <b>Next</b>.</p>

<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	<p>Create a Username and Password and select Security Questions. Click <b>Next</b>.</p> 
6	<p>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.</p>
7	<p>Read and <b>acknowledge</b> the policies and procedures and click <b>Submit</b>.</p> 
8	<p>Your account has been created. Click <b>Continue</b> to request E-filing privileges with the Minnesota Bankruptcy Court.</p> 
9	<p>From the Court Type drop-down list, select <b>U.S. Bankruptcy Courts</b>. From the Court drop-down list, select <b>Minnesota Bankruptcy Court (train)</b>. Click <b>Next</b>.</p> 

10

**Review** the Court's local policies and click **E-File Registration Only**.

What would you like to apply/register for?

E-File Registration Only

Pro Hac Vice

Federal Attorney

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

The U.S. Bankruptcy Court for the District of Minnesota requires that attorneys file all documents electronically

11

**Complete** the required information,

#### Filer Information

\* Required Information

Role in Court \*

Title

Name

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.

**Add any additional filer information, and**

#### Additional Filer Information

Already Admitted at Court

Court Bar ID

Other Names Used

Most Recent Case (in court where you are registering)

State Bar ID

State

**Select email options. Click Next.**

#### Delivery Method and Formatting

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

Primary Email \*

Confirm Email \*

Email Frequency \*

Email Format \*

**Next**

Back

Reset

Cancel

12	<p><b>Add any additional credit card information. Click <b>Next</b>.</b></p> <p><b>Payment Information</b></p> <p><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.</p> <p>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.</p> <p>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.</p> <p>To designate a card as the default for e-filing 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.</p>
13	<p><b>Review and Acknowledge the Terms and Conditions. Click <b>Submit</b>.</b></p> <p><a href="#">Click here to download a printable version of the Attorney E-filing Terms and Conditions</a></p> <p><input checked="" type="checkbox"/> Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *</p> <p><input checked="" type="checkbox"/> Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. <a href="#">Click here to view local Court Policies and Procedures.</a> *</p> <hr/> <p>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.</p> <p><b>Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.</b></p> <p><input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p>
14	<p>Your request is complete. Click <b>Done</b>. 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.</p> <p><b>Confirmation Page</b></p> <p><b>Thank You for registering!</b></p> <p>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 <a href="#">E-File Registration/Maintenance History</a> from the <b>Maintenance Tab</b>.</p> <p><input type="button" value="Done"/></p>
	<p>For questions, <b>please contact PACER at 1-800-676-6856.</b></p>