

E-FILE REGISTRATION INSTRUCTIONS

The U.S. District Court for the District of Nevada is a NextGen CM/ECF court.

In order to request e-filing privileges, you must have an upgraded individual PACER account. If you do not have an upgraded individual PACER Account, click [HERE](#) to register for one. Once you have a PACER Account, follow the steps below to register to e-file.

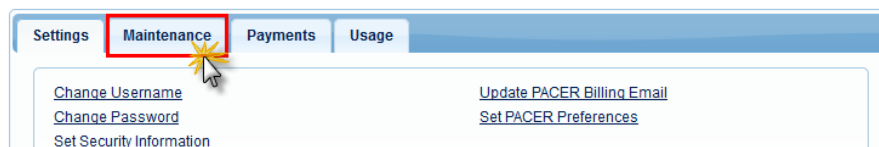
1. Navigate to www.pacer.gov
2. Click **Log in to...** at the very top of the page, and then click on **Manage PACER Account**.



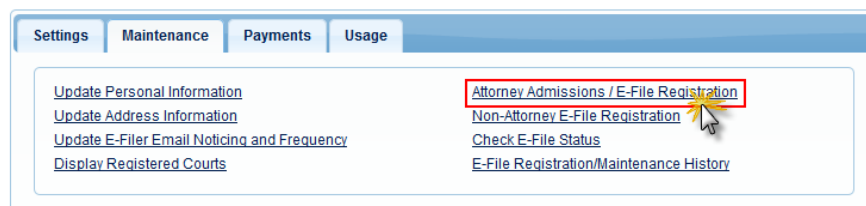
3. **Login** with your upgraded individual PACER account username and password

A screenshot of the PACER login form. It has a title 'Login' and a sub-header '* Required Information'. There are two input fields: 'Username *' and 'Password *'. Below the fields are three buttons: 'Login', 'Clear', and 'Cancel'. At the bottom, there are links for 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. A notice at the bottom states: 'NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.'

4. Click on the **Maintenance** tab



5. Select **Attorney Admission/E-File Registration**



6. Select **U.S. District Courts** as the Court Type and **Nevada District Court** as the Court. Click **Next**.

A screenshot of the PACER court selection form. It has a title 'In what court do you want to practice?' and a sub-header '* Required Information'. There are two dropdown menus: 'Court Type *' with 'U.S. District Courts' selected, and 'Court *' with 'Nevada District Court (test)' selected. A note at the bottom states: '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.' At the bottom, there are three buttons: 'Next', 'Reset', and 'Cancel'.

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- Click on the the link to review the Local Rules for **Electronic Filing Policies and Procedures** for the District of Nevada.

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

You have selected the United States District Court for the District of Nevada. Review the Local Rules Part IC for electronic filing requirements.

To qualify for e-filing privileges, attorneys must be a member of the bar of this court. Pro Hac Vice attorneys must have an order approving a verified petition for permission to practice in a particular case. Non incarcerated pro se filers (individuals representing themselves without an attorney) must have an order granting permission to e-file in a specific case.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

ATTORNEY ADMISSION.

See Local Rules IA 11-1, IA 11-2, IA 11-3, and IA 11-4 for admission requirements, and read the instructions located on our website at <https://www.nvd.uscourts.gov/attorney-admissions>

A Motion for Admission form must be completed and signed.

- Select **E-File Registration Only** if you are an attorney already admitted to the Nevada Federal Bar. Select **Pro Hac Vice** or **Federal Attorney**, if more appropriate.

What would you like to apply/register for?

Attorney Admissions and E-File

E-File Registration Only

Pro Hac Vice

Federal Attorney

- Complete all sections on the **E-File Registration** page – this includes **filer Information; Additional Filer Information and Delivery Method and Formatting** and click **Next**. Note that HTML is the preferred Email Format.

Delivery Method and Formatting

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

Primary Email * attymnd+32@gmail.com

Confirm Primary Email * attymnd+32@gmail.com

Email Frequency * At The Time of Filing (One Email pe

Email Format * HTML

Next Back Reset Cancel

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10. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen.

You can add a credit card method for each of the following fee types:

- **P:** PACER search fees; **E:** Filing fees **A:** Admissions/renewal fees
- **NOTE:** The U.S. District Court for the District of Nevada does not accept ACH payments.

The screenshot shows a web form for setting payment information. At the top, a yellow box contains a note: "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." Below this, text explains that the section is optional and that users can select "Make One-Time PACER Fee Payment" if they do not enter information here. It then instructs users to select payment methods from "Add Credit Card" and "Add ACH Payment" options, noting that up to three methods can be stored. A final instruction says to click "Set default" for a card or "Turn off" to remove it. The form area contains two links: "Add Credit Card" and "Add ACH Payment". At the bottom, there are three buttons: "Next", "Back", and "Cancel".

11. Read and check the **Attorney E-Filing Terms and Conditions** and the **Court Policies and Procedures** boxes.

The screenshot shows two checkboxes, each with a red border and a yellow checkmark icon. The first checkbox is followed by the text: "Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *". The second checkbox is followed by the text: "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.](#) *".

12. Click **Submit**. The court will review your e-file registration request and provide you with further instructions and/or approval via email.