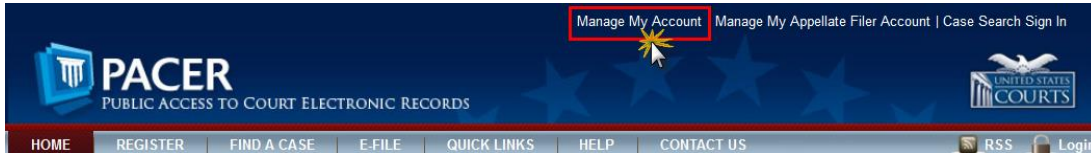


# NON-ATTORNEY E-FILE REGISTRATION

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

**In order to register for e-filing privileges, you must have: (1) been granted permission by this Court to electronically file in a particular case, and (2) have an upgraded individual PACER account.** If you do not have a PACER account, click [HERE](#) to register for one. Once you have a PACER account, follow the steps below to request e-filing access.

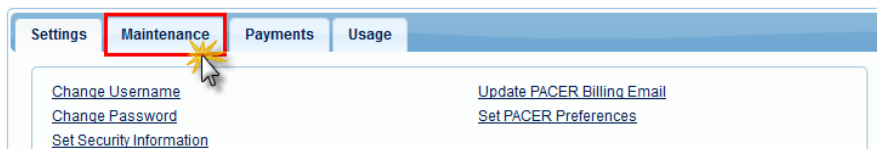
1. Navigate to [www.pacer.gov](http://www.pacer.gov)
2. Click **Manage My Account** at the very top of the page




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

The image shows the login page of the PACER website. It has a blue header with the word 'Login'. Below the header, there is a red asterisk followed by the text '\* Required Information'. There are two input fields: 'Username \*' and 'Password \*'. Below the input fields are three buttons: 'Login', 'Clear', and 'Cancel'. Underneath the buttons are three links: 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. At the bottom of the form, there is a notice: '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.'

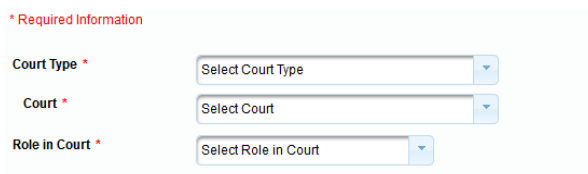
4. Click on the **Maintenance** tab

The image shows the 'Maintenance' tab selected in the PACER website's navigation bar. The 'Maintenance' tab is highlighted with a red rectangular box and a yellow starburst cursor. Below the navigation bar, there are several links: 'Change Username', 'Change Password', 'Set Security Information', 'Update PACER Billing Email', and 'Set PACER Preferences'.

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

The image shows the 'Maintenance' page of the PACER website. The 'Maintenance' tab is selected. In the main content area, there are several links: 'Update Personal Information', 'Update Address Information', 'Attorney Admissions / E-File Registration', and 'Non-Attorney E-File Registration'. The 'Non-Attorney E-File Registration' link is highlighted with a red rectangular box and a yellow starburst cursor.

6. Complete all sections of the **E-File Registration** section. Select **U.S. District Courts** as the Court Type and **Nevada District Court** as the Court. Select **Party** as Role in Court.

The image shows the 'E-File Registration' form. It has a red asterisk followed by the text '\* Required Information'. There are three dropdown menus: 'Court Type \*', 'Court \*', and 'Role in Court \*'. The 'Court Type' dropdown is set to 'U.S. District Courts', the 'Court' dropdown is set to 'Nevada District Court', and the 'Role in Court' dropdown is set to 'Party'.

# NON-ATTORNEY E-FILE REGISTRATION

- Complete the **Additional Filer Information** section and **be sure to enter the most recent case you are registering for**. 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

- 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:

- NOTE: The U.S. District Court for the District of Nevada does not accept ACH payments.

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.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

[Add Credit Card](#)  
[Add ACH Payment](#)

Next Back Cancel

- Read and then Check the **Non-Attorney E-Filing Terms and Conditions** and the **Court Policies and Procedures** acknowledgment boxes.

[Click here to download a printable version of the Non-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. [Click here to view local Court Policies and Procedures.](#) \*

- Click **Submit**. The court will review your e-file registration request and provide you with further instructions and/or approval via email. Your request will be rejected if there is no order granting permission to e-file in a particular case number.