

Slide 1- Welcome



Administrative Office of the U.S. Courts
Department of Technology Services

PACER Administrative Account (PAA) Basics



OBJECTIVES



By the end of this slideshow you will be able to:

- Add an existing account to a PAA.
- Remove (unlink) an account from a PAA.
- Access the other options available to you on the PAA Maintenance Tab.
- Access the Usage tab.
- Change the Client Code field to Mandatory.

Slide Notes – By the end of this slideshow, you will be able to add an existing account to a PAA, remove or unlink an attorney from a PAA, access the other options available to you on the PAA Maintenance tab, access the Usage tab and change the Client Code field to mandatory.

Slide 3 – Introductions to PAAs



Administrative Office of the U.S. Courts
Department of Technology Services

Introduction to PAAs

Slide Notes - Before we get started, let's go over what a PAA is and what tasks you can accomplish with it.

PAA Overview



Law Firms



Financial
Organizations

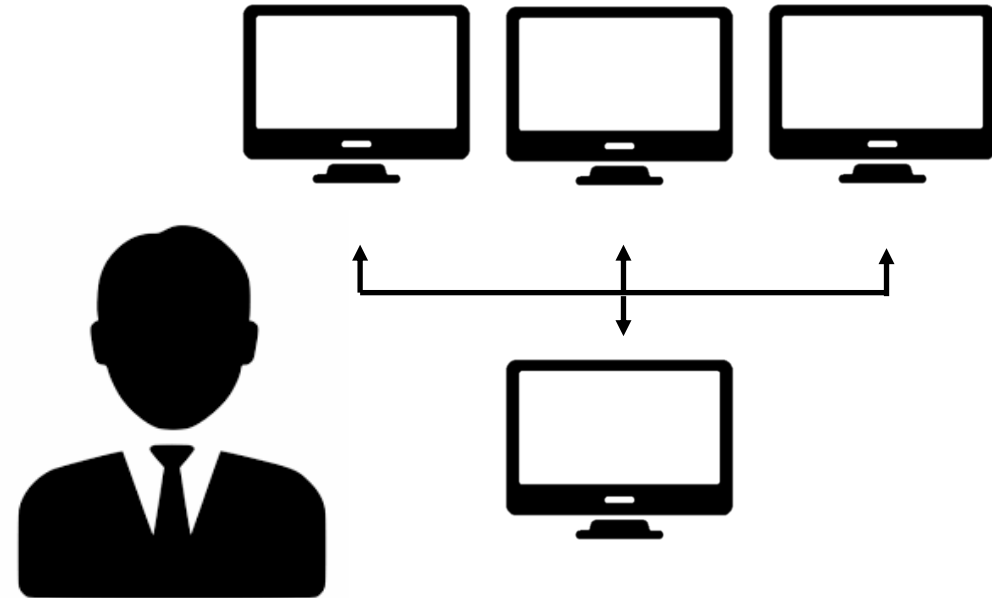


Educational or
Research
Institutions

Slide Notes - A PAA is a consolidated billing and online account management process for groups such as law firms, financial organizations, and educational or research institutions.

PAA Overview (Continued)

With a PAA, you can:



Slide Notes - With a PAA you can add or remove individual users from your account, manage pending requests, view all of the individual users linked to your account, update cost center information, and view requests, quarterly invoices, a statement of account, and detailed transactions.

PAA Overview (Continued)

The PAA:

- Is for ADMINISTRATIVE purposes only.
- Does NOT provide access to case information.

A PAA administrator:

- Is assigned to the PAA on behalf of the firm.
- Is responsible for the firm's billing process.
- Is responsible for adding and removing users from the PAA.
- Is responsible for reactivating inactive PAA users.



Slide Notes - The PAA is intended to be used for administrative purposes only, and does not provide access to case information. A PAA administrator is assigned to the PAA on behalf of the firm. This individual is responsible for the firm's billing process.

Slide 7 – Add an Existing PACER Account to the PAA



Administrative Office of the U.S. Courts
Department of Technology Services

Add an Existing PACER Account to the PAA

Part 1 of 2

Slide Notes - Adding an existing PACER account to your PAA is a two-step process. In this first step, we will demonstrate how the PAA administrator can send a request to an individual user.

In the second step, the individual user will need to log in to PACER and accept the PAA administrator's request to join his or her PAA.

Slide 8 –

An official website of the United States government [Here's how you know](#) Log In To

PACER Public Access to Court Electronic Records

Register for an Account Find a Case File a Case My Account & Billing Pricing Help Search

What can we help you accomplish?

- Search for a Case**
Learn options to find case information.
- Filing Electronically**
Find court specific information to help you file a case electronically and developer resources.
- Manage Your Account**
Create a PACER account or log in to manage your account and pay a bill.
- Move to NextGen CM/ECF**
Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

FAQs

- What is PACER? +
- What if I cannot find the case I am looking for? +
- How much does it cost to access documents using PACER? +

[View all questions](#)

Slide Notes – From pacer.uscourts.gov click Log In To in the top right corner

Slide 9 –

Log in to the federal Judiciary's electronic public access services. [Close](#) ✕

[PACER Case Locator](#) [PACER Log in](#) [Manage PACER Account](#)

An official website of the United States government [Here's how you know](#) [Log in to](#)

PACER

 Public Access to Court Electronic Records

[Register for an Account](#) [Find a Case](#) [File a Case](#) [My Account & Billing](#) [Pricing](#) [Help](#) [Search](#)

What can we help you accomplish?



Search for a Case

Learn options to find case information.



Filing Electronically

Find court specific information to help you file a case electronically and developer resources.



Manage Your Account

Create a PACER account or log in to manage your account and pay a bill.



Move to NextGen CM/ECF

Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

Slide Notes – After selecting Log In To, click on Manage Pacer Account

Slide 10 – Alternative Method to Login to Manage My Account

An official website of the United States government [Here's how you know](#) Log in to...

PACER

 Public Access to Court Electronic Records

[Register for an Account](#) [Find a Case](#) [File a Case](#) [My Account & Billing](#) [Pricing](#) [Help](#) [Search](#)

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Learn options to find case information.

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Manage Your Account

Create a PACER account or log in to manage your account and pay a bill.

Move to NextGen CM/ECF

Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

FAQs

- What is PACER? +
- What if I cannot find the case I am looking for? +
- How much does it cost to access documents using PACER? +

[View all questions](#)

Slide Notes - From pacer.uscourts.gov hover of Manage Your Account

Slide 11 –

The screenshot shows the PACER website interface. At the top, there is a navigation bar with the PACER logo and the text "Public Access to Court Electronic Records". Below the logo, there are several menu items: "Register for an Account", "Find a Case", "File a Case", "My Account & Billing", "Pricing", "Help", and "Search". The main content area is titled "What can we help you accomplish?" and features four columns of options. The third column, "Manage Your Account", is highlighted with a red border and contains three sub-options: "Register for an Account", "Manage My Account Login" (which is also highlighted with a red border), and "Billing". Below this, there is a "Frequently Asked Questions" section with three questions and expandable plus signs.

An official website of the United States government [Here's how you know](#) [Log in to...](#)

PACER Public Access to Court Electronic Records

Register for an Account Find a Case File a Case My Account & Billing Pricing Help Search

What can we help you accomplish?

Search for a Case
Learn options to find case information.

Filing Electronically
Find court specific information to help you file a case electronically and developer resources.

Manage Your Account
Register for an Account
Manage My Account Login
Billing
Forgot Username or Password?

Move to NextGen CM/ECF
Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

Frequently Asked Questions

What is PACER? +

What if I cannot find the case I am looking for? +

How much does it cost to access documents using PACER? +

[View all questions](#)

Slide Notes – After hovering over Manage Your Account, select Manage My Account Login

Slide 12 –

An official website of the United States government [Here's how you know](#) [Log in to...](#)

PACER

 Public Access to Court Electronic Records

Register for an Account [Find a Case](#) [File a Case](#) [My Account & Billing](#) [Pricing](#) [Help](#) [Search](#)

Home > My Account & Billing > Manage My Account Login

Manage My Account Login

Login to manage your account details, like updating your address and email and payment information. If the federal court you're doing business with uses NextGen CM/ECF, you can also apply for attorney admissions or register to file electronically.

[Log in to Manage My Account](#)

Make Account Changes

Did you move or change organizations? Make updates to your personal information such as address, password, email notification preferences, etc. The process for making changes depends on your court's CM/ECF system.

For PACER account holders and appellate, district, and bankruptcy courts using NextGen CM/ECF:

- Log in to [Manage My Account](#) to make updates.

For district and bankruptcy courts using the CurrentGen CM/ECF system:

- In CM/ECF, click on Utilities and select Maintain Your CM/ECF account.

Slide Notes – Select Log in to Manage My Account

Slide 13 –

An official website of the United States government. Here's how you know. Log in to PACER Systems

PACER
Public Access To Court Electronic Records

Manage My Account

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login
* Required Information

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

Slide Notes - Type in your PAA username and password and click login

Slide 14 – Add an Existing PACER Account to the PAA

An official website of the United States government. Here's how you know. Log in to PACER Systems

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number
Username
Account Balance
Account Status
Account Type

Settings Maintenance **PAA Maintenance** Payments Usage

[Change Username](#) [Update PACER Billing Email](#)
[Change Password](#) [Set PACER Billing Preferences](#)
[Set Security Information](#)

Slide Notes - After you have logged in, click the PAA Maintenance tab.

Slide 15 – Add an Existing PACER Account to the PAA

The screenshot shows the PACER website interface. At the top, there is a navigation bar with the text "An official website of the United States government. Here's how you know." and a "Log in to PACER Systems" link. Below this is the PACER logo and the tagline "Public Access To Court Electronic Records". The main heading is "Manage My Account".

The account details section includes:

- Account Number
- Username
- Account Balance
- Account Status
- Account Type

The navigation tabs are: Settings, Maintenance, PAA Maintenance, Payments, and Usage. The "PAA Maintenance" tab is active, and a tooltip is displayed over it with the text: "Add an existing PACER account to your PACER Administrative Account (PAA). You will be responsible for any charges on this account." Below the tabs, the "Add Existing PACER Account to My PAA" hyperlink is highlighted with a red box. Other links in this section include "Remove PACER Account(s) from My PAA", "Rescind My Pending Requests", and "Download List of All My PACER Accounts".

Slide Notes - Then, click the Add Existing PACER Accounts to My PAA hyperlink.

Slide 16 – Add an Existing PACER Account to the PAA

Account Number
Username
Account Balance
Account Status
Account Type

Add Existing PACER Account to My PAA

*** Required Information**

Use this form to add an existing PACER account to your PAA.

NOTE: PACER Service Center generates billing statements quarterly. Therefore, depending on when you add an account during the quarter, there may be charges that have not yet been billed. Your PAA will be responsible for these unbilled charges, any other outstanding charges, as well as any future charges once the account is added.

Enter the account number and last name of the user you want to add, and your request will be emailed to the account owner and PAA owner. You will receive an email when the account owner has acted upon your request. If the user accepts, the account will be added to your PAA if it is an [upgraded](#) PACER account.

Instructions

1. Enter the account number and the user's last name.
NOTE: If the account number and the last name do not match, you will not be allowed to proceed with your request.
2. Enter a short remark (200 characters or less) to include in the email request.
3. Then select the acknowledgement checkbox and click Submit.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

Note: All parties involved will be notified of any changes.

Account Number *

Last Name *

Remark *

Click here to acknowledge you have read and understand the policies and procedures listed above. *

[Click here to download a printable version of the policies and procedures.](#)

Slide Notes - Enter the individual users Account Number and Last Name that you want to add to your PAA. Enter a brief message in the Remark field that explains the nature of your request. This message will be included in the email that is sent to the user notifying him or her that you have requested to add him or her to your PAA.

Please note that the remark field requires a minimum of 10 characters and a maximum of 200 characters.

Slide 17 – Add an Existing PACER Account to the PAA

Account Number
Username
Account Balance
Account Status
Account Type

Add Existing PACER Account to My PAA

*** Required Information**

Use this form to add an existing PACER account to your PAA.

NOTE: PACER Service Center generates billing statements quarterly. Therefore, depending on when you add an account during the quarter, there may be charges that have not yet been billed. Your PAA will be responsible for these unbilled charges, any other outstanding charges, as well as any future charges once the account is added.

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1. Enter the account number and the user's last name.
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Note: All parties involved will be notified of any changes.

Account Number *

Last Name *

Remark *

Click here to acknowledge you have read and understand the policies and procedures listed above. *
[Click here to download a printable version of the policies and procedures.](#)

Slide Notes - Then, select the check box that acknowledges that you have read and understood the policies and procedures that are at the top of this page. Click Submit.

Slide 18 – Add an Existing PACER Account to the PAA

The screenshot shows the PACER website interface. At the top, there is a navigation bar with the PACER logo and the text "Public Access To Court Electronic Records". Below this is a dark blue header with the text "Manage My Account". The main content area is divided into several sections. On the left, there is a list of account details: Account Number, Username, Account Balance, Account Status, and Account Type. Below this is a navigation menu with tabs for Settings, Maintenance, PAA Maintenance, Payments, and Usage. The PAA Maintenance tab is currently selected. In the center of the page, a modal window titled "Request Accounts" is displayed, containing the message "Your request has been successfully submitted." and a "Close" button. The background of the page is slightly dimmed to highlight the modal window.

Slide Notes - Your request has now been sent to the individual user that you selected. Click Close.

Slide 19 – Accepting a PAA Invitation on Your Individual Account



Administrative Office of the U.S. Courts
Department of Technology Services


Add an Existing PACER Account to the PAA




Part 2 of 2

Slide Notes - Next, we will demonstrate the second step in the process of adding an existing PACER account to your PAA. This step is completed by the individual user after receiving the request to join a PAA.


Slide 20 – Accepting a PAA Invitation on Your Individual Account

PACER Firm Action Request

 do, not replv@psc.uscourts.gov
To [REDACTED]
Cc [REDACTED]

 Reply  Reply All  Forward 

Tue 3/15/2022 11:12 AM

 If there are problems with how this message is displayed, click here to view it in a web browser.

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Pacer Service Center- PAA requested to add your PACER account to its PACER Administrative Account (PAA).

Remarks: Adding to PAA

To accept the PAA request before it expires, log in to [Manage My Account](#) by 03/30/2022. If you cannot click the link, copy and paste the following URL into your browser: <https://pacer.psc.uscourts.gov/pscof/>.

After logging in, click View Pending Requests to Join a PAA. If you do not have an upgraded account, you will be prompted to upgrade. After upgrading, click View Pending Requests to accept. If you do not wish join the PAA, you can reject the request.

IMPORTANT: The PACER Service Center generates quarterly billing statements. Therefore, depending on when your account is added to the PAA, you may have unbilled charges. If you do not pay your balance before joining, the PAA will be responsible for all unbilled, outstanding, and future charges on your account. To review current usage and pay a balance, log in to [Manage My Account](#). The PAA will have access to the usage history on your account.

You may review the PAA policies at the PACER Service Center website: <https://pacer.uscourts.gov/policy-procedures>.

If you need assistance, please call the PACER Service Center at (800) 676-6856 between 8 AM and 6 PM CT Monday through Friday. Otherwise, please email us at pacer@psc.uscourts.gov.

Slide Notes – The user will receive an email (to the email address they have listed on their account) stating that they have a pending PAA request, and will direct them to Manage My Account to accept.

Slide 21 –

The screenshot shows the PACER website homepage. At the top, there is a dark blue header with the PACER logo and the text "Public Access to Court Electronic Records". To the right of the logo is a "Log in to..." link. Below the header is a navigation bar with links for "Register for an Account", "Find a Case", "File a Case", "My Account & Billing", "Pricing", "Help", and "Search". The main content area is titled "What can we help you accomplish?" and features four service cards: "Search for a Case", "Filing Electronically", "Manage Your Account", and "Move to NextGen CM/ECF". Below these cards is a "Frequently Asked Questions" section with three expandable questions: "What is PACER?", "What if I cannot find the case I am looking for?", and "How much does it cost to access documents using PACER?". A "View all questions" link is located at the bottom right of the FAQ section.

An official website of the United States government [Here's how you know](#) [Log in to...](#)

PACER Public Access to Court Electronic Records

Register for an Account [Find a Case](#) [File a Case](#) [My Account & Billing](#) [Pricing](#) [Help](#) [Search](#)

What can we help you accomplish?

- Search for a Case**
Learn options to find case information.
- Filing Electronically**
Find court specific information to help you file a case electronically and developer resources.
- Manage Your Account**
Create a PACER account or log in to manage your account and pay a bill.
- Move to NextGen CM/ECF**
Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

? Frequently Asked Questions

- What is PACER?** +
- What if I cannot find the case I am looking for?** +
- How much does it cost to access documents using PACER?** +

[View all questions](#)

Slide Notes – From pacer.uscourts.gov click Log In To in the top right corner

Slide 22 –

Log in to the federal Judiciary's electronic public access services. [Close](#) X

[PACER Case Locator](#) [PACER Log in](#) [Manage PACER Account](#)

An official website of the United States government [Here's how you know](#) [Log in to](#)

PACER

 Public Access to Court Electronic Records

[Register for an Account](#) [Find a Case](#) [File a Case](#) [My Account & Billing](#) [Pricing](#) [Help](#) [Search](#)

What can we help you accomplish?



Search for a Case

Learn options to find case information.



Filing Electronically

Find court specific information to help you file a case electronically and developer resources.



Manage Your Account

Create a PACER account or log in to manage your account and pay a bill.



Move to NextGen CM/ECF

Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

Slide Notes – After selecting Log In To, click on Manage Pacer Account

Slide 23 – Alternative Method to Login to Manage My Account

An official website of the United States government [Here's how you know](#) Log in to...

PACER

 Public Access to Court Electronic Records

[Register for an Account](#) [Find a Case](#) [File a Case](#) [My Account & Billing](#) [Pricing](#) [Help](#) [Search](#)

What can we help you accomplish?

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Learn options to find case information.

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Move to NextGen CM/ECF

Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

FAQs

- What is PACER? +
- What if I cannot find the case I am looking for? +
- How much does it cost to access documents using PACER? +

[View all questions](#)

Slide Notes - From pacer.uscourts.gov hover of Manage Your Account

Slide 24 –

The screenshot displays the PACER website interface. At the top, there is a navigation bar with the PACER logo and the text "Public Access to Court Electronic Records". Below the logo, there are several menu items: "Register for an Account", "Find a Case", "File a Case", "My Account & Billing", "Pricing", "Help", and "Search". The main content area is titled "What can we help you accomplish?" and features four columns of options. The third column, "Manage Your Account", is highlighted with a red border and contains three sub-options: "Register for an Account", "Manage My Account Login" (which is also highlighted with a red border), and "Billing". Below this, there is a "Frequently Asked Questions" section with three questions and expandable plus signs.

An official website of the United States government [Here's how you know](#) [Log in to](#)

PACER Public Access to Court Electronic Records

Register for an Account Find a Case File a Case My Account & Billing Pricing Help Search

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Find court specific information to help you file a case electronically and developer resources.
- Manage Your Account**
 - Register for an Account
 - Manage My Account Login**
 - Billing
 - Forgot Username or Password?
- Move to NextGen CM/ECF**
Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

Frequently Asked Questions

- What is PACER? +
- What if I cannot find the case I am looking for? +
- How much does it cost to access documents using PACER? +

[View all questions](#)

Slide Notes – After hovering over Manage Your Account, select Manage My Account Login

Slide 25 –

An official website of the United States government [Here's how you know](#) [Log in to...](#)

PACER

 Public Access to Court Electronic Records

[Register for an Account](#) [Find a Case](#) [File a Case](#) [My Account & Billing](#) [Pricing](#) [Help](#) [Search](#)

[Home](#) > [My Account & Billing](#) > [Manage My Account Login](#)

Manage My Account Login

Login to manage your account details, like updating your address and email and payment information. If the federal court you're doing business with uses NextGen CM/ECF, you can also apply for attorney admissions or register to file electronically.

[Log in to Manage My Account](#)

Make Account Changes

Did you move or change organizations? Make updates to your personal information such as address, password, email notification preferences, etc. The process for making changes depends on your court's CM/ECF system.

For PACER account holders and appellate, district, and bankruptcy courts using NextGen CM/ECF:

- Log in to [Manage My Account](#) to make updates.

For district and bankruptcy courts using the CurrentGen CM/ECF system:

- In CM/ECF, click on Utilities and select Maintain Your CM/ECF account.

Slide Notes – Select Log in to Manage My Account

Slide 26 – Accepting a PAA Invitation on Your Individual Account

An official website of the United States government. Here's how you know. Log in to PACER Systems

PACER
Public Access To Court Electronic Records

Manage My Account

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

Slide Notes - Type in your INDIVIDUAL PACER username and password and click login

Slide 27 – Accepting a PAA Invitation on Your Individual Account

An official website of the United States government. Here's how you know. Log in to PACER Systems

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number
Username
Account Balance
Case Search Status
Account Type

Settings Maintenance Payments Usage

[Change Username](#) [Update PACER Billing Email](#)
[Change Password](#) [Set PACER Billing Preferences](#)
[Set Security Information](#) [View Pending Requests to Join a PAA](#)

View pending requests to join a PACER Administrative Account (PAA) for group billing.

Slide Notes - After you have logged in, click the View Pending Requests to Join a PAA hyperlink.

Slide 28 – Accepting a PAA Invitation on Your Individual Account

Manage My Account

Account Number [REDACTED]
Username [REDACTED]
Account Balance [REDACTED]
Case Search Status [REDACTED]
Account Type [REDACTED]

View Pending Requests to Join a PAA

*** Required Information**

Review your pending request(s) to join an administrative account below.

Only one request can be accepted. Any other pending request will automatically be rejected. If you do not act upon a request within 15 days, it will automatically expire.

NOTE: PACER Service Center generates billing statements quarterly. Therefore, depending on when your account is added during the quarter, there may be charges that have not yet been billed. If you do not pay your balance, the requesting firm will be responsible for these unbilled charges, any other outstanding charges, as well as any future charges once the account is added. The firm will also have access to the usage history on your account.

[Click here](#) to review current usage and pay any balance on your account.

Please enter a short remark (200 characters or less) to explain why this request has been accepted or rejected. This remark will be included in the email that is sent to all involved parties.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

Remark *

Select item for submission. *

Review All My Requests						
Account Number ↑↓	Firm Name	Administrator	Status	Date ↑↓	Remark	Select
[REDACTED]	*****	[REDACTED]	Pending	03/15/2022	Adding to PAA	<input type="checkbox"/>

Slide Notes - Next, enter a brief message in the Remark field that explains why you are rejecting or accepting the PAA's request. This message will be included in the email that is sent to the PAA notifying him or her that you have accepted or rejected the request.

Please note that the remark field requires a minimum of 10 characters and a maximum of 200 characters.

Slide 29 – Accepting a PAA Invitation on Your Individual Account

Manage My Account

Account Number
Username
Account Balance
Case Search Status
Account Type

View Pending Requests to Join a PAA

*** Required Information**

Review your pending request(s) to join an administrative account below.

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Remark *

Select item for submission. *

Review All My Requests						
Account Number ↑↓	Firm Name	Administrator	Status	Date ↑↓	Remark	Select
*****			Pending	03/15/2022	Adding to PAA	<input checked="" type="checkbox"/>

Slide Notes – Next, select the account number, or numbers, that you have received a request from to join their PAA. This will be displayed in the Review All My Requests section. Select the check box next to the account that you want to respond to.

Now you will need to click either Accept or Reject to complete the process. For the purposes of this demonstration, we will click Accept.

Slide 30 – Accepting a PAA Invitation on Your Individual Account

The screenshot displays the PACER website interface. At the top, there is a navigation bar with the PACER logo and the tagline "Public Access To Court Electronic Records". Below this is a dark blue banner with the text "Manage My Account". The main content area shows a list of account details: Account Number, Username, PAA Number, Case Search Status, and Account Type. Below the details are three tabs: Settings, Maintenance, and Usage. A dialog box is open in the foreground, titled "Accept Request to Join a PAA". The dialog box contains the text "This request has been accepted." and a "Close" button.

Slide Notes - We have now accepted the request to join the PAA. Click Close to continue using PACER.

Slide 31 – Accepting a PAA Invitation on Your Individual Account

An official website of the United States government. Here's how you know. Log in to PACER Systems

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number
Username
PAA Number
Case Search Status
Account Type

Settings Maintenance Usage

[Change Username](#) [Update PACER Billing Email](#)
[Change Password](#) [Set Security Information](#)
[Remove Your PACER Account from a PAA](#) [View All My Requests](#)

Slide Notes – The users account will now display the PAA account number when they are logged into Manage My Account.

Slide 32 – Removing a PACER Account from Your PAA



Administrative Office of the U.S. Courts
Department of Technology Services

Removing a PACER Account from Your PAA

Slide Notes – Sometimes, you may need to remove an individual user from your PAA. In this section, we will demonstrate how to remove a PACER Account from your PAA.

Slide 33 –

An official website of the United States government [Here's how you know](#) Log in to...

PACER

 Public Access to Court Electronic Records

Register for an Account ▼ Find a Case ▼ File a Case ▼ My Account & Billing ▼ Pricing Help ▼ Search ▼

What can we help you accomplish?

- Search for a Case**
Learn options to find case information.
- Filing Electronically**
Find court specific information to help you file a case electronically and developer resources.
- Manage Your Account**
Create a PACER account or log in to manage your account and pay a bill.
- Move to NextGen CM/ECF**
Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

? Frequently Asked Questions

What is PACER?	+
What if I cannot find the case I am looking for?	+
How much does it cost to access documents using PACER?	+

[View all questions](#)

Slide Notes – From pacer.uscourts.gov click Log In To in the top right corner

Slide 34 –

Log in to the federal Judiciary's electronic public access services. Close X

[PACER Case Locator](#) [PACER Log in](#) [Manage PACER Account](#)

An official website of the United States government [Here's how you know](#) [Log in to](#)

PACER

 Public Access to Court Electronic Records

[Register for an Account](#) [Find a Case](#) [File a Case](#) [My Account & Billing](#) [Pricing](#) [Help](#) [Search](#)

What can we help you accomplish?



Search for a Case

Learn options to find case information.



Filing Electronically

Find court specific information to help you file a case electronically and developer resources.



Manage Your Account

Create a PACER account or log in to manage your account and pay a bill.



Move to NextGen CM/ECF

Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

Slide Notes – After selecting Log In To, click on Manage Pacer Account

Slide 35 – Alternative Method to Log In to Manage My Account

An official website of the United States government [Here's how you know](#) Log in to...

PACER

 Public Access to Court Electronic Records

[Register for an Account](#) [Find a Case](#) [File a Case](#) [My Account & Billing](#) [Pricing](#) [Help](#) [Search](#)

What can we help you accomplish?

Search for a Case

Learn options to find case information.

Filing Electronically

Find court specific information to help you file a case electronically and developer resources.

Manage Your Account

Create a PACER account or log in to manage your account and pay a bill.

Move to NextGen CM/ECF

Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

FAQs

- What is PACER? +
- What if I cannot find the case I am looking for? +
- How much does it cost to access documents using PACER? +

[View all questions](#)

Slide Notes - From pacer.uscourts.gov hover of Manage Your Account

Slide 36 –

The screenshot displays the PACER website interface. At the top, there is a navigation bar with the PACER logo and the text "Public Access to Court Electronic Records". Below the logo, there are several menu items: "Register for an Account", "Find a Case", "File a Case", "My Account & Billing", "Pricing", "Help", and "Search". The main content area features a heading "What can we help you accomplish?" followed by four columns of service tiles. The third column, titled "Manage Your Account", is highlighted with a red border and contains three sub-options: "Register for an Account", "Manage My Account Login" (which is also highlighted with a red border), "Billing", and "Forgot Username or Password?". The fourth column, titled "Move to NextGen CM/ECF", includes an information icon and text about migrating to NextGen CM/ECF. Below these tiles is a "Frequently Asked Questions" section with three expandable questions: "What is PACER?", "What if I cannot find the case I am looking for?", and "How much does it cost to access documents using PACER?". A "View all questions" link is located at the bottom right of the FAQ section.


Slide Notes – After hovering over Manage Your Account, select Manage My Account Login

Slide 37 –

The screenshot shows the PACER website interface. At the top, there is a navigation bar with the PACER logo and the text 'Public Access to Court Electronic Records'. Below the logo, there are several menu items: 'Register for an Account', 'Find a Case', 'File a Case', 'My Account & Billing', 'Pricing', 'Help', and 'Search'. The 'My Account & Billing' menu item is highlighted. Below the navigation bar, there is a breadcrumb trail: 'Home > My Account & Billing > Manage My Account Login'. The main heading is 'Manage My Account Login'. Below the heading, there is a paragraph of text: 'Login to manage your account details, like updating your address and email and payment information. If the federal court you're doing business with uses NextGen CM/ECF, you can also apply for attorney admissions or register to file electronically.' Below this text, there is a blue button with white text that says 'Log in to Manage My Account'. Below the button, there is a section titled 'Make Account Changes'. Below this section, there is a paragraph of text: 'Did you move or change organizations? Make updates to your personal information such as address, password, email notification preferences, etc. The process for making changes depends on your court's CM/ECF system.' Below this text, there is a paragraph of text: 'For PACER account holders and appellate, district, and bankruptcy courts using NextGen CM/ECF:'. Below this text, there is a bulleted list with one item: 'Log in to [Manage My Account](#) to make updates.' Below this list, there is a paragraph of text: 'For district and bankruptcy courts using the CurrentGen CM/ECF system:'. Below this text, there is a bulleted list with one item: 'In CM/ECF, click on Utilities and select Maintain Your CM/ECF account.'

Slide Notes – Select Log in to Manage My Account

Slide 38 –

An official website of the United States government. Here's how you know.  [Log in to PACER Systems](#)

PACER
Public Access To Court Electronic Records

Manage My Account

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login
* Required Information

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

Slide Notes - Type in your PAA username and password and click login

Slide 39 – Removing a PACER Account from Your PAA

An official website of the United States government. Here's how you know. Log in to PACER Systems

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number
Username
Account Balance
Account Status
Account Type

Settings Maintenance **PAA Maintenance** Payments Usage

[Change Username](#) [Update PACER Billing Email](#)
[Change Password](#) [Set PACER Billing Preferences](#)
[Set Security Information](#)

Slide Notes - After you have logged in, click the PAA Maintenance tab.

Slide 40 – Removing a PACER Account from Your PAA

An official website of the United States government. Here's how you know. Log in to PACER Systems

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number
Username
Account Balance
Account Status
Account Type

Settings Maintenance **PAA Maintenance** Payments Usage

[Add Existing PACER Account to My PAA](#) [View All My PACER Accounts](#)
[Remove PACER Account\(s\) from My PAA](#) [Remove a PACER account from your PACER Administrative Account \(PAA\).](#)
[Rescind My Pending Requests](#) [View All My Requests](#)
[Download List of All My PACER Accounts](#)

Slide Notes – Click the Remove PACER Account from My PAA hyperlink.

Slide 41 – Removing a PACER Account from Your PAA

An official website of the United States government. Here's how you know. Log in to PACER Systems

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number
Username
Account Balance
Account Status
Account Type

Remove PACER Account(s) from My PAA

*** Required Information**

Select the PACER account you want to remove from your PAA below.

Your PAA is responsible for any charges incurred before the individual account owner is removed. All future charges will be transferred back to the account owner.

Enter a short remark explaining why the account was removed. **NOTE: It may take up to 24 hours for the removal process to be finalized.**

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

Remark *

Select item for submission. *

Account Information				
Account Number ↑↓	Firm Name	Contact	Status	Select
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
			Active	<input type="checkbox"/>

Slide Notes – Next, enter a brief message in the Remark field that explains why you are removing the PACER account from your PAA. This message will be included in the email that is sent to the individual user notifying him or her that you have removed the account from your PAA.

Please note that the remark field requires a minimum of 10 characters and a maximum of 200 characters.

Slide 43 – Removing a PACER Account from Your PAA

Remark*

Select item for submission.*

Account Information				
Account Number ↑↓	Firm Name	Contact	Status	Select
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Slide Notes – Next, you will need to find the account you want to remove in the Account Information section. You may search for an account by using the fields above the account number, contact, and status columns. You may also scroll down to find the account you are wishing to remove.

Slide 44 – Removing a PACER Account from Your PAA

Remark*	Removing from PAA
---------	-------------------

Select item for submission.*

Account Information				
Account Number ↑↓	Firm Name	Contact	Status	Select <input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Slide Notes – Select the check box next to each account that you want to remove from your PAA.

Slide 46 – Removing a PACER Account from Your PAA

The screenshot displays the PACER website interface. At the top, there is a navigation bar with the PACER logo and the text "Public Access To Court Electronic Records". Below this is a dark blue banner with the heading "Manage My Account". The main content area is a light gray box containing account details such as "Account Number", "Username", "Account Balance", "Account Status", and "Account Type". Below these details is a horizontal menu with tabs for "Settings", "Maintenance", "PAA Maintenance", "Payments", and "Usage". The "PAA Maintenance" tab is currently selected. A white dialog box with a blue header "Request to Remove PACER accounts" is overlaid on the page. The dialog contains the text "Your request to remove the selected accounts has been successful." and a blue "Close" button.

Slide Notes – You have now removed the selected accounts from your PAA. Click Close to continue using PACER.

Slide 47 – Other Options for Managing Your Account



Administrative Office of the U.S. Courts
Department of Technology Services

Other Options for Managing Your Account

Slide Notes – There are several other options for managing your account on pacer.uscourts.gov. Let's take a look at some of these other options.

Slide 48 –

An official website of the United States government. Here's how you know. Log in to PACER Systems

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number
Username
Account Balance
Account Status
Account Type

Settings Maintenance **PAA Maintenance** Payments Usage

[Add Existing PACER Account to My PAA](#) [View All My PACER Accounts](#)
[Remove PACER Account\(s\) from My PAA](#) [Update Cost Center Information](#)
[Rescind My Pending Requests](#) [View All My Requests](#)
[Download List of All My PACER Accounts](#)

Slide Notes - On the PAA Maintenance tab, you can do more than just add or remove users from your PAA. There are several other options available on this tab.

Slide 49 –

An official website of the United States government. Here's how you know. Log in to PACER Systems

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number
Username
Account Balance
Account Status
Account Type

Settings Maintenance **PAA Maintenance** Payments Usage

[Add Existing PACER Account to My PAA](#)
[Remove PACER Account\(s\) from My PAA](#)
[Rescind My Pending Requests](#)
[Download List of All My PACER Accounts](#)

[View All My PACER Accounts](#)
[Update Cost Center Information](#)
[View All My Requests](#)

Slide Notes - They are Rescind My Pending Requests, Download List of All My PACER Accounts, View All My PACER Accounts, Update Cost Center Information, and View All My Requests.

Slide 50 –

An official website of the United States government. Here's how you know. Log in to PACER Systems

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number
Username
Account Balance
Account Status
Account Type

Settings Maintenance PAA Maintenance Payments Usage

[Change Username](#) [Update PACER Billing Email](#)
[Change Password](#) [Set PACER Billing Preferences](#)
[Set Security Information](#)

Slide Notes - If you need to make the Client Code field mandatory for your users, you can do this by first clicking Settings.

Slide 51 –

An official website of the United States government. Here's how you know. Log in to PACER Systems

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number
Username
Account Balance
Account Status
Account Type

Settings Maintenance PAA Maintenance Payments Usage

[Change Username](#) [Update PACER Billing Email](#)
[Change Password](#) [Set PACER Billing Preferences](#) Set client code settings and display receipts preference.
[Set Security Information](#)

Slide Notes – Click the Set PACER Preferences hyperlink. You can select in the PACER preferences whether you want the Client Code field to be mandatory or not.

Slide 52 –

An official website of the United States government. Here's how you know. Log in to PACER Systems

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number
Username
Account Balance
Account Status
Account Type

Settings Maintenance PAA Maintenance Payments **Usage**

[Change Username](#) [Update PACER Billing Email](#)
[Change Password](#) [Set PACER Billing Preferences](#)
[Set Security Information](#)

Set client code settings and display receipts preference.

Slide Notes – On the Usage tab, there are two options available.

Slide 53 –

An official website of the United States government. Here's how you know. Log in to PACER Systems

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number
Username
Account Balance
Account Status
Account Type

Settings Maintenance PAA Maintenance Payments **Usage**

[View Quarterly Invoice / Statement of Account](#) [View Detailed Transactions](#)

Slide Notes – Let's take a look at each one of these options.

Slide 54 –

An official website of the United States government. Here's how you know. Log in to PACER Systems

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number
Username
Account Balance
Account Status
Account Type

Settings Maintenance PAA Maintenance Payments **Usage**

[View Quarterly Invoice / Statement of Account](#) [View Detailed Transactions](#)

Slide Notes – The first option is the View Quarterly Invoice and Statement of Account hyperlink. Clicking this hyperlink will allow you to view your quarterly invoices and statements of account.

Slide 55 –

An official website of the United States government. Here's how you know. Log in to PACER Systems

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number
Username
Account Balance
Account Status
Account Type

Settings Maintenance PAA Maintenance Payments **Usage**

[View Quarterly Invoice / Statement of Account](#) [View Detailed Transactions](#)

Slide Notes – The second option is the View Detailed Transactions hyperlink. This section will allow you to search detailed billable case search transactions.

SUMMARY



You should now be able to:

- Add an existing account to a PAA.
- Remove (unlink) an account from a PAA.
- Access the other options available to you on the PAA Maintenance tab.
- Access the Usage tab.
- Change the Client Code field to Mandatory.

Slide Notes – You should now be able to add an existing account to a PAA, remove or unlink an attorney from a PAA, access the other options available to you on the PAA Maintenance tab, access the Usage tab, and change the Client Code field to mandatory.