

**In order to request E-Filing permission as a Limited Filer, you must have an upgraded individual PACER account.** If you do not have an upgraded individual PACER Account see Instructions for Upgrading Your PACER account. Once you have a PACER Account, follow the steps below to request 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

Login

\* Required Information

Username \*

Password \*

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

**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

**MANAGE MY ACCOUNT**

Welcome, John Public Logout

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="font-size: small;">Account Number</td><td>7001100</td></tr> <tr><td style="font-size: small;">Username</td><td>tr1100</td></tr> <tr><td style="font-size: small;">Account Balance</td><td>\$0.00</td></tr> <tr><td style="font-size: small;">Case Search Status</td><td>Active</td></tr> <tr><td style="font-size: small;">Account Type</td><td>Legacy PACER Account (<a href="#">Upgrade</a>)</td></tr> </table>	Account Number	7001100	Username	tr1100	Account Balance	\$0.00	Case Search Status	Active	Account Type	Legacy PACER Account ( <a href="#">Upgrade</a> )	<p style="font-size: small; margin-top: 0;">Important News</p>
Account Number	7001100										
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Account Type	Legacy PACER Account ( <a href="#">Upgrade</a> )										

Settings
**Maintenance**
Payments
Usage

<a href="#">Change Username</a> <a href="#">Change Password</a> <a href="#">Set Security Information</a>	<a href="#">Update PACER Billing Email</a> <a href="#">Set PACER Preferences</a>
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5. Select **Non-Attorney E-File Registration**6. Select **U.S. Bankruptcy Courts** as the Court Type and **Washington Eastern Bankruptcy Court** as the Court. Click **Next**.

**IN WHAT COURT DO YOU WANT TO PRACTICE?**

**\* Required Information**

Court Type \*

Court \*

**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. For a listing of all court websites visit the [Court Links Page](#).

- The information from your registered PACER account will display.
- From the **Role in Court** drop down list, select the appropriate filing role.

A screenshot of a dropdown menu titled "Select Role in Court". The menu is open, showing the following options: "Select Role in Court" (highlighted in yellow), "Court Reporter", "Creditor", "Filing Agent", "Trustee", and "US Trustee".

- Complete all other required fields and click **Next**.
- The payment information screen will display. Set default payment information (not required). Click **Next** when finished or to bypass this screen.

## Payment Information

**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](#)

11. Non-Attorney E-Filing Terms and Conditions will display. Place checkmark in the boxes to accept the terms and click **Submit**.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)



By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. \*



Check 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. The confirmation page will display.

## 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 **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Done