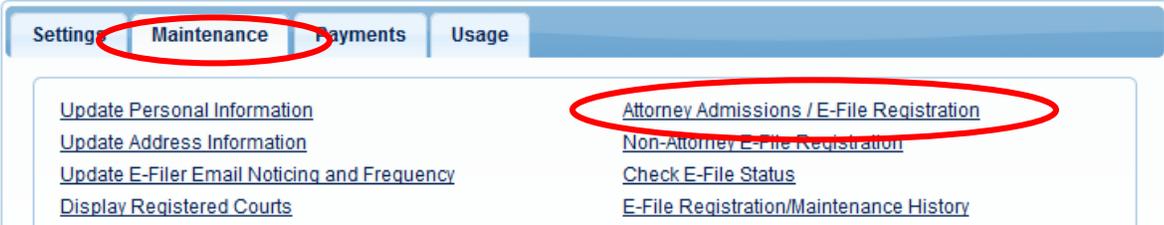


# Register for an E-Filing Account

## Instructions

An attorney admitted to the Bar of the U.S. District Court, Eastern District of Arkansas, including an attorney admitted pro hac vice, must register as a Filing User through the PACER website. (CM/ECF Administrative Policies and Procedure Manuals for Civil and Criminal Filings.)

For questions, **please contact PACER at 1-800-676-6856.**

STEP	ACTION
1	Open a web browser and navigate to <a href="http://www.pacer.gov">www.pacer.gov</a>
2	Log in to <i>Manage My Account</i> with your PACER username and password. 
3	Click the Maintenance tab.
4	Click Attorney Admissions/E-File Registration. 
5	Select U.S. District Courts from the drop-down list.
6	Select Arkansas Eastern District Court from the list. Click Next.
7	Select E-File Registration Only.
8	Complete all required fields on the screen. Click Next.
9	The Payment information screen will display. It is optional to complete this information. Click Next.
10	The E-Filing Terms of Use screen will display. Place checkmark in the boxes to accept the terms. Click Submit.
11	The confirmation page will display. Click Done.
12	Your request will be transmitted electronically to our Court for approval. You will receive an email confirmation when the account is activated.