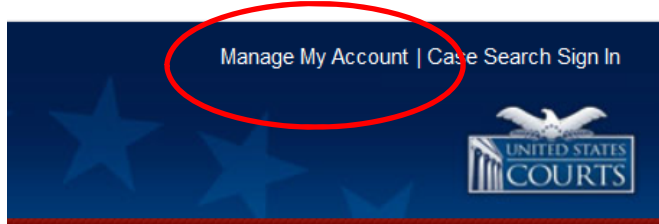


Attorney E-File Registration Eastern District of Tennessee

In order to electronically file with the Eastern District of Tennessee, you must request access through PACER. You must have a PACER account before you can request e-file privileges.

1. Go to: www.pacer.uscourts.gov and click on **Manage My Account** in the upper right-hand corner of the page:



2. Next, login with your PACER account information. Links for new accounts, forgotten passwords and forgotten usernames can be found immediately below the login area.

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.

A screenshot of the PACER login form. The form has a blue header with the word "Login". Below it, there are two input fields labeled "Username" and "Password", both with red asterisks indicating they are required. Below the fields are three buttons: "Login", "Clear", and "Cancel". At the bottom of the form, the text "Need an Account? | Forgot Your Password? | Forgot Username?" is circled in red. Below the form 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."


3. After you login, you will see the following **Manage My Account** screen.

A screenshot of the PACER "MANAGE MY ACCOUNT" screen. At the top left, it says "MANAGE MY ACCOUNT" and "Welcome, James McGill". At the top right is a "Logout" button. Below this is a table of account information:

Account Number	7039106
Username	jamesmcgill
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Below the table are three tabs: "Settings", "Maintenance", and "Usage". Under the "Settings" tab, there are four links: "Change Username", "Change Password", "Set Security Information", "Update PACER Billing Email", and "Set PACER Billing Preferences".

4. Click on the **Maintenance** tab and then **Attorney Admissions/E-File Registration** link.



Settings **Maintenance** Usage

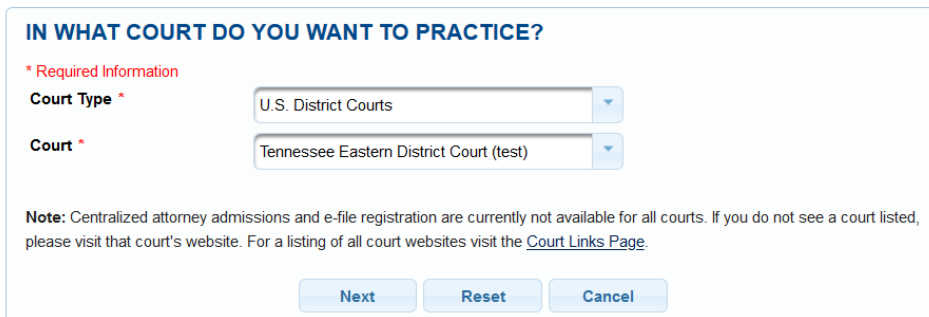
[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) [Non-Attorney E-File Registration](#)

[Check E-File Status](#)

[E-File Registration/Maintenance History](#)

5. Select the **Court Type** and **Court** from the drop-down menu;



IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

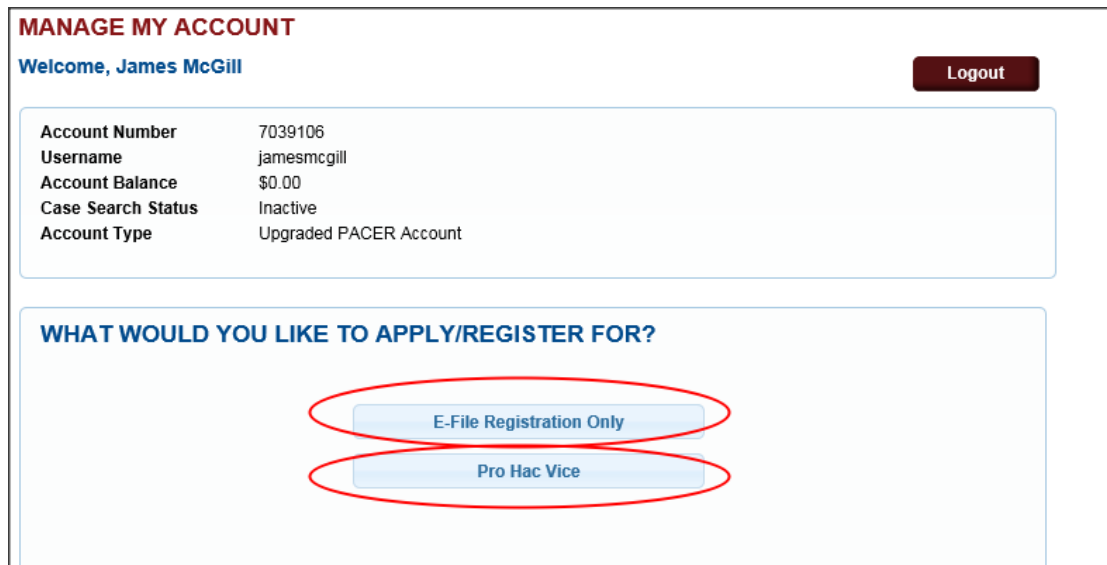
Court Type * U.S. District Courts

Court * Tennessee Eastern District Court (test)

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](#).

Next Reset Cancel

6. Click on the **E-File Registration Only** link if applying for e-filing privileges as a permanently admitted attorney. Click on the **Pro Hac Vice** link if applying for e-filing privileges as an attorney admitted pro hac vice.



MANAGE MY ACCOUNT

Welcome, James McGill [Logout](#)

Account Number	7039106
Username	jamesmcgill
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

[E-File Registration Only](#)

[Pro Hac Vice](#)

7. Complete the e-file registration on the next screen. Please note that the sections marked with a red asterisk * are required before proceeding to the next screen.

MANAGE MY ACCOUNT

Welcome, James McGill Logout

Account Number	7039106
Username	jamesmcgill
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

* Required Information

Role in Court **Attorney**

Title

Name **James McGill**

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. ***

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

8. After completing the e-file registration, you will be prompted for the following payment screen. Completing the payment information screen is optional during the registration process. You can update your payment account at any time under the **Payments** tab.

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.

9. Please read and acknowledge the e-filing terms and conditions.

ATTORNEY E-FILING TERMS AND CONDITIONS

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court(s), are solely responsible for redacting pleadings. See [Fed. R. App. P. 25\(a\)\(5\)](#); [Fed. R. Civ. P. 5.2](#); [Fed. R. Crim. P. 49.1](#); and [Fed. R. Bankr. P. 9037](#).
- I understand that, when I receive an electronic copy of a document in the system, the initial access to the document is

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

10. After acknowledging the terms and conditions, you will see the following confirmation page. The local court must process and activate your e-file registration before you can begin filing. Please note that this is not an immediate/automatic process and may take 24 hours to process by the Clerk's Office.

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

11. You can check the status of your e-file registration request by going to the **Maintenance Tab** of your account and clicking on **Check E-File Status**.

Settings Maintenance Usage

[Update Personal Information](#)

[Attorney Admissions / E-File Registration](#)

[Update Address Information](#)

[Non-Attorney E-File Registration](#)

[Check E-File Status](#)

[E-File Registration/maintenance History](#)