


# INSTRUCTIONS FOR LINKING YOUR ACCOUNT/REGISTERING TO E-FILE FOR ATTORNEYS WHO ARE ALREADY ADMITTED TO THE MIDDLE DISTRICT OF GEORGIA

Select **Log in to...**

You are on the official training website for [pacer.uscourts.gov](https://pacer.uscourts.gov). This site is used for courts to train public users when there are updates to electronic public access services applications, such as NextGen CM/ECF.

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

**TRAINING** **PACER** Public Access to Court Electronic Records

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

## 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.

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Click the blue **PACER Log in** link.

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


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

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### Move to NextGen CM/ECF

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

Enter **Username**, **Password** and select **Georgia Middle District Court** from the drop-down menu. DO NOT enter a Client Code. Click **Login**.

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

# Login

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Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

### Login

\* Required Information

**Username \***

**Password \***

**Client Code**

**Court**

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

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.

Privacy & Security

If you see this screen, please disregard the **PACER User Inactive** message. Click **Continue**.

### PACER User Inactive

Although you have a PACER account, your current account is inactive.

If you have any questions or for further details on how to activate your search privileges 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](mailto:pacer@psc.uscourts.gov).

You may continue to log in and perform other activities (e.g., e-file, request filing privileges), but you will not have PACER search privileges.



Continue

Cancel

Click **Manage My Account**.

Click **Manage My Account**.



In **Manage My Account**, select the **Maintenance** tab. Once you have selected the **Maintenance** tab, select **Attorney Admissions/E-File Registration**.


**PACER**  
Public Access To Court Electronic Records

## Manage My Account

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<b>Account Number</b>	7035450
<b>Username</b>	miketester
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

**Maintenance** | Payments | Usage

[Update Personal Information](#) 

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

[Update E-Filer Email Noticing and Frequency](#) [Non-Attorney E-File Registration](#)

[Display Registered Courts](#) [Check E-File Status](#)

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

Privacy & Security

Court Type – Select U.S. District Courts from the drop-down menu.

Court – Select the court in which you wish to file electronically.

Click **Next**.



## Manage My Account

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### 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. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).



Since you are already admitted to practice in the Middle District of Georgia, select **E-File Registration Only**.

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**What would you like to apply/register for?**



E-File Registration Only
Pro Hac Vice
Multi-District Litigation
Federal Attorney

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

Back

Cancel

All sections with a red asterisk (\*) is required information. Click **Next**.

### Complete all sections of E-File Registration

#### Filer Information

**\* Required Information**

Role in Court Attorney

Title Select a title or enter your own

Name Mike Tester

☐ 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.

Firm/Office

Unit/Department

Address

Room/Suite

City

State Select State

Zip/Postal Code

Country United States of America

Primary Phone

Alternate Phone

Text Phone

Fax Number

Enter your primary phone number in the following format with or without dashes/spaces: ###.###.####, ###.###.#### or #####. If you have an international number, include your country code without the plus sign (+), dashes, or spaces.

#### Additional Filer Information

Already Admitted at Court Select Court

Court Bar ID

Other Names Used

Most Recent Case (in court where you are registering)

State Bar ID

State Select State

#### Delivery Method and Formatting


☐ Use a different email. Checking this will clear the primary email fields below.

Primary Email

Confirm Email

Email Frequency Select Email Frequency

Email Format Select Email Format



Next Back Reset Cancel

Enter the appropriate payment information on the **Payment Information** screen.  
Click **Next**.

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**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.

  
☒ Autobill PACER fees  
☐ E-filing fees default  
☐ Admissions fees default  
  
XXXXXXXXXXXX5100  
09/2023  
  
Jonathan Davis  
123 First Street  
Macon, GA  
31201  
  

UpdateDelete

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



NextBackCancel



You must check both boxes by the red arrows. Click **Submit**.

## E-Filing Terms of Use

# 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.

[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.](#) \*

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

**Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.**



Submit

Back

Reset

Cancel

Confirmation page. Click **Done**.

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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