

## Attorneys Registering to E-file

If you do not have your own individual PACER account, go to [www.pacer.gov](http://www.pacer.gov) to register for an individual PACER account. If you already have your own PACER account, skip to STEP 10.

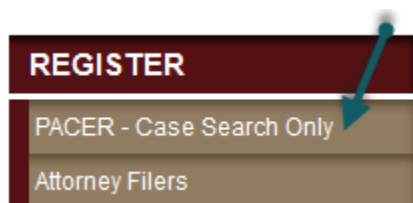
**Note:** In order to electronically file in the court, you cannot have a shared PACER account, you **MUST** have your own PACER account.

**Step 1** Go to [www.pacer.gov](http://www.pacer.gov).

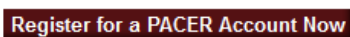
**Step 2** Select Register from main menu bar



**Step 3** Select PACER from left panel.



**Step 4** Select link REGISTER FOR PACER ACCOUNT NOW.



**Step 5** Complete the View Only PACER registration form and select **Individual** as the User Type and Click **NEXT**.

**Step 6** Create a User Name and Password, select and answer the security questions and click **NEXT**.

**Step 7** Enter the payment information to be saved. This screen is optional.

**Providing a credit card is optional.** If you would like to register without providing a credit card, click **Next** without entering any information on this screen. For instant access to PACER, PACER will validate the credit card information you provide. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. **If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.**

**Step 8** Confirm you have read the policies and procedures.

[Click here to download a printable version of the Policies and Procedures](#)

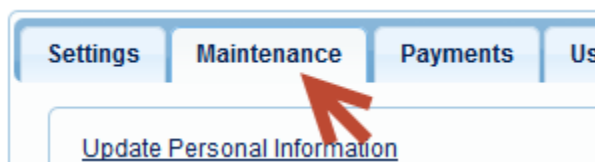
**\* Required Information**

☐ Check here to acknowledge you have read and understand the policies and procedures listed above. \*

**Step 9** The last screen will thank you for registering with the PACER service center. This account is just for viewing documents, not for e-filing.

**Step 10** Select **Manage My Account** and login with new PACER login and password.

**Step 11** Select the **Maintenance** tab on the top.



**Step 12** Select **Attorney Admissions/E-File Registration**

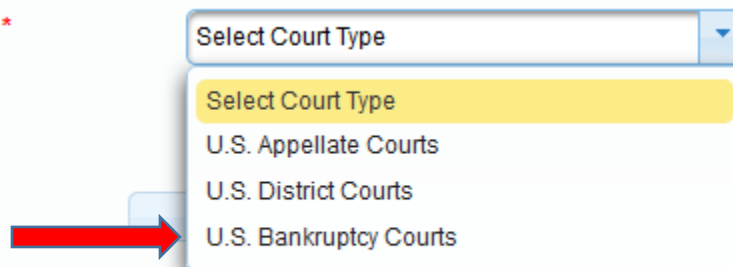


**Step 13** Select US Bankruptcy Courts as the court type from the drop down list.

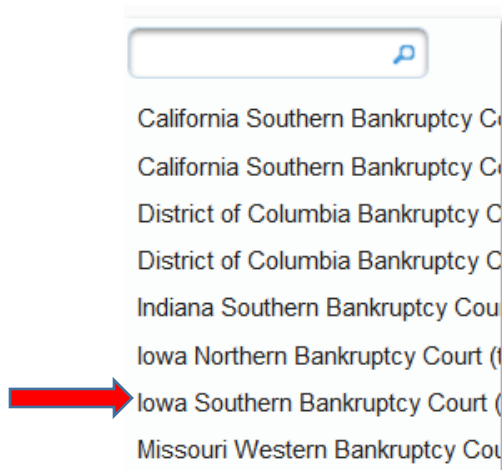
**\* Required Information**

**Court Type \***

**Court \***



**Step 14** Select Iowa Southern Bankruptcy Court from the list.



A screenshot of a web form showing a dropdown menu. The menu is open, displaying a list of bankruptcy courts. A red arrow points to the option 'Iowa Southern Bankruptcy Court (f)'. The visible options in the list are:

- California Southern Bankruptcy Co
- California Southern Bankruptcy Co
- District of Columbia Bankruptcy C
- District of Columbia Bankruptcy C
- Indiana Southern Bankruptcy Cou
- Iowa Northern Bankruptcy Court (f
- Iowa Southern Bankruptcy Court (f)**
- Missouri Western Bankruptcy Cou

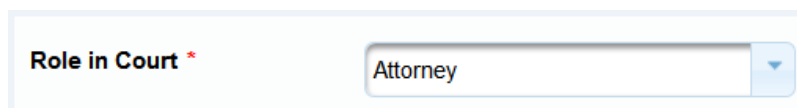
**Step 15** Select **E-File Registration Only**.



A screenshot of a web form titled "WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?". Below the title are three buttons. A red arrow points to the first button, "E-File Registration Only". The other two buttons are "Pro Hac Vice" and "Federal Attorney".

**Step 16** All your information will display from when you registered in PACER.

**Step 17 Role in Court:** Select **Attorney** from drop down list. (Attorney is the default.)



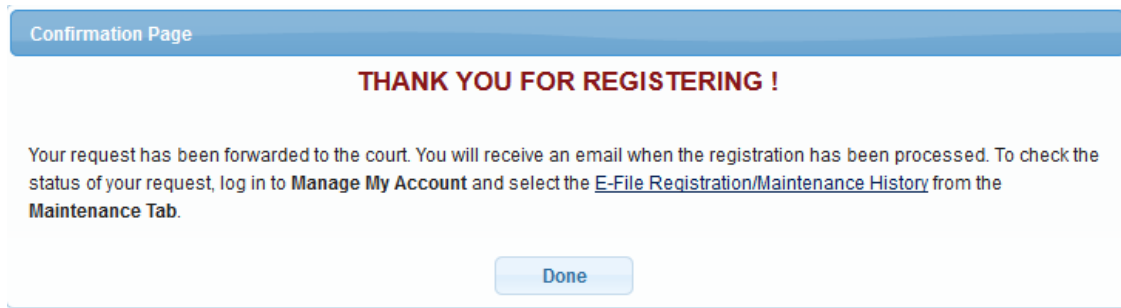
A screenshot of a web form showing a dropdown menu. The label "Role in Court \*" is to the left of the dropdown. The dropdown is open, showing the option "Attorney" selected. The dropdown arrow is pointing down.

**Step 18** Complete all other required fields on the screen and click **NEXT**.

**Step 19** Payment information screen will display, you can just click **NEXT**.

**Step 20** E-filing Terms and Conditions screen will display, place checkmark in the boxes to accept the terms. Click **SUBMIT**.

**Step 21** The confirmation page will display, click **DONE**.

A screenshot of a web confirmation page. At the top, a blue header bar contains the text "Confirmation Page". Below this, the text "THANK YOU FOR REGISTERING !" is displayed in a bold, dark red font. A paragraph of text follows, stating: "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**." At the bottom center of the page, there is a light blue button with the word "Done" in a darker blue font.

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

**Once you have submitted this registration, the court will activate your account and you will receive an email advising you that your account has been activated.**

Once your account is activated you can begin e-filing with the court by going to [www.iasb.uscourts.gov](http://www.iasb.uscourts.gov) and selecting E-Filing (CM/ECF). You then use the PACER login you created when registering for PACER to login to file electronically.

