

Non-Attorney Limited Filers Registering to E-file

Go to PACER and register for an individual PACER account, if you do not have your own PACER account.

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.

Step 2 Select Register from main menu bar.



Step 3 Select PACER from left panel.



Step 4 Select link REGISTER FOR PACER ACCOUNT NOW.

[Register for a 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](#)

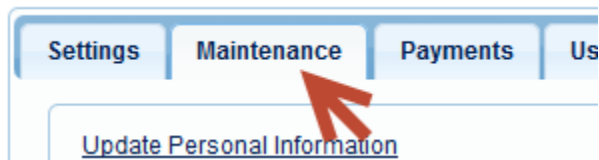
*** Required Information**

☐ 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 **Non-Attorney E-File Registration**.

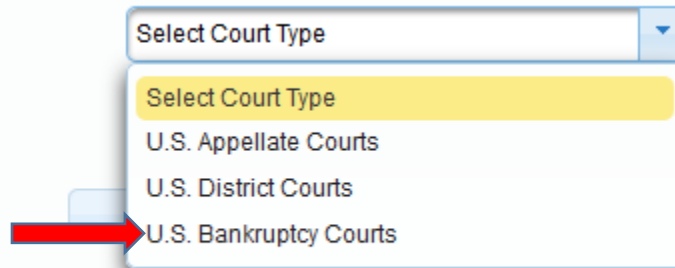
[Attorney Admissions / E-File Registration](#)
[Non-Attorney E-File Registration](#)

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

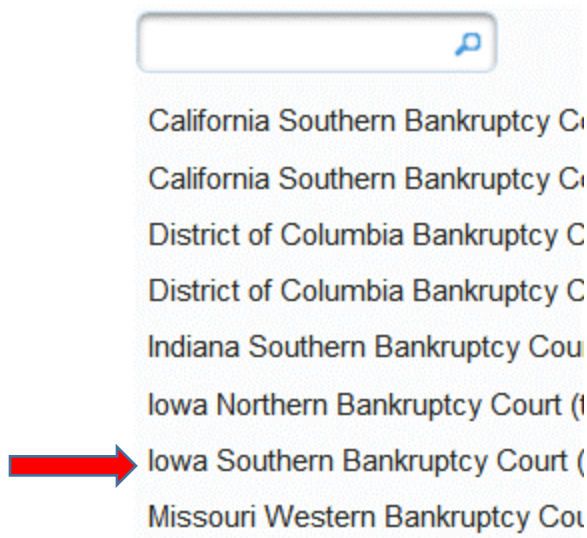
*** Required Information**

Court Type *

Court *



Step 14 Select Iowa Southern Bankruptcy Court from the list.



Step 15 Select the correct role from drop down list (for limited filers, select Creditor).



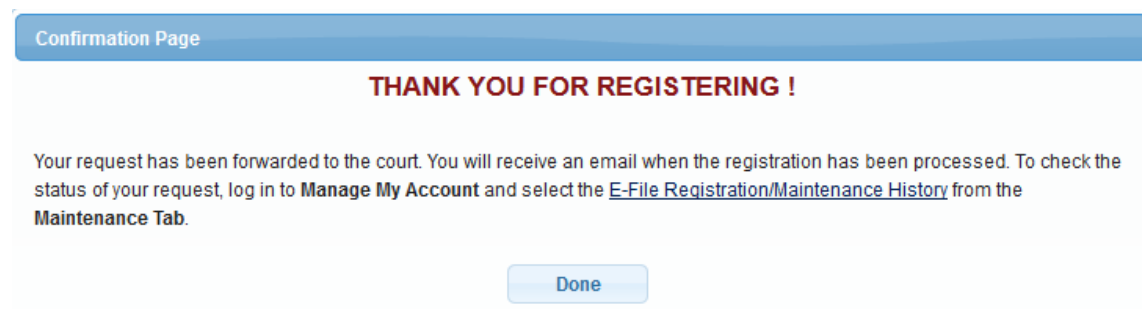
Step 16 All your information will display from when you registered in PACER.

Step 17 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 a checkmark in the boxes to accept the terms. Click **SUBMIT**.

Step 21 The confirmation page will display, click **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 and selecting E-Filing (CM/ECF). You then use the PACER login you created when registering for PACER to login to file electronically.

