

Attorneys Admitted Pro Hac Vice Registering to E-file

If you do not have your own individual PACER account, go to www.pacer.gov to register for an individual PACER account. If you already have your own PACER account, skip to STEP 10.

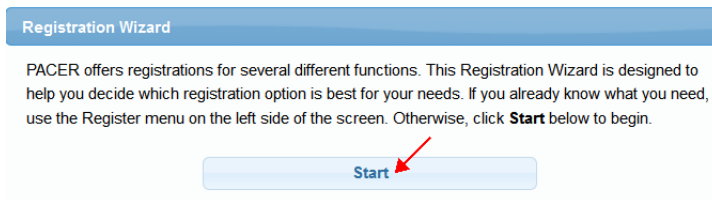
Note: In order to electronically file in the court, you cannot have a shared PACER account, you MUST have your own PACER account. If you already have an individual PACER account proceed to Step 10.

Step 1 Go to www.pacer.gov .

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



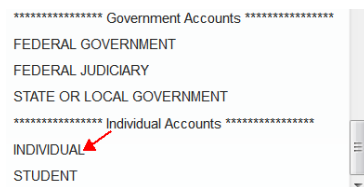
Step 3 From the Registration Wizard Click **Start**.



Step 4 Select **View** and then select **Continue** on the next screen.



Step 5 Complete the PACER registration form and using the scroll bar locate 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 and click **Submit**.

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

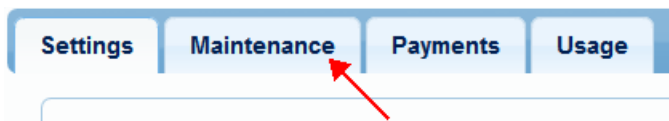
* Required Information

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.

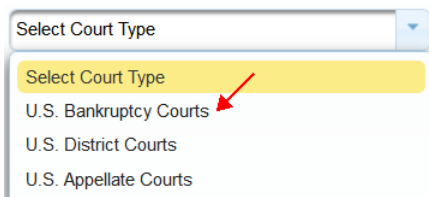
Step 11 Select the **Maintenance** tab on the top.



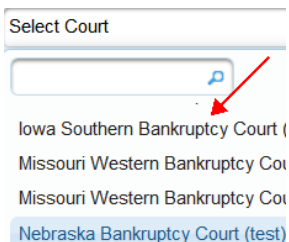
Step 12 Select **Attorney Admissions/E-File Registration**

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

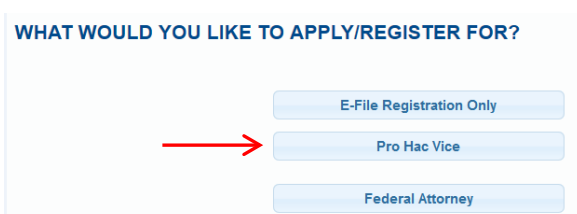
Step 13 Select US Bankruptcy Court as the court type from the drop down list.



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

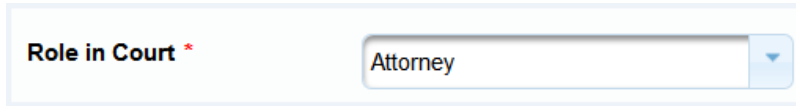


Step 15 Select **Pro Hac Vice**.



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

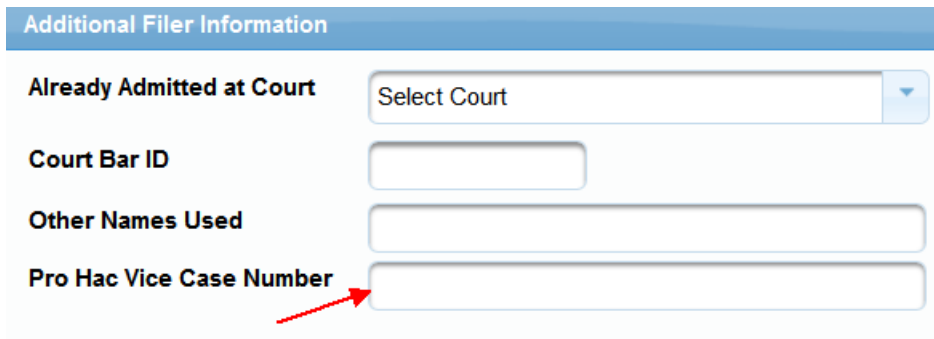
Step 17 The Role in Court defaults to Attorney.



A screenshot of a form field labeled "Role in Court *". The dropdown menu is open, showing "Attorney" as the selected option.

Step 18 Complete additional required fields on the screen.

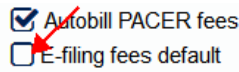
Step 19 In the Additional Filer Information field, add the case number of the bankruptcy case you have been granted permission to appear in pro hac vice.



A screenshot of the "Additional Filer Information" form. The fields are: "Already Admitted at Court" (dropdown menu showing "Select Court"), "Court Bar ID" (text input), "Other Names Used" (text input), and "Pro Hac Vice Case Number" (text input). A red arrow points to the "Pro Hac Vice Case Number" field.

Step 20 Select your Email Frequency and Email Format and Click **Next**.

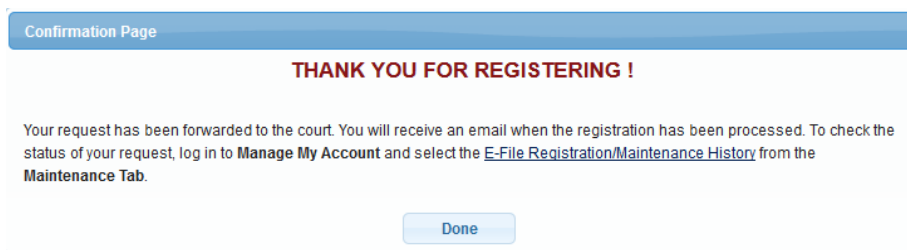
Step 21 The Payment information screen will display. If you entered a credit card when you registered for your PACER account you can check the box to have this card used for any CM/ECF filing fees. If you do not want to add a credit card, just click **NEXT**.



A screenshot of the payment options section. It shows two checkboxes: "Autobill PACER fees" (checked) and "E-filing fees default" (unchecked). A red arrow points to the "E-filing fees default" checkbox.

Step 22 E-filing Terms and Conditions screen will display. Place a checkmark in the boxes to acknowledge that you have read and accept the terms. Click **SUBMIT**.

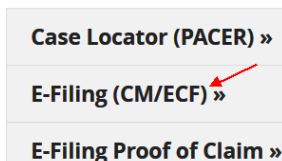
Step 23 The confirmation page will display, click **DONE**.



A screenshot of the "Confirmation Page". It features a blue header with the text "Confirmation Page". Below the header, it says "THANK YOU FOR REGISTERING!". The main content area contains the text: "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, there is a "Done" button.

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.



A screenshot of a navigation menu with three items: "Case Locator (PACER) »", "E-Filing (CM/ECF) »", and "E-Filing Proof of Claim »". A red arrow points to the "E-Filing (CM/ECF) »" link.