

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.

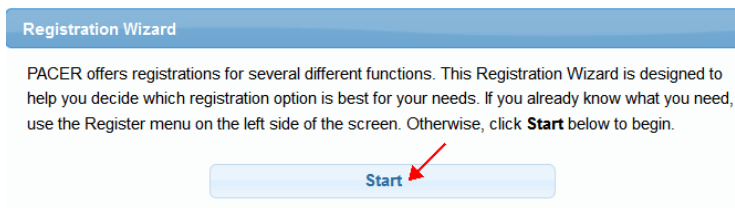
Note: In order to electronically file in the court, you cannot have a shared PACER account, you must have your own PACER account. If you already have an individual PACER account go to Step 10.

Step 1 Go to www.pacer.gov .

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



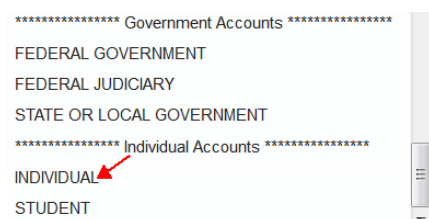
Step 3 From the Registration Wizard Click **Start**.



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](#)

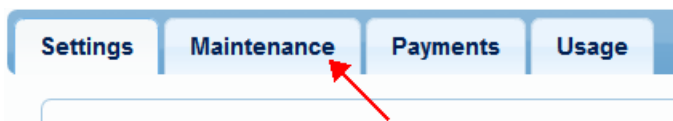
* Required Information

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. To register to e-file follow the next steps.

Step 10 Select **Manage My Account** from the Pacer home screen and login with your PACER login and password.

Step 11 Select the **Maintenance** tab.

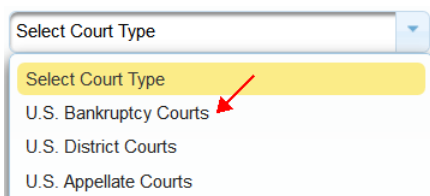


Step 12 Select **Non-Attorney E-File Registration**.

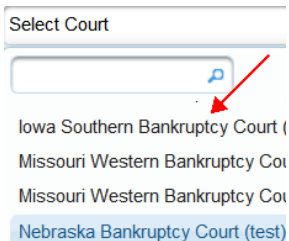
[Attorney Admissions / E-File Registration](#)

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

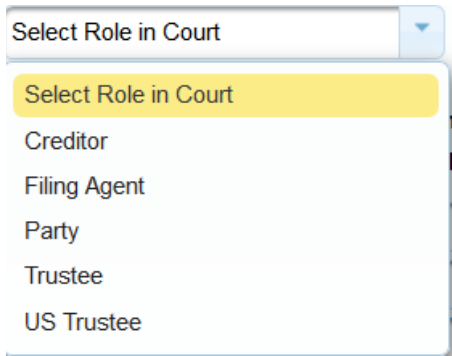
Step 13 Select US Bankruptcy Courts as the court type from the drop down list



Step 14 Select Iowa Southern Bankruptcy Court from the list.



Step 15 Select the correct court role from drop down list for the access you are requesting.



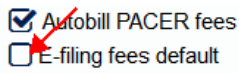
For creditor filers or attorney filers requesting limited filer access Select **Creditor**.

For Filing Agent access Select **Filing Agent**.

For Financial Management Provider or Auditor Select **Party**.

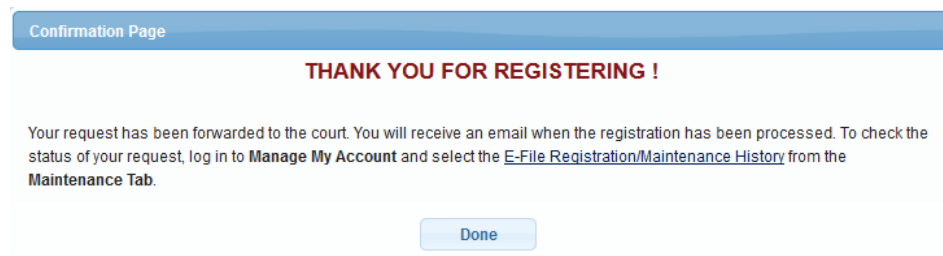
Step 16 Complete all other required fields on the screen and click **NEXT**.

Step 17 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**.



Step 18 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 19 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 by the court you can begin e-filing by going to www.iasb.uscourts.gov and selecting E-Filing (CM/ECF). You will be directed to the PACER login screen to login and file electronically.

