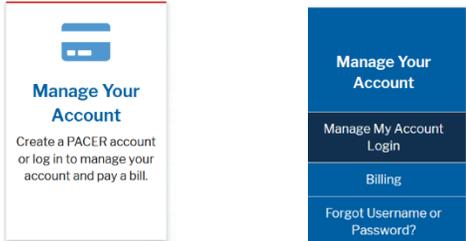
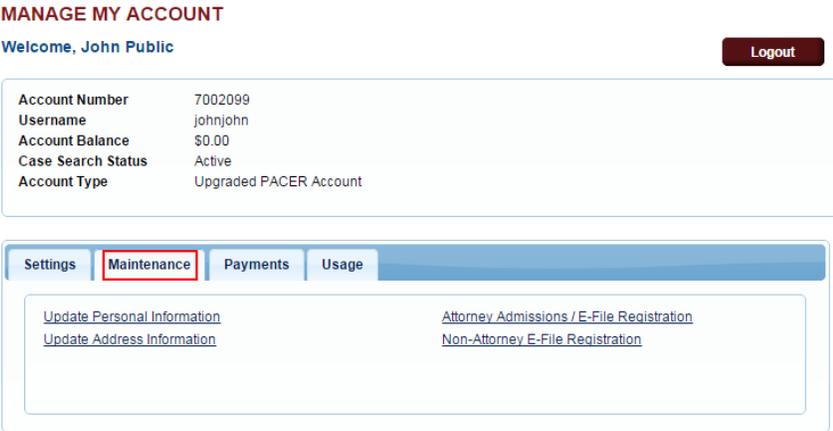


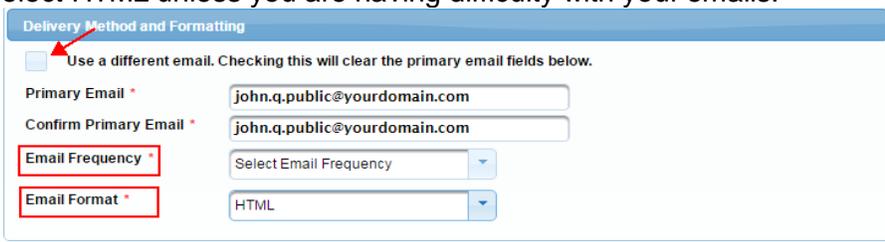
Register for Electronic Filing

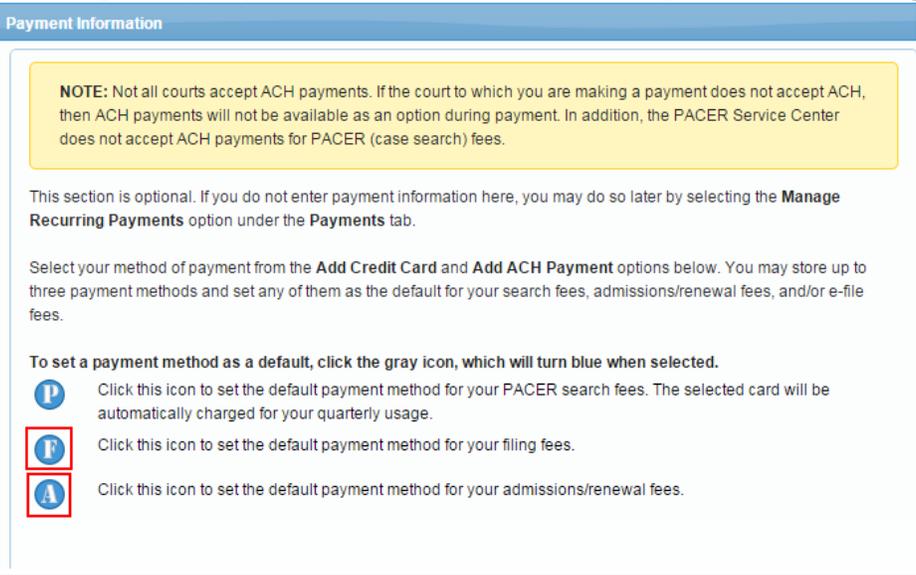
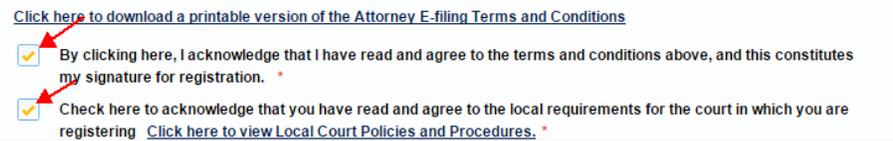
The following attorneys must register for electronic filing through their (upgraded) PACER account

- Attorneys admitted in the United States District Court for the District of Kansas who do not currently have an electronic filing account (CM/ECF filing account)
- Attorneys in Multi-District Litigation (MDL) cases
- Federal Government Attorneys – attorneys who work in a federal government agency

Step	Action
1	Go to PACER: www.pacer.gov 
2	Hover over Manage Your Account then click on Manage My Account Login. 
3	Log into PACER with an Upgraded PACER account.
4	Select the Maintenance tab 

5	<p>Select Attorney Admission/E-File Registration</p> 
6	<p>Select U.S. District Courts from drop down list in Court Type box</p>
7	<p>Select Kansas District Court from drop down list in Court box. Select Next</p>

Step	Action
8	<p>Select the appropriate action: Attorneys admitted to US District Court of Kansas select the E-File Registration Only button MDL attorneys select the Multi-District Litigation button Attorneys from federal government agencies select the Federal Attorney button</p> <p>WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?</p> 
9	<p>Complete all sections of the e-file registration. NOTE: you do not have to select a Role in Court Title. You can complete Additional Filer Information section if applicable. You MUST complete the Delivery Method and Formatting section of the form. This is used for electronic notification in cases in which you are involved. Email address information comes from your existing PACER information. Check the box to use a different email if desired. Email Frequency and Email Format are required and are also used for electronic notice in cases in which you are involved. In Email Frequency dropdown, Select Once Per Day for a daily summary notification or At The Time of Filing for individual notice. Select from the Email Format dropdown. Select HTML unless you are having difficulty with your emails.</p> 

Step	Action
10	<p>Set default payment information if desired (not required). You can add a new credit card or ACH payment method or designate your existing card as the default method for filing fees or admission fees by selecting the appropriate icons as shown in the image below.</p>  <p>Payment Information</p> <p>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.</p> <p>This section is optional. If you do not enter payment information here, you may do so later by selecting the Manage Recurring Payments option under the Payments tab.</p> <p>Select your method of payment from the Add Credit Card and Add ACH Payment options below. You may store up to three payment methods and set any of them as the default for your search fees, admissions/renewal fees, and/or e-file fees.</p> <p>To set a payment method as a default, click the gray icon, which will turn blue when selected.</p> <ul style="list-style-type: none">  Click this icon to set the default payment method for your PACER search fees. The selected card will be automatically charged for your quarterly usage.  Click this icon to set the default payment method for your filing fees.  Click this icon to set the default payment method for your admissions/renewal fees.
11	<p>Check the two boxes in the E-Filing Terms of Use</p>  <p>Click here to download a printable version of the Attorney E-filing Terms and Conditions</p> <p><input checked="" type="checkbox"/> By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *</p> <p><input checked="" type="checkbox"/> Check 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. *</p>
12	<p>Select Submit. The court will review your electronic filing registration request and you will receive further information via email.</p>