

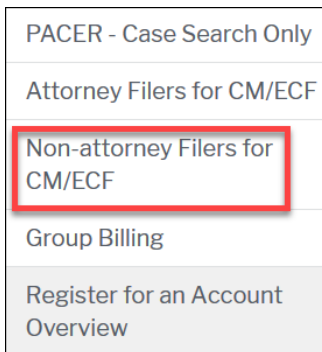
# Register for a New PACER Account and E-Filing Privileges (Non-Attorney Filers)

All new electronic filers must have their own individual PACER account and register through PACER in order to file in the Arizona Bankruptcy Court. All e-filing accounts are created and managed by PACER. You only have to proceed with the below steps if you are a **new** filer to the Arizona Bankruptcy Court and did not have an CM/ECF account prior to the upgrade to NextGen.

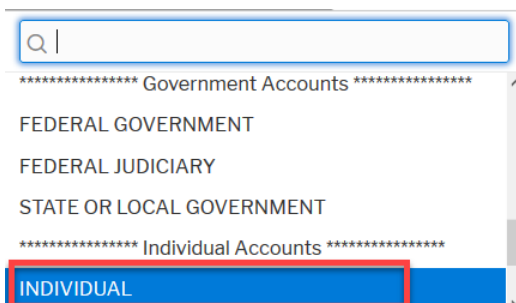
1. Go to <https://pacer.uscourts.gov>.
2. Select **Register for an Account** from menu bar.



3. Select **Non-attorney Filers for CM/ECF**



4. Select **Register for a PACER Account**
5. Complete the required fields on the registration form. Select **Individual** for **User Type** and click **Next**. NOTE: If you work for a government agency, make the appropriate selection from the Government Accounts category.



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6. Create a **Username** and **Password**. Select **Security Questions** and click **Next**.
7. Enter the payment information and click **Next**. Providing a credit card is optional, however, 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. You will be able to file; however, you will not be able to view, search, etc. until your account is activated.
8. Acknowledge that you have read the policies and procedures and click **Submit**.
9. To request e-filing privileges, click **Continue**:

## Non-Attorney E-File Registration

**Click Continue to complete the non-attorney e-file registration.**

Your PACER account has been created. Now you may register to e-file by clicking the **Continue** button below. You may also register to e-file at any time through the **Manage My Account** link located in the upper right corner of the PACER Service Center website.

Continue


10. Complete all applicable fields of the registration form. For **Court Type** select **U.S. Bankruptcy Courts** and **Arizona Bankruptcy Court** for **Court**:

### Complete all sections of E-File Registration

#### Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

**\* Required Information**

Court Type \*  

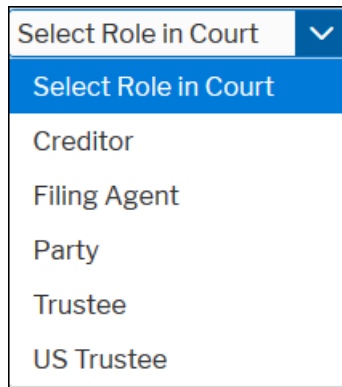
Court \*  

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11. For **Role in Court**, select the applicable role:

- Creditor (claim filer, mortgage modification mediator, professional fee application filer, service of process filer, unclaimed funds filer)
- Filing Agent
- Party (financial management course providers, auditors)

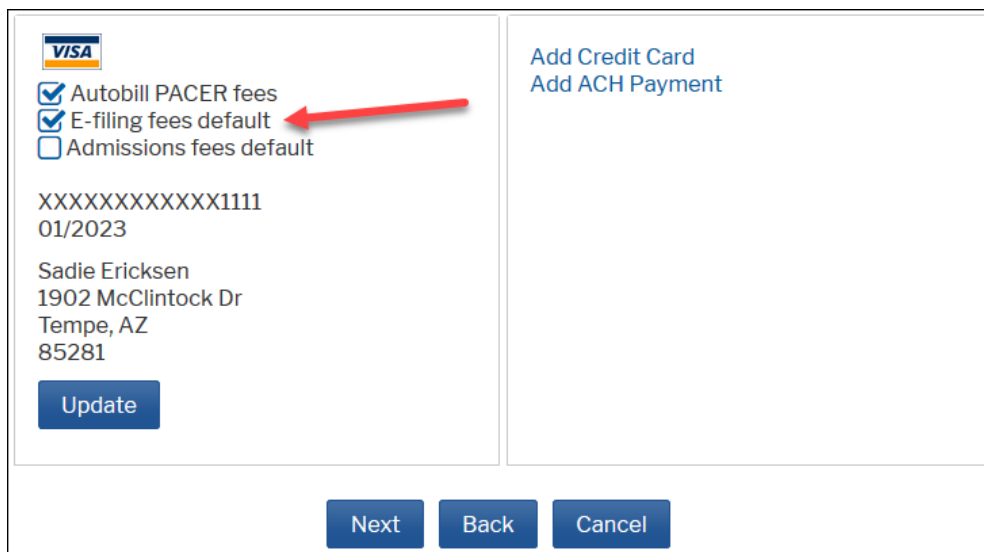



Select Role in Court

- Select Role in Court
- Creditor
- Filing Agent
- Party
- Trustee
- US Trustee

12. When the form is complete, click **Next**.

13. To designate a credit card as the default payment for e-filing fees, place check mark next to **E-filing fees default** and click **Next**.





Autobill PACER fees

E-filing fees default

Admissions fees default

XXXXXXXXXXXX1111  
01/2023

Sadie Ericksen  
1902 McClintock Dr  
Tempe, AZ  
85281

[Add Credit Card](#)  
[Add ACH Payment](#)

[Update](#)

[Next](#) [Back](#) [Cancel](#)

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14. Acknowledge that you have read the E-filing Terms and Conditions and click **Submit**.
15. Once your registration has been processed by our Court, you will receive an email confirming access to file. Please allow one business day for the registration process to be completed (Note: Filing agents will automatically be granted access to file).
16. Your filing account will be maintained by PACER, not through the Arizona Bankruptcy Court's CM/ECF system. Any updates listed below will be made through the **Settings** and **Maintenance** tabs in your PACER account:
  - Name change
  - Address
  - Email
  - Forgot/change username or password
  - Change credit card information
  - Request e-filing privileges to other federal courts that are on NextGen

Settings	Maintenance	Payments	Usage
<a href="#">Update Personal Information</a>	<a href="#">Attorney Admissions / E-File Registration</a>		
<a href="#">Update Address Information</a>	<a href="#">Non-Attorney E-File Registration</a>		
<a href="#">Check E-File Status</a>	<a href="#">E-File Registration/Maintenance History</a>		