

# HOW TO REQUEST E-FILING PRIVILEGES AS A COURT REPORTER

## Duties of Court Reporters; Extensions of Time - 11th Cir. R. 11-1 states in part:

The court reporter shall notify the ordering party and the clerk of this court at the time that ordered transcripts are filed in the district court. A court reporter who requests an extension of time for filing the transcript beyond the 30 day period fixed by FRAP 11(b) shall file an application with the clerk of the court of appeals on a form provided by the clerk of this court and shall specify in detail the amount of work that has been accomplished on the transcript, list all outstanding transcripts due to this and other courts and the due date for filing each and set forth the reasons which make an extension of time for filing the transcript appropriate. **Court reporters must file the application using this court's Electronic Case Files (ECF) system, unless the court exempts the court reporter from the electronic filing requirements upon motion and a showing of good cause.** The court reporter shall certify that the court reporter has sent a copy of the application to the district judge who tried the case and to all counsel of record. In some cases this court may require written approval of the request by the appropriate district judge. The clerk of the court of appeals shall also send a copy of the clerk's action on the application to the appropriate district judge. If the court reporter files the transcript beyond the 30 day period fixed by FRAP 11(b) without having obtained an extension of time to do so, the clerk of the court of appeals shall so notify the appropriate district judge.

**1 – ESTABLISH A PERSONAL EMAIL ACCOUNT FROM PROVIDER OF YOUR CHOICE, WHICH WILL BE REQUIRED FOR E-FILING PRIVILEGES w/THIS CIRCUIT via PACER.gov. / PACER SERVICE CENTER (PSC)**

**A** ANY COURT REPORTER  
anycourtreporter@gmail.com





**2 – OPEN A BROWSER TO ACCESS PACER.gov HOME PAGE ([www.PACER.GOV](http://www.PACER.GOV) or [Public Access to Court Electronic Records | PACER: Federal Court Records](#)) – FROM PACER HOME SCREEN CHOOSE THE OPTION: **"SIGN UP FOR AN ACCOUNT."****

https://pacer.uscourts.gov

**PACER** Public Access to Court Electronic Records

Register for an Account ▾ Find a Case ▾ File a Case ▾ My Account & Billing ▾ Pricing Help ▾ Search ▾

### What can we help you accomplish?

 <b>Search for a Case</b> Learn options to find case information.	 <b>Filing Electronically</b> Find court specific information to help you file a case electronically.	 <b>Manage Your Account</b> Create a PACER account or log in to manage your account and pay a bill.	 <b>Sign up for an Account</b> Register for a PACER account to begin searching for or filing cases.
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### 3 – CHOOSE THE OPTION “NON-ATTORNEY FILERS FOR CM/ECF” REGISTRATION FOR A PERSONAL PACER ACCOUNT

## Non-attorney Filers for CM/ECF

Non-attorneys filing federal court records electronically must first register. Non-attorneys are considered: pro se filers, court reporters, interested parties, filing agents, creditors, trustees, or U.S. Trustees. Not all courts accept non-attorney filers and some only accept specific types of non-attorney filers.

Registration will give non-attorneys access to view case information and documents. Courts are using one of two versions of CM/ECF – NextGen or CurrentGen.

- NextGen CM/ECF: Register through this site if the court you want to file in uses NextGen CM/ECF. First time users will be prompted to register for a PACER account, followed by the electronic filing registration for the selected court.
- CurrentGen CM/ECF: First you need to [register for a PACER account](#). Then, register with each district and/or bankruptcy court who uses CurrentGenCM/ECF.

Register for a PACER account



### 4 – COMPLETE NON-ATTORNEY PACER REGISTRATION FORM

**PACER**  
Public Access to Court Electronic Records

## Registration

### Non-Attorney E-File Registration

Account Information

\* Required Information

Prefix	Select Prefix
First Name *	ANY
Middle Name	
Last Name *	COURT REPORTER
Generation	Select Generation
Suffix	Select Suffix
Date of Birth *	01/18/1988
Firm/Office	
Unit/Department	
Address *	HOW TO - 123 MAIN ST
Room/Suite	
City *	ATLANTA
State *	Georgia
County *	FULTON
Zip/Postal Code *	
Country *	United States of America
Primary Phone *	404

**Additional Filer Information**

Other Names Used

Most Recent Case (in court where you are registering)

**Delivery Method and Formatting**

Use a different email. Checking this will clear the primary email fields below.

Primary Email \*  ?


Confirm Email \*  ?

Email Frequency \*  ?

Email Format \*  ?

Additional Email Addresses  ?

Confirm Additional Email Addresses



**5 – AFTER COMPLETING REGISTRATION FORM – REQUEST VERIFICATION CODE / “SEND CODE” - PACER WILL SEND AN EMAIL TO YOUR PERSONAL EMAIL ACCOUNT CONFIRMING REGISTRATION - AFTER PSC ACCOUNT VERIFICATION IS COMPLETED – YOUR NEW PACER ACCOUNT IS NOW ACTIVE**

  
Public Access To Court Electronic Records

**Registration**

**Non-Attorney E-File Registration**

**Email Verification**

You are required to verify your email address. Please click Send Code to receive a security code or you can skip email verification for now, but please note that your account will be locked if you do not verify on future login attempts.



security code will be emailed



### Security Code

Please use the following security code to verify your email address for PACER Registration. This code will expire in 15 minutes.

Security Code: **qncMfy**



Thank you,  
PACER Security Team

**NOTE:** Please do not reply to this message. This is an automated message sent from an unmonitored mailbox. If you have questions or comments, please email them to [psc@uscourts.gov](mailto:psc@uscourts.gov) or call the PACER Service Center at (800) 675-6856 between 7 AM and 6 PM CT Monday through Friday.

## 6 – REQUEST REGISTRATION APPROVAL FOR NON-ATTORNEY E-FILING



# Registration

## Non-Attorney E-File Registration

### User Information

\* Required Information

Generate Username

Check Username Available

Username \*

ANY COURT REPORTER

Password \*

.....

Confirm Password \*

.....

Security Question 1 \*

In what city or town was your first job?

Security Answer 1 \*

Atlanta

Security Question 2 \*

What is your best friend's first name?

Security Answer 2 \*

Scott

Next

Back

Reset

Cancel

FYI – DURING YOUR E-FILE REGISTRATION, NO “PAYMENT INFORMATION” IS REQUIRED

## Payment Information

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of PACER systems will generate a \$.10 per-page charge and is capped at \$3.00 for simple documents and case-specific reports that are more than 30 pages (e.g., docket reports, creditor listings, and claims register). NOTE: The \$3.00 cap does not apply to search returns, reports that are not case specific, lists of cases, or transcripts.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.
- Judicial opinions accessed via PACER will not generate a charge.
- If your usage does not exceed \$30 in a quarter, fees are waived.

**Providing a credit card is optional.** If you would like to register without providing a credit card, click **Next** below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. 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.

**\*\* Credit card data is optional here. However, if you do provide a credit card, the marked fields below are required.**



Account Holder Name \*

Card Type \*

Account Number \*

Card Expiration Date \*

 / 

Use billing address

Address \*

City \*

State \*

Zip/Postal Code \*

Country \*

I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due. \*

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

**PACER**  
Public Access to Court Electronic Records

## Registration

### 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.



Privacy & Security

**7 – YOUR PACER GENERAL NON-ATTORNEY E-FILING ACCOUNT IS NOW ESTABLISHED - YOU MAY BEGIN ADDING COURTS TO ACCOUNT FOR E-FILING PRIVILEGES – ADD 11<sup>TH</sup> CIRCUIT TO YOUR FILING ACCOUNT**

# Manage My Account

**Account Number** 889-  
**Username** ANYCOURTREPORTER  
**Amount Due** \$0.00  
**Account Balance** \$0.00  
**Case Search Status** Inactive  
**Account Type** Upgraded PACER Account  
**Multifactor Auth** Not Enrolled ([Enroll](#))

## 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 \*

U.S. Appellate Courts

Court \*

U.S. Court Of Appeals, Eleventh

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

To register as a user of the ECF system, an attorney must be a member of the Eleventh Circuit bar, admitted for a particular proceeding under 11th Cir. R. 46-3, admitted pro hac vice in a particular case, or appearing in a particular case as a pro se party. Participation in the ECF system by attorneys is mandatory. Unless an attorney is granted an exemption, an attorney must register to file and serve documents electronically using the ECF system. ECF filers should be aware of the potential to inadvertently share restricted documents when using 3rd-party services or software. Sharing your PACER account credentials with a 3rd-party service provider or designating that provider as a secondary recipient of a Notice of Docket Activity will give it access to sealed or restricted case information and documents in violation of court order. You are urged to use caution in your computer security practices to ensure that sealed or restricted documents to which you have access are not disclosed.

Role in Court \*

INDIVIDUAL

Name

Any Court Reporter

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one.\***

**Please verify your address. You may also enter a different address from the one provided for your CSO account.**

Use a different address. Checking this will clear the address fields below.

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

Firm/Office	<input type="text"/>
Unit/Department	<input type="text"/>
Address *	<input type="text" value="How To - 123 Main St"/>
	<input type="text"/>
	<input type="text"/>
Room/Suite	<input type="text"/>
City *	<input type="text" value="Atlanta"/>
State *	<input type="text" value="Georgia"/> <span>▼</span> <span>?</span>
County *	<input type="text" value="FULTON"/> <span>▼</span>
Zip/Postal Code *	<input type="text" value="30303"/>
Country *	<input type="text" value="United States of America"/> <span>▼</span>
Primary Phone *	<input type="text" value="404-"/> <span>?</span>
Alternate Phone	<input type="text"/> <span>?</span>
Text Phone	<input type="text"/> <span>?</span>
Fax Number	<input type="text"/> <span>?</span>

#### Additional Filer Information

Other Names Used	<input type="text"/>
Most Recent Case (in court where you are registering)	<input type="text"/>

#### Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email *	<input type="text" value="anycourtreporter@gmail.com"/> <span>?</span>
Confirm Email *	<input type="text" value="anycourtreporter@gmail.com"/> <span>?</span>
Email Frequency *	<input type="text" value="At The Time of Filing (One"/> <span>▼</span>
Email Format *	<input type="text" value="HTML"/> <span>▼</span>
Additional Email Addresses	<input type="text"/> <span>?</span>
Confirm Additional Email Addresses	<input type="text"/>



## Manage My Account

<b>Account Number</b>	8895122
<b>Username</b>	ANYCOURTREPORTER
<b>Amount Due</b>	\$0.00
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account
<b>Multifactor Auth</b>	Not Enrolled ( <a href="#">Enroll</a> )

### Payment Information

**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.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

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



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

## Manage My Account

Account Number	8895122
Username	ANYCOURTREPORTER
Amount Due	\$0.00
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account
Multifactor Auth	Not Enrolled ( <a href="#">Enroll</a> )

### E-Filing Terms of Use

## Non-Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

- Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. \*
- Click 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.](#) \*

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

**Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.**



Submit

Back

Reset

Cancel

## Manage My Account

Account Number	8895122
Username	ANYCOURTREPORTER
Amount Due	\$0.00
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account
Multifactor Auth	Not Enrolled ( <a href="#">Enroll</a> )

### Confirmation Page

## Thank You for registering!

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**.

Done

**YOU MAY NOW LOG OUT OF PACER – YOU WILL RECEIVE AN EMAIL FROM PACER SERVICE CENTER AFTER EACH REGISTRATION – YOU WILL ALSO RECEIVE AN E-MAIL FROM PACER SERVICE CENTER AFTER EACH REGISTRATION SUBMITTED IS PROCESSED**

#### PACER Account Registration Created

do\_not\_reply@psc.uscourts.gov

4:27PM (7) minutes ago



Your PACER account has been created. Please ensure the information below is correct:

Account Number	8895122
Contact Name	Any Court Reporter
User Name	anycourtreporter
Account Status	Under Review. You will receive an email when the review is complete. You may also check the status of your account by logging in at <a href="#">Manage My Account</a> .

NOTE: Please do not reply to this message. This is an automated message sent from an unmonitored mailbox. If you have questions or comments, please email them to [psc@psc.uscourts.gov](mailto:psc@psc.uscourts.gov) or call the PACER Service Center at (800) 675-6056 between 7 AM and 5 PM CT Monday through Friday.

#### NextGen CM/ECF Registration Status

do\_not\_reply@psc.uscourts.gov

4:10PM (2) minutes ago

This email is notification that your NextGen CM/ECF electronic filing registration has been processed. You may check your E-Filing Status by visiting the "Manage My Account" section of the PACER web site and selecting "Check E-File Status" option from the "Maintenance" tab or use this link: <https://pacer.psc.uscourts.gov/psc/management/efileStatus.html>

Account Number: 8895122  
Court: U.S. COURT OF APPEALS, ELEVENTH CIRCUIT  
Date/Time Submitted: 02/05/2026 15:08:24 CST  
Transaction ID: 104191  
Request: Registration  
Transaction Status: Processed

NOTE: Please do not reply to this message. This is an automated message sent from an unmonitored mailbox. If you have questions or comments, please email them to [scf\\_help@uscourts.gov](mailto:scf_help@uscourts.gov)

**YOU MAY NOW LOG INTO THE APPROPRIATE COURT AND E-FILE (Please refer to the How-To E-File for Court Reporters Guide on our website)**

**[END]**