



## Public Interested Person Registration

Although electronic filing is available only to attorneys, other public users, such as self-represented parties and members of the media, can register for limited access to CM/ECF, which will allow for registering for electronic notification of docket activity in individual cases.

### 1. Register for Public Interested Person Access

- a. Go to <http://www.pacer.gov>.
- b. Select **Register** from the menu bar, then **Start**.
- c. Select **E-File and/or Attorney Admissions**.
- d. Select **U.S. Appellate Courts** as the Court Type and **U.S. Court of Appeals, Federal Circuit** as the Court, then **Next**.
- e. Select one of the options based on the type of PACER account you have and your electronic filing history. If you have never filed electronically with the Federal Circuit, you will eventually reach the following screen:

A screenshot of the PACER Registration Wizard interface. The title bar reads "Registration Wizard". Below it, a sub-header says "E-File Registration for Upgraded PACER Accounts". The main instruction is "SELECT THE APPROPRIATE ROLE TYPE:". There are two buttons: "Attorney" and "Non-Attorney". The "Non-Attorney" button is highlighted with a red rectangular border. At the bottom, there are "Back" and "Done" buttons. A footer note provides contact information for the PACER Service Center: "For additional assistance, contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov)".

- f. Select **Non-Attorney**.



- g. Complete the fields on the E-File Registration Page and click **Next**.

**COMPLETE ALL SECTIONS OF E-FILE REGISTRATION**

**File 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 \* Select Court

Role in Court Interested Party

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

Unit/Department

Address \*

Room/Suite

City \*

State \* Select State

Zip/Postal Code \*

Country \* United States of America

Primary Phone \*

Alternate Phone

Text Phone

Fax Number

### Additional Filer Information

- Skip this section.

### Delivery Method and Formatting

- Select how frequently and in what format you wish to receive email notifications. You can also add additional emails to receive notice in **Additional Email Addresses**.

- h. On the next screen, select your payment options for PACER and other fees, then click **Next**.
- i. Review the E-Filing Terms of Use and click the acknowledgements.
- j. Click **Submit**. You will receive electronic notification once your request has been processed.

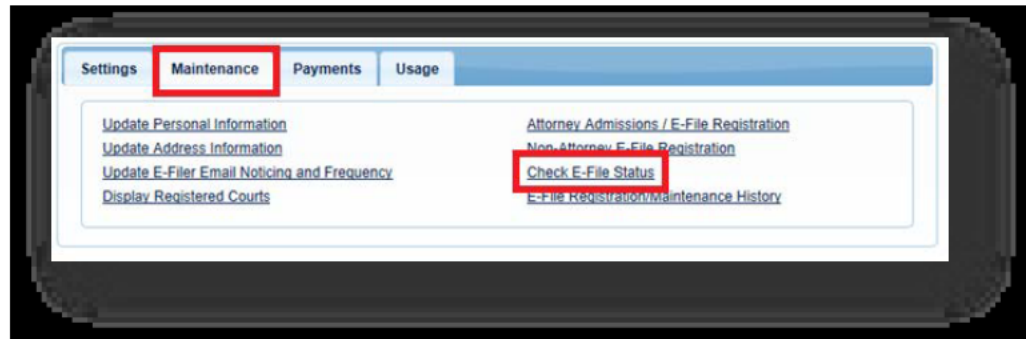
**Note:** Please allow two to three business days for processing by the Clerk's Office.



## 2. Check the Status of Your Request

After submitting your request for e-filing access or for government admission to practice, you can check online for the status of your request.

- Go to <http://www.pacer.gov>.
- Click **Manage My Account** at the top of the screen.
- Log on using your PACER credentials (if not already logged on)
- Under the **Maintenance** tab, select **Check E-File Status** to review the status of your registration.



- Click **Check** next to the Federal Circuit.

