NEXTGEN CM/ECF NOTICE FOR CASES OF INTEREST

Attorneys - E-Filer Requests Only



I. Sign up to Receive Notices of Public Filings in Cases on Appeal

Attorneys who do not wish to apply for admission to the 5th Circuit Bar may still register to receive notices of public filings in cases of interest.

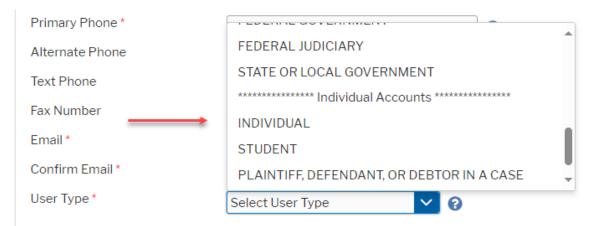


1. Create a PACER account. Click the link below. (If you already

have a PACER account, proceed to section II.)

https://pacer.psc.uscourts.gov/pscof/registration.jsf?filerType=A

- 2. Provide name and contact information as required.
- 3. For "User Type" select INDIVIDUAL from the list as show below:



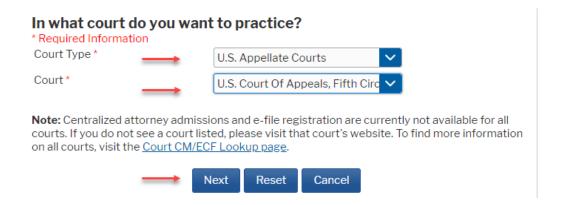
- 4. Click the [Next] button to continue. Provide all necessary information.
- 5. When done, the following screen will display. Click the [Continue] button.

ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION



II. Register to E-File Only

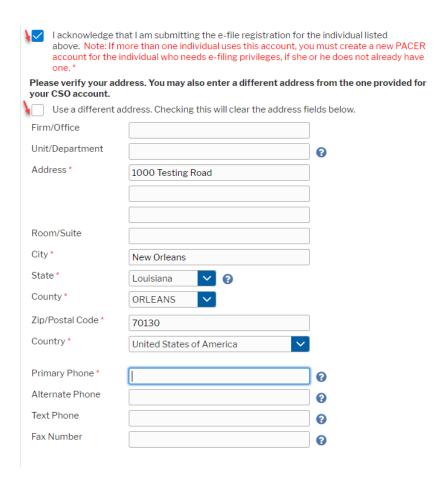
1. Select Court Type and Court as shown below. Click the [Next] button. (*If you are already registered as an E-Filer, proceed to section III.*)



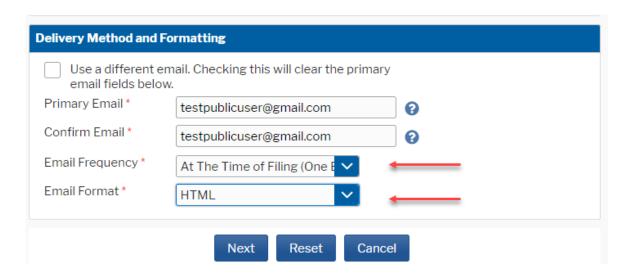
2. Select E-File Registration Only.



3. Required information is noted with an * asterisk. Click the checkbox to acknowledge. The address you provided during the PACER registration is displayed. If correct, no changes are necessary.

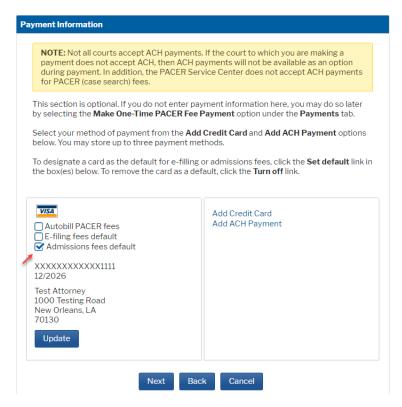


4. Select Email Frequency and Email Format as shown.

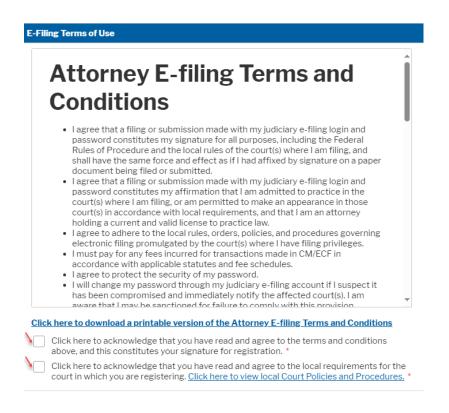


5. Payment Information – If you did not provide this information previously, you may see this screen. PLEASE NOTE: THIS SECTION IS OPTIONAL

To continue, click the [Next] button.



3. Acknowledge and click the [Submit] button.



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.



Confirmation Page

Thank You for registering!

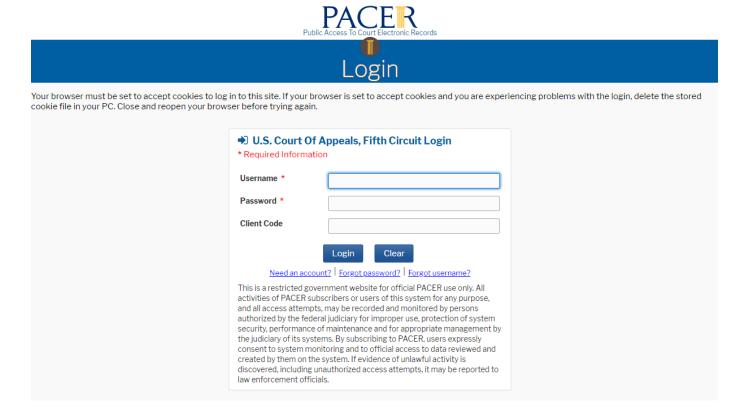
Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the <u>E-File Registration/Maintenance History</u> from the **Maintenance Tab**.



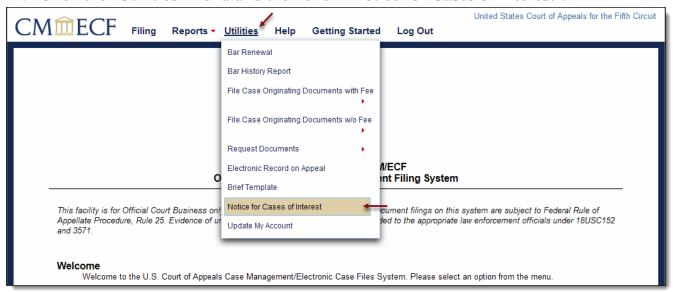
III. Steps for Setting up Notices in Cases of Interest

You will receive notice from the 5th Circuit when your E-Filing account has been activated. To receive notices in an appeal, follow the steps below:

 Login to the Fifth Circuit's CM/ECF site at_ https://ecf.ca5.uscourts.gov/n/AttorneyFiling/login.jsf

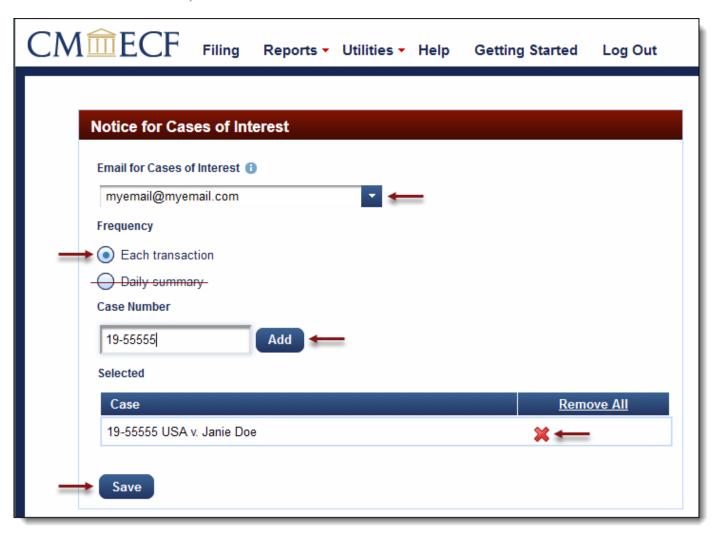


2. Click the 'Utilities' menu and then click 'Notice for Cases of Interest'.



3. The primary email address linked to your PACER account will be the default. If more than one email address is on file, select the dropdown menu to select the email to be used for notices. Only one email address may be selected.

NOTE: For Frequency, select 'Each transaction'. ('Daily summary' is not a valid option for the 5th Circuit.)



4. Enter the appellate case number and click [Add]. Click [Save] to accept the changes. To no longer receive notifications for a specific case, select the red 'X' to remove the case from the list.