NEXTGEN CM/ECF NOTICE FOR CASES OF INTEREST

Non-Attorneys



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

Non-Attorneys: Media representatives and other interested individuals may register to receive copies of public filings in cases of interest in the Fifth Circuit.

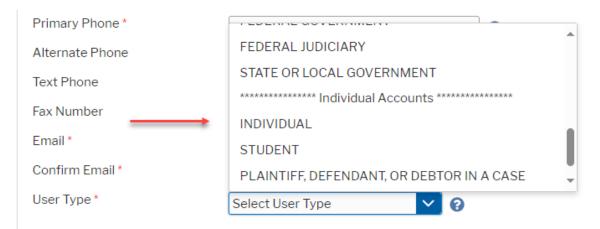


1. Create a PACER account. Click the link below. (If you already

have a PACER account, proceed to section II.)

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

- 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.

CLICK CONTINUE TO COMPLETE THE NON-ATTORNEY E-FILE REGISTRATION.
t account has been created. Now you may register to e-file by clicking the Continue button below. You may also file at any time through the Manage My Account link located in the upper right corner of the PACER Service Cente

II. Register to E-File with the 5th Circuit to Receive Case Notifications

1. Select Court Type, Court, and Role in Court as shown below. (*If you are already registered as an E-Filer, proceed to <u>section III</u>.)*

Filer Information	
types of non-atto	not all courts accept non-attorney filers and some accept only specific orney filers. If the selected court does not allow a specific type of non- u will not be able to register for filing privileges at that court.
* Required Informa	tion
Court Type *	Select Court Type
Court *	Select Court
Role in Court *	Select Role in Court
Name	Laney Testaty
above. Note:	e that I am submitting the e-file registration for the individual listed If more than one individual uses this account, you must create a new PACER ne individual who needs e-filing privileges, if she or he does not already have
Please verify your your CSO account.	address. You may also enter a different address from the one provided for
Use a differer	t address. Checking this will clear the address fields below.
Firm/Office	
Unit/Department	

2. Click the checkbox to acknowledge. The address you provided during the PACER registration is displayed. If correct, no changes are necessary.

above. Note:	ge that I am submitting the e-file registr If more than one individual uses this ac he individual who needs e-filing privileg	count, you must create a new PACER
Please verify your your CSO account	r address. You may also enter a differe t.	nt address from the one provided for
Use a differe	nt address. Checking this will clear the	address fields below.
Firm/Office		
Unit/Department		0
Address *	1000 Testing Road	
Room/Suite		
City *	New Orleans	
State *	Louisiana 🔽 📀	
County *	ORLEANS 🗸	
Zip/Postal Code *	70130	
Country *	United States of America	
Primary Phone *	6	
-		
Alternate Phone		0
Text Phone		0
Fax Number		0

3. Select Email Frequency and Email Format as shown.

Delivery Method and I	Formatting
Use a different e email fields belo	mail. Checking this will clear the primary w.
Primary Email *	testpublicuser@gmail.com
Confirm Email *	testpublicuser@gmail.com
Email Frequency *	At The Time of Filing (One E 🗸
Email Format *	HTML
	Next Reset Cancel

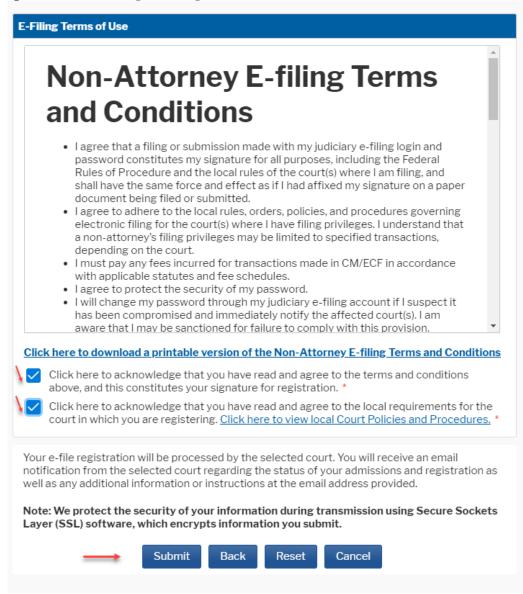
4. Payment Information – If you did not provide this information previously, you may see this screen.

PLEASE NOTE: THIS SECTION IS OPTIONAL

To continue, click the [Next] button.

ayment Information		
payment does not accept ACH, then AC	ents. If the court to which you are making a CH payments will not be available as an option ? Service Center does not accept ACH payments	
by selecting the Make One-Time PACER Select your method of payment from the below. You may store up to three paymen	lling or admissions fees, click the Set default link in	
✓VSA Autobill PACER fees E-filing fees default ✓ Admissions fees default XXXXXXXXXXXXX1111 12/2026 Test Attorney 1000 Testing Road New Orleans, LA 70130 Update	Add Credit Card Add ACH Payment	
Next Back Cancel		

5. Acknowledge and click the [Submit] button.



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:

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

	Public Access To Court Electronic Records
	Login
Your browser must be set to accept cookies to log in cookie file in your PC. Close and reopen your browse	to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored r before trying again.
	U.S. Court Of Appeals, Fifth Circuit Login * Required Information Username * Password * Client Code Login Clear
	Need an account? Forgot password? Forgot username? This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary fits systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

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

CM ECF Filing Reports -	Utilities Help Getting Started	United States Court of Appeals for the Fifth Circuit Log Out
o		N/ECF ⊧nt Filing System
This facility is for Official Court Business onl Appellate Procedure, Rule 25. Evidence of un and 3571. Welcome Welcome to the U.S. Court of Appeals	Notice for Cases of Interest	oument filings on this system are subject to Federal Rule of led to the appropriate law enforcement officials under 18USC152 System. Please select an option from the menu.

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.

CM ECF Filing Reports - Utilities - Hel	p Getting Started Log Out
Notice for Cases of Interest	
Email for Cases of Interest 🕕	
myemail@myemail.com	
Frequency	
> Each transaction	
- Daily summary-	
Case Number	
19-55555 Add	
Selected	
Case	Remove All
19-55555 USA v. Janie Doe	×

If you no longer want to receive notifications for a specific case, select the red 'X' to remove the case from the list.