



Slide 1 - Welcome

← Table of Contents PACER Administrative Account (PAA) Basics |



Administrative Office of the U.S. Courts
Department of Technology Services

PACER Administrative Account (PAA) Basics



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Slide notes

Slide 2 - Navigation

The screenshot shows a slide titled "Navigation Instructions" with a blue header bar containing a left-pointing arrow and the text "Table of Contents". The main content area has a white background. At the top center is the title "Navigation Instructions". Below it is a paragraph: "You can **Fast Forward** or **Rewind** the lesson by using the Navigation bar at the bottom of the screen." Below this text is a red navigation bar with several icons: a refresh icon, a play icon, a left arrow, a right arrow, a progress slider, a left arrow, a "CC" icon, and a "TOC" icon. Blue arrows point to the left and right arrow icons. Below the navigation bar is a smaller blue bar with a right-pointing arrow and the text "Table of Contents". Below this is another paragraph: "There is a **Table of Contents**, or **TOC**, located at the top left corner of the screen. Click the **TOC** button to the right of the Navigation bar to open or close the **TOC**. From the **TOC**, you can click on an item to jump to that section in the lesson." Below this text is a red speech bubble containing the text "Click here." and a grey button labeled "Start". At the bottom of the slide is a blue footer bar with the AO logo and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services".

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Navigation Instructions

You can **Fast Forward** or **Rewind** the lesson by using the Navigation bar at the bottom of the screen.

There is a **Table of Contents**, or **TOC**, located at the top left corner of the screen. Click the **TOC** button to the right of the Navigation bar to open or close the **TOC**. From the **TOC**, you can click on an item to jump to that section in the lesson.

Click here.

Start

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Here are the instructions for navigating through this tutorial. Click Start when you're ready to begin.

Slide 3 - Objectives

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Objectives



By the end of this module, you will be able to:

- Add an existing account to a PAA.
- Remove (Unlink) an attorney from a PAA.
- Access the other options available to you on the PAA Maintenance tab.
- Access the Usage tab.
- Change the Client Code field to mandatory.

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By the end of this module, you will be able to add an existing account to a PAA, remove or unlink an attorney from a PAA, access the other options available to you on the PAA Maintenance tab, access the Usage tab, and change the Client Code field to mandatory.

Slide 4 - Introduction to PAAs

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Introduction to PAAs

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Before we get started, let's go over what a PAA is and what tasks you can accomplish with it.

Slide 5 - PAA Overview

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PAA Overview



**LAW
FIRMS**



**FINANCIAL
ORGANIZATIONS**



**EDUCATIONAL
OR RESEARCH
INSTITUTIONS**

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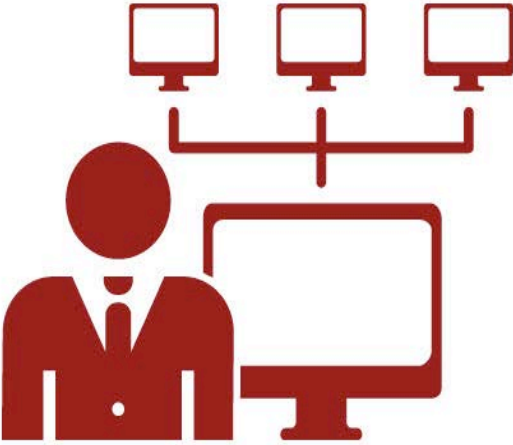
A PAA is a consolidated billing and online account management process for groups such as law firms, financial organizations, and educational or research institutions.

Slide 6 - PAA Overview 2

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PAA Overview (Continued)

With a PAA, you can:



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With a PAA you can add or remove individual users from your account, manage pending requests, view all of the individual users linked to your account, update cost center information, and view requests, quarterly invoices, a statement of account, and detailed transactions.

Slide 7 - PAA Overview 3

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PAA Overview (Continued)

The PAA:

- Is for administrative purposes only.
- Doesn't provide access to case information.

A PAA administrator:

- Is assigned to the PAA on behalf of the firm.
- Is responsible for the firm's billing process.

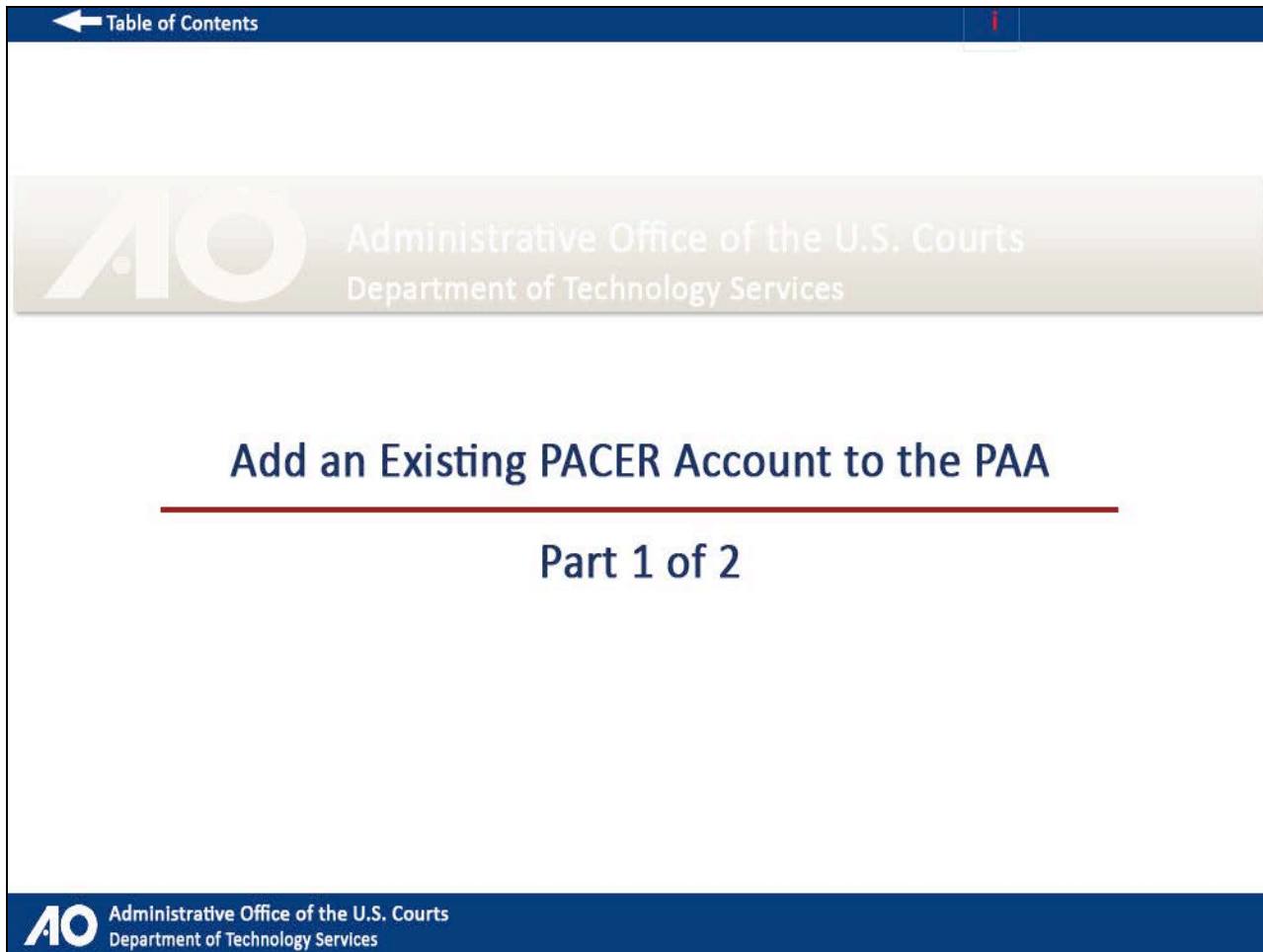


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The PAA is intended to be used for administrative purposes only, and does not provide access to case information. A PAA administrator is assigned to the PAA on behalf of the firm. This individual is responsible for the firm's billing process.

Slide 8 - Add an Existing PACER Account to the PAA



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Add an Existing PACER Account to the PAA

Part 1 of 2

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Adding an existing PACER account to your PAA is a two-step process. In this first step, we will demonstrate how the PAA administrator can send a request to an individual user.

In the second step, the individual user will need to log in to PACER and accept the PAA administrator's request to join his or her PAA.

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PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS Login

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information online from federal appellate, district, and bankruptcy courts, and the PACER Case Locator. PACER is provided by the Federal Judiciary in keeping with its commitment to providing public access to court information via a centralized service.

NEXTGEN CM/ECF COMING SOON

The Federal Judiciary is developing a Next Generation (NextGen) Case Management/ Electronic Case Files (CM/ECF) system that will allow you to use the same account for both PACER and electronic filing access. [More information](#) on the upcoming improvements to PACER and CM/ECF is available. Check back for updates as courts go live on the new system.

PACER ANNOUNCEMENTS

- Training on Changes to PACER (08/10/2014)
- Changes to Information Available on PACER (08/10/2014)
- Improvements Coming to PACER and CM/ECF (07/18/2014)
- July 2014 Newsletter (07/03/2014)
- Important Security Notice (05/06/2014)
- Fee Schedule (04/01/2013)
- CM/ECF Release Notes (03/15/2013)
- Attention Appellate Court Mac Filers (01/07/2013)

[More »](#)

WHO CAN ACCESS PACER?

PACER is available to anyone who registers for an account.

The more than one million PACER users include attorneys, pro se filers, government agencies, trustees, data collectors, researchers, educational and financial institutions, commercial enterprises, the media, and the general public.

FREQUENTLY USED

- Court Links
- Forgot Your Password?
- Billing Information
- Register for a PACER Account
- Frequently Asked Questions
- Manage My Account

PACER CASE LOCATOR

The PACER Case Locator is a national index for U.S. district, bankruptcy, and appellate courts. A subset of information from each case is transferred to the PACER Case Locator server each night. The system searches the locator index for

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From PACER.gov, click Manage My Account.

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- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

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Type in your PAA username and password...

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Login

* Required Information

Username *

Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

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MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

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MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

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MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

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...and click Login.

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MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

Please Wait

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

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Waiting for pacer.psc.uscourts.gov...

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- Manage My Account

MANAGE MY ACCOUNT

Welcome, [Sign Out](#) **Logout**

Account Number: [REDACTED]
Username: [REDACTED]
Account Balance: [REDACTED]
Account Status: [REDACTED]

Important News

Settings Maintenance **PAA Maintenance** Payments Usage

[Change Username](#) [Go Paperless \(Statements\)](#)
[Change Password](#) [Set PACER Preferences](#)
[Set Security Information](#)

<https://pacer.psc.uscourts.gov/pscof/manage/maint.jsf#m...>

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After you have logged in, click the PAA Maintenance tab.

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MANAGE MY ACCOUNT

Welcome, [Sign Out](#) **Logout**

Account Number
Username
Account Balance
Account Status

Important News

Settings Maintenance PAA Maintenance Payments Usage

[Add Existing PACER Accounts to My PAA](#)
[Remove PACER Account from My PAA](#)
[Rescind My Pending Requests](#)
[Download List of All My PACER Accounts](#)

Add an existing PACER account to your PACER Administrative Account (PAA). You will be responsible for any charges on this account.

[View All My Requests](#)

<https://pacer.psc.uscourts.gov/pscwf/manage/firmLoginAdd.jsf?filterCode=N>

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Then, click the Add Existing PACER Accounts to My PAA hyperlink.

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- Manage My Account

MANAGE MY ACCOUNT

Welcome, [My Account](#) **Logout**

Account Number		Important News
Username		
Account Balance		
Account Status		

Add Existing PACER Accounts to My PAA

* Required Information
Use this form to add an existing PACER account to your PAA.

NOTE: PACER Service Center generates billing statements quarterly. Therefore, depending on when you add an account during the quarter, there may be charges that have not yet been billed. Your PAA will be responsible for these unbilled charges, any other outstanding charges, as well as any future charges once the account is added.

Enter the account number and last name of the user you want to add, and your request will be emailed to the account owner and PAA owner. You will receive an email when the account owner has acted upon your request. If the user accepts, the account will be added to your PAA if it is an *upgraded* PACER account.

Instructions

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Scroll down.

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Account Number *

Last Name *

Remark *

Add

Review All My Requests

Account Number ↕	Firm Name	Contact	Status	Select
No records found.				

Check here to acknowledge you have read and understand the policies and procedures listed above. *

[Click here to download a printable version of the policies and procedures.](#)

Submit Cancel

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Enter the individual user that you want to add to your PAA.

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Account Number *

Last Name *

Remark *

Add

Review All My Requests

Account Number ↕	Firm Name	Contact	Status	Select
		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

No records found.

Check here to acknowledge you have read and understand the policies and procedures listed above. *

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Account Number *

Last Name *

Remark *

Add

Review All My Requests

Account Number ↕	Firm Name	Contact	Status	Select
		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

No records found.

Check here to acknowledge you have read and understand the policies and procedures listed above. *

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Account Number *

Last Name *

Remark *

Add

Review All My Requests

Account Number ↕	Firm Name	Contact	Status	Select
		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

No records found.

Check here to acknowledge you have read and understand the policies and procedures listed above. *

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Account Number *

Last Name *

Remark *

Review All My Requests				
Account Number ↕	Firm Name	Contact	Status	Select
No records found.				

Check here to acknowledge you have read and understand the policies and procedures listed above. *

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Enter a brief message in the Remark field that explains the nature of your request. This message will be included in the email that is sent to the user notifying him or her that you have requested to add him or her to your PAA.

Please note that the remark field requires a minimum of 10 characters and a maximum of 200 characters.

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Account Number *

Last Name *

Remark *

Add

Review All My Requests

Account Number ↕	Firm Name	Contact	Status	Select
		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>


No records found.


Check here to acknowledge you have read and understand the policies and procedures listed above. *

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Submit Cancel

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Account Number *

Last Name *

Remark * Adding to PAA.

Review All My Requests

Account Number ↕	Firm Name	Contact	Status	Select
No records found.				

Check here to acknowledge you have read and understand the policies and procedures listed above. *

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Click Add.

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Account Number * 0

Last Name *

Remark *

Add

Review All My Requests				
Account Number ↕	Firm Name	Contact	Status	Select
4280113 (00000000)	*****	00000000	New	<input type="checkbox"/>

Check here to acknowledge you have read and understand the policies and procedures listed above. *

[Click here to download a printable version of the policies and procedures.](#)

Submit Cancel

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Next, the account number, or numbers, that you have added will be displayed in the Review All My Requests section. Select the check box next to each account that you want to add to your PAA.

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Account Number *

Last Name *

Remark *

Add

Review All My Requests

Account Number ↕	Firm Name	Contact	Status	Select
*****	*****	*****	New	<input checked="" type="checkbox"/>

Check here to acknowledge you have read and understand the policies and procedures listed above. *

[Click here to download a printable version of the policies and procedures.](#)

Submit Cancel

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Then, select the check box that acknowledges that you have read and understood the policies and procedures that are at the top of this page.

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Account Number *

Last Name *

Remark *

Review All My Requests

Account Number	Firm Name	Contact	Status	Select
*****	*****	*****	New	<input checked="" type="checkbox"/>

Check here to acknowledge you have read and understand the policies and procedures listed above. *

[Click here to download a printable version of the policies and procedures.](#)

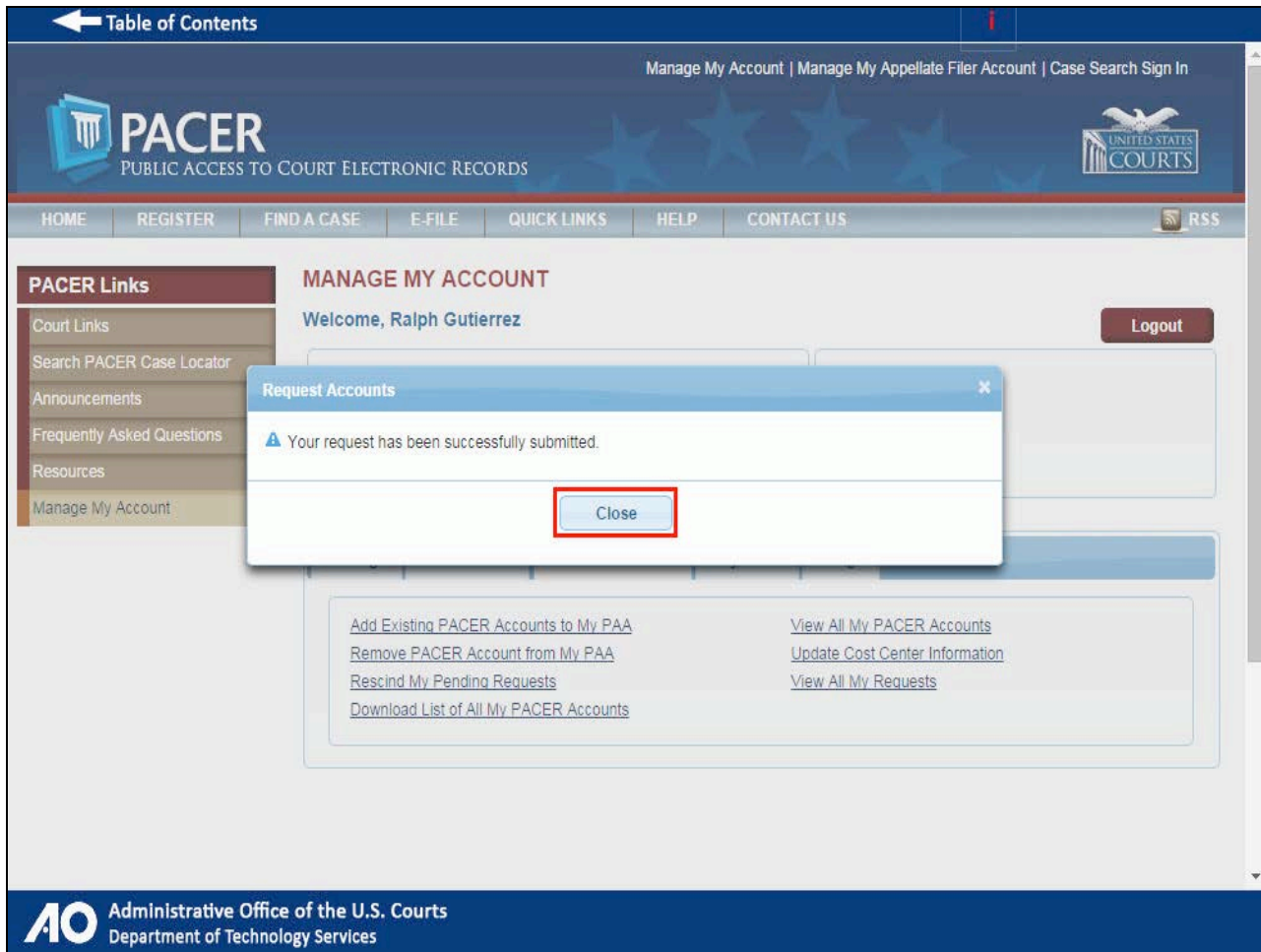
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Click Submit.

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Your request has now been sent to the individual user, or users, that you selected. Click Close.

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Add an Existing PACER Account to the PAA

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Next, we will demonstrate the second step in the process of adding an existing PACER account to your PAA. This step is completed by the individual user after receiving the request to join a PAA.

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The screenshot shows the PACER website homepage. At the top right, there is a navigation bar with links: "Manage My Account" (highlighted with a red box), "Manage My Appellate Filer Account", and "Case Search Sign In". The PACER logo is on the left, and the United States Courts logo is on the right. Below the logo is a navigation menu with "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", and "CONTACT US". There are also "RSS" and "Login" icons. The main content area includes a "Table of Contents" link, a "PACER ANNOUNCEMENTS" section with a list of updates, a "NEXTGEN CM/ECF COMING SOON" section, a "FREQUENTLY USED" section with links like "Court Links" and "Forgot Your Password?", a "PACER CASE LOCATOR" section, and a "WHO CAN ACCESS PACER?" section. The footer contains the "AO Administrative Office of the U.S. Courts Department of Technology Services" logo.

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From PACER.gov, click Manage My Account.

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MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

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Type in your PACER username and password...

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MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

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MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

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- Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

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- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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...and click Login.

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The screenshot shows the PACER website interface. At the top left, there is a 'Table of Contents' link with a left-pointing arrow. The main header features the PACER logo (Public Access to Court Electronic Records) and the United States Courts logo. Navigation links include HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, and an RSS icon. The 'MANAGE MY ACCOUNT' section is active, displaying instructions to enter PACER credentials for account updates. A 'Login' form is present with fields for Username and Password, and buttons for Login, Clear, and Cancel. A 'Please Wait' modal dialog box is overlaid on the form. Below the form are links for 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. A notice at the bottom states: 'NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.' The footer includes the AO (Administrative Office of the U.S. Courts) logo and the Department of Technology Services. A status bar at the bottom left shows 'Waiting for pacer.psc.uscourts.gov...'.

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MANAGE MY ACCOUNT

Welcome, [Neil Williams](#) **Logout**

Account Number	429891	Important News
Username	william123	
Account Balance	\$94.20	
Case Search Status	Active	

Settings Maintenance Payments Usage

[Change Username](#) [Go Paperless \(Statements\)](#)

[Change Pas](#) [Set PACER Preferences](#)

[Set Security](#) [View pending requests to join a PACER Administrative Account \(PAA\) for group billing.](#) [View Pending Requests to Join a PAA](#)

pacер.psc.uscourts.gov/pscof/manage/subJoinRequest.jsf?fi...

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After you have logged in, click the View Pending Requests to Join a PAA hyperlink.

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- Manage My Account

MANAGE MY ACCOUNT

Welcome, [Neil Williams](#) **Logout**

Account Number	123456789	Important News
Username	neil.williams	
Account Balance	\$0.00	
Case Search Status	Active	

View Pending Requests to Join a PAA

Review your pending request(s) to join an administrative account below.

Only one request can be accepted. Any other pending request will automatically be rejected. If you do not act upon a request within 10 days, it will automatically expire.

NOTE: PACER Service Center generates billing statements quarterly. Therefore, depending on when your account is added during the quarter, there may be charges that have not yet been billed. If you do not pay your balance, the requesting firm will be responsible for these unbilled charges, any other outstanding charges, as well as any future charges once the account is added. The firm will also have access to the usage history on your account.

[Click here](#) to review current usage and pay any balance on your account.

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Scroll down.

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NOTE: PACER Service Center generates billing statements quarterly. Therefore, depending on when your account is added during the quarter, there may be charges that have not yet been billed. If you do not pay your balance, the requesting firm will be responsible for these unbilled charges, any other outstanding charges, as well as any future charges once the account is added. The firm will also have access to the usage history on your account.

[Click here](#) to review current usage and pay any balance on your account.

Please enter a short remark (200 characters or less) to explain why this request has been accepted or rejected. This remark will be included in the email that is sent to all involved parties.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM to 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

Remark *

Review All My Requests

Account Number ↕	Firm Name	Administrator	Status	Date ↕	Remark	Select
1020007	Pacer Service Center	Heath Guberman	Pending	09/22/2014	Adding to PAA.	<input type="checkbox"/>

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Next, enter a brief message in the Remark field that explains why you are rejecting or accepting the PAA's request. This message will be included in the email that is sent to the PAA notifying him or her that you have accepted or rejected the request.

Please note that the remark field requires a minimum of 10 characters and a maximum of 200 characters.

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NOTE: PACER Service Center generates billing statements quarterly. Therefore, depending on when your account is added during the quarter, there may be charges that have not yet been billed. If you do not pay your balance, the requesting firm will be responsible for these unbilled charges, any other outstanding charges, as well as any future charges once the account is added. The firm will also have access to the usage history on your account.

[Click here](#) to review current usage and pay any balance on your account.

Please enter a short remark (200 characters or less) to explain why this request has been accepted or rejected. This remark will be included in the email that is sent to all involved parties.


If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM to 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

Remark *

Review All My Requests

Account Number	Firm Name	Administrator	Status	Date	Remark	Select
1020007	Pacer Service Center	Heath Guberman	Pending	09/22/2014	Adding to PAA.	<input type="checkbox"/>

Accept Reject Cancel



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!

NOTE: PACER Service Center generates billing statements quarterly. Therefore, depending on when your account is added during the quarter, there may be charges that have not yet been billed. If you do not pay your balance, the requesting firm will be responsible for these unbilled charges, any other outstanding charges, as well as any future charges once the account is added. The firm will also have access to the usage history on your account.

[Click here](#) to review current usage and pay any balance on your account.

Please enter a short remark (200 characters or less) to explain why this request has been accepted or rejected. This remark will be included in the email that is sent to all involved parties.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM to 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

Remark *

Review All My Requests

Account Number ⇅	Firm Name	Administrator	Status	Date ⇅	Remark	Select
1020007	Pacer Service Center	Heath Gubinski	Pending	09/22/2014	Adding to PAA.	<input type="checkbox"/>

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Next, select the account number, or numbers, that you have received a request from to join their PAA. This will be displayed in the Review All My Requests section. Select the check box next to the account that you want to respond to.

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NOTE: PACER Service Center generates billing statements quarterly. Therefore, depending on when your account is added during the quarter, there may be charges that have not yet been billed. If you do not pay your balance, the requesting firm will be responsible for these unbilled charges, any other outstanding charges, as well as any future charges once the account is added. The firm will also have access to the usage history on your account.


[Click here](#) to review current usage and pay any balance on your account.

Please enter a short remark (200 characters or less) to explain why this request has been accepted or rejected. This remark will be included in the email that is sent to all involved parties.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM to 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

Remark *

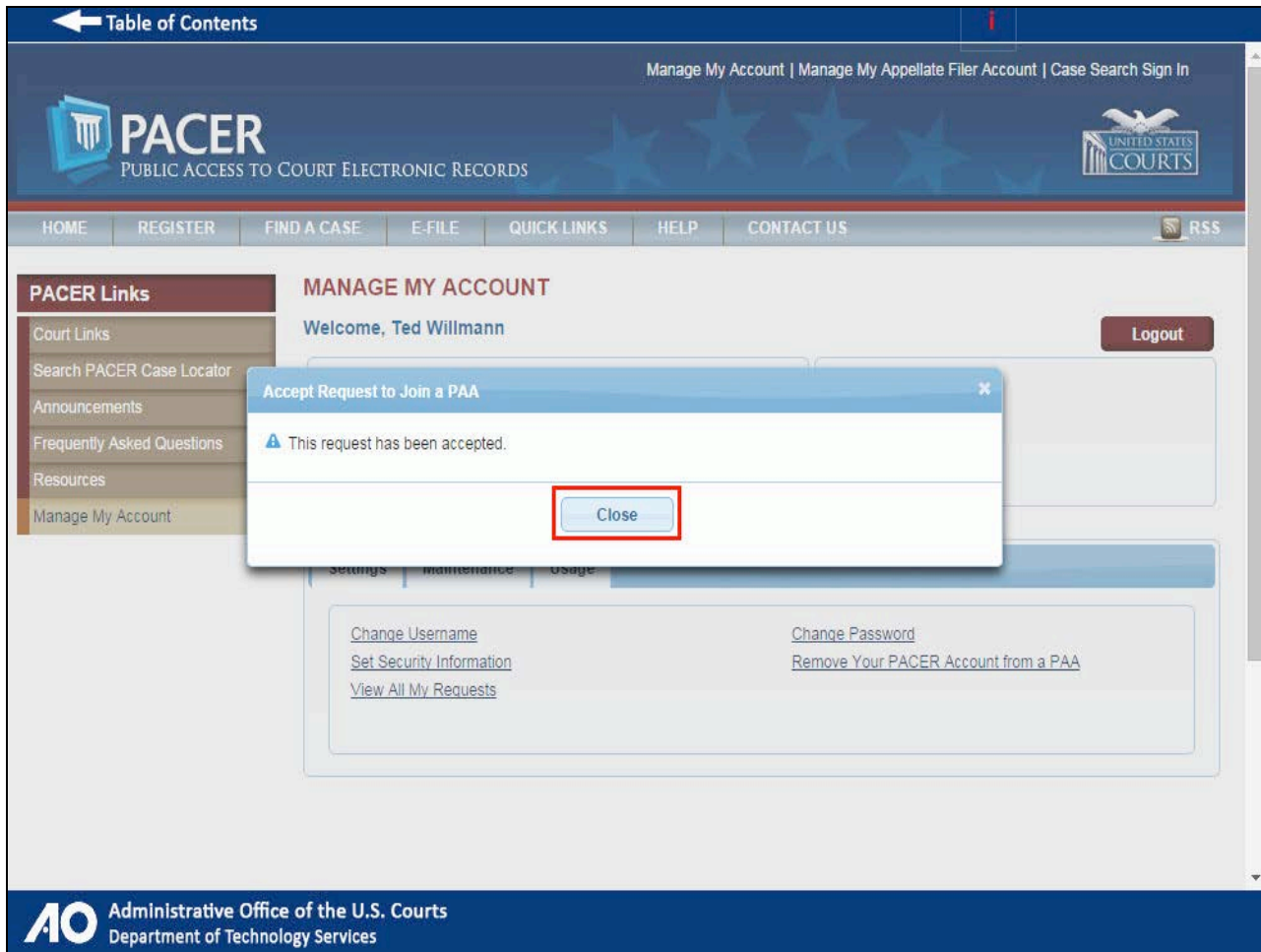
Review All My Requests						
Account Number	Firm Name	Administrator	Status	Date	Remark	Select
100001	Pacer Service Center	Admin Submitt	Pending	09/22/2014	Adding to PAA.	<input checked="" type="checkbox"/>

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Now you will need to click either Accept or Reject to complete the process. For the purposes of this demonstration, we will click Accept.

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We have now accepted the request to join the PAA. Click Close to continue using PACER.

Slide 45 - Removing a PACER Account from your PAA

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Removing a PACER Account from Your PAA

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Sometimes, you may need to remove an individual user from your PAA. In this section, we will demonstrate how to remove a PACER Account from your PAA.

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PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

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HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS Login

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information online from federal appellate, district, and bankruptcy courts, and the PACER Case Locator. PACER is provided by the Federal Judiciary in keeping with its commitment to providing public access to court information via a centralized service.

NEXTGEN CM/ECF COMING SOON

The Federal Judiciary is developing a Next Generation (NextGen) Case Management/ Electronic Case Files (CM/ECF) system that will allow you to use the same account for both PACER and electronic filing access. [More information](#) on the upcoming improvements to PACER and CM/ECF is available. Check back for updates as courts go live on the new system.

FREQUENTLY USED

- Court Links
- Forgot Your Password?
- Billing Information
- Register for a PACER Account
- Frequently Asked Questions
- Manage My Account

PACER CASE LOCATOR

The PACER Case Locator is a national index for U.S. district, bankruptcy, and appellate courts. A subset of information from each case is transferred to the PACER Case Locator server each night. The system contains case locator information for

PACER ANNOUNCEMENTS

- Training on Changes to PACER (08/10/2014)
- Changes to Information Available on PACER (08/10/2014)
- Improvements Coming to PACER and CM/ECF (07/18/2014)
- July 2014 Newsletter (07/03/2014)
- Important Security Notice (05/06/2014)
- Fee Schedule (04/01/2013)
- CM/ECF Release Notes (03/15/2013)
- Attention Appellate Court Mac Filers (01/07/2013)

[More »](#)

WHO CAN ACCESS PACER?

PACER is available to anyone who registers for an account.

The more than one million PACER users include attorneys, pro se filers, government agencies, trustees, data collectors, researchers, educational and financial institutions, commercial enterprises, the media, and the general public.

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From PACER.gov, click Manage My Account.

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MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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Type in your PAA username and password...

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MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

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MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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...and click Login.

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The screenshot shows the PACER website interface. At the top, there is a navigation bar with links for 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US'. The main header features the PACER logo and the text 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS'. Below the header is a 'MANAGE MY ACCOUNT' section with a sub-header 'MANAGE MY ACCOUNT' and a description: 'Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.' A 'Login' form is present with fields for 'Username' and 'Password', and buttons for 'Login', 'Clear', and 'Cancel'. A 'Please Wait' modal dialog box is overlaid on the form. At the bottom of the page, there is a footer with the AO logo and the text 'Administrative Office of the U.S. Courts Department of Technology Services'. A status bar at the very bottom indicates 'Waiting for pacer.psc.uscourts.gov...'.

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The screenshot displays the PACER 'MANAGE MY ACCOUNT' interface. At the top, there is a navigation bar with links for 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US'. The main content area is titled 'MANAGE MY ACCOUNT' and includes a 'Logout' button. Below this, there are sections for account information (Account Number, Username, Account Balance, Account Status) and 'Important News'. A navigation menu below these sections includes 'Settings', 'Maintenance', 'PAA Maintenance' (highlighted with a red box), 'Payments', and 'Usage'. Under the 'PAA Maintenance' tab, there are links for 'Change Username', 'Change Password', 'Set Security Information', 'Go Paperless (Statements)', and 'Set PACER Preferences'. The footer of the page identifies the 'Administrative Office of the U.S. Courts' and 'Department of Technology Services'.

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After you have logged in, click the PAA Maintenance tab.

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MANAGE MY ACCOUNT

Welcome, [My Account](#) **Logout**

Account Number: [REDACTED]
Username: [REDACTED]
Account Balance: [REDACTED]
Account Status: [REDACTED]

Important News

Settings Maintenance PAA Maintenance Payments Usage

[Add Existing PACER Accounts to My PAA](#)
[Remove PACER Account from My PAA](#)
[Rescind My Pending Requests](#)
[Download List of All My PACER Accounts](#)

Remove a PACER account from your PACER Administrative Account (PAA).

pacer.psc.uscourts.gov/psc/f/manager/firmLoginRemove.jsf...

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Click the Remove PACER Account from My PAA hyperlink.

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MANAGE MY ACCOUNT

Welcome, [Sign Out/Logout](#) **Logout**

Account Number	XXXXX	Important News
Username	XXXXXXXXXX	
Account Balance	\$0.00	
Account Status	Active	

Remove PACER Account from My PAA

Select the PACER account you want to remove from your PAA below.

Your PAA is responsible for any charges incurred before the individual account owner is removed. All future charges will be transferred back to the account owner.

Enter a short remark explaining why the account was removed. **NOTE: It may take up to 24 hours for the removal process to be finalized.**

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM to 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

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Scroll down.

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The screenshot shows a software interface with a dark blue header bar containing a 'Table of Contents' link. Below the header, there is a 'Remark *' field with a red rectangular border. Underneath the remark field is a table titled 'Account Information'. The table has five columns: 'Account Number', 'Firm Name', 'Contact', 'Status', and 'Select'. The 'Account Number' column has a dropdown arrow. The 'Status' column contains the word 'Active' for all rows. The 'Select' column contains checkboxes. The table lists several accounts, mostly with 'PACER Service Center' as the firm name and 'Test' as the contact. At the bottom of the interface is a dark blue footer bar with the 'AO' logo and the text 'Administrative Office of the U.S. Courts Department of Technology Services'.

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Next, enter a brief message in the Remark field that explains why you are removing the PACER account from your PAA. This message will be included in the email that is sent to the individual user notifying him or her that you have removed the account from your PAA.

Please note that the remark field requires a minimum of 10 characters and a maximum of 200 characters.

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Remark *

Account Information				
Account Number ↕	Firm Name	Contact	Status	Select
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
000000-00000000	PROLIFE Service Center	Page Customer	Active	<input type="checkbox"/>
000000-00000000	Prose Service Center	Test User	Active	<input type="checkbox"/>
000000-00000000	Prose Service Center	Testing User	Active	<input type="checkbox"/>
000000-00000000	Prose Service Center	Test User	Active	<input type="checkbox"/>
000000-00000000	Prose Service Center	New Programmer Test Account	Active	<input type="checkbox"/>
000000-00000000	Amor Works Service	Amor Works Service	Active	<input type="checkbox"/>
000000-00000000	PROLIFE Service Center - Logan Test	Test User	Active	<input type="checkbox"/>
000000-00000000	PROLIFE Service Center - Logan Test	Test User	Active	<input type="checkbox"/>
000000-00000000	PROLIFE Service Center - Logan Test	Test User	Active	<input type="checkbox"/>
000000-00000000	PROLIFE Service Center - Logan Test	Test User	Active	<input type="checkbox"/>
000000-00000000	PROLIFE Service Center - Logan Test	Test User	Active	<input type="checkbox"/>

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Remark *

Account Information

Account Number 	Firm Name	Contact	Status	Select
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
400000-00000000	PROLIFE Service Center	Paul Johnson	Active	<input type="checkbox"/>
400000-00000000	Peace Service Center	Tom Johnson	Active	<input type="checkbox"/>
400000-00000000	Peace Service Center	Tommy Lee	Active	<input type="checkbox"/>
400000-00000000	Peace Service Center	Tom Taylor	Active	<input type="checkbox"/>
400000-00000000	Peace Service Center	New Programmer Test Account	Active	<input type="checkbox"/>
400000-00000000	Area Wide Service	Area Wide Service	Active	<input type="checkbox"/>
400000-00000000	PROLIFE Service Center - Logan Test	Tom Johnson	Active	<input type="checkbox"/>
400000-00000000	PROLIFE Service Center - Logan Test	Tom Johnson	Active	<input type="checkbox"/>
400000-00000000	PROLIFE Service Center - Logan Test	Tom Johnson	Active	<input type="checkbox"/>
400000-00000000	PROLIFE Service Center - Logan Test	Tom Johnson	Active	<input type="checkbox"/>
400000-00000000	PROLIFE Service Center - Logan Test	Tom Johnson	Active	<input type="checkbox"/>
400000-00000000	PROLIFE Service Center - Logan Test	Tom Johnson	Active	<input type="checkbox"/>

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Next, you will need to find the account you want to remove in the Account Information section. You may search for an account by using the fields above the account number, contact, and status columns,...

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Remark *

Account Information				
Account Number	Firm Name	Contact	Status	Select
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
400000-00000000	PROLIFE Service Center	Paula Anderson	Active	<input type="checkbox"/>
400000-00000001	Prosur Service Center	Paul Anderson	Active	<input type="checkbox"/>
400000-00000002	Prosur Service Center	Paul Anderson	Active	<input type="checkbox"/>
400000-00000003	Prosur Service Center	Paul Anderson	Active	<input type="checkbox"/>
400000-00000004	Prosur Service Center	Paul Anderson	Active	<input type="checkbox"/>
400000-00000005	Prosur Service Center	Paul Anderson	Active	<input type="checkbox"/>
400000-00000006	Prosur Service Center	Paul Anderson	Active	<input type="checkbox"/>
400000-00000007	Prosur Service Center	Paul Anderson	Active	<input type="checkbox"/>
400000-00000008	Prosur Service Center	Paul Anderson	Active	<input type="checkbox"/>
400000-00000009	Prosur Service Center	Paul Anderson	Active	<input type="checkbox"/>
400000-00000010	Prosur Service Center	Paul Anderson	Active	<input type="checkbox"/>
400000-00000011	Prosur Service Center	Paul Anderson	Active	<input type="checkbox"/>
400000-00000012	Prosur Service Center	Paul Anderson	Active	<input type="checkbox"/>
400000-00000013	Prosur Service Center	Paul Anderson	Active	<input type="checkbox"/>
400000-00000014	Prosur Service Center	Paul Anderson	Active	<input type="checkbox"/>
400000-00000015	Prosur Service Center	Paul Anderson	Active	<input type="checkbox"/>

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Slide notes

...or you can scroll down and find the account you want to remove.

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ACCOUNT ID# 123456789	PACER Service Center - Login Test	Test Account	Active	<input type="checkbox"/>
ACCOUNT ID# 123456789	PACER Service Center - Login Test	Test Account	Active	<input type="checkbox"/>
ACCOUNT ID# 123456789	PACER Service Center - Login Test	Test Account	Active	<input type="checkbox"/>
ACCOUNT ID# 123456789	PACER Service Center - Login Test	Test Account	Active	<input type="checkbox"/>
ACCOUNT ID# 123456789	PACER Service Center - Login Test	Test Account	Active	<input type="checkbox"/>
ACCOUNT ID# 123456789	PACER Service Center - Login Test	Test Account	Active	<input type="checkbox"/>
ACCOUNT ID# 123456789	PACER Service Center - Login Test	Test Account	Active	<input type="checkbox"/>
ACCOUNT ID# 123456789	PACER Service Center - Login Test	Test Account	Active	<input type="checkbox"/>
ACCOUNT ID# 123456789	PACER Service Center - Login Test	Test Account	Active	<input type="checkbox"/>

Submit Cancel

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The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.



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Slide notes

Select the check box next to each account that you want to remove from your PAA.


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ADMINISTRATIVE OFFICE OF THE U.S. COURTS	PACER SERVICE CENTER	Table of Contents	Active	<input type="checkbox"/>
ADMINISTRATIVE OFFICE OF THE U.S. COURTS	PACER SERVICE CENTER	Table of Contents	Active	<input type="checkbox"/>
ADMINISTRATIVE OFFICE OF THE U.S. COURTS	PACER SERVICE CENTER	Table of Contents	Active	<input type="checkbox"/>
ADMINISTRATIVE OFFICE OF THE U.S. COURTS	PACER SERVICE CENTER	Table of Contents	Active	<input type="checkbox"/>
ADMINISTRATIVE OFFICE OF THE U.S. COURTS	PACER SERVICE CENTER	Table of Contents	Active	<input type="checkbox"/>
ADMINISTRATIVE OFFICE OF THE U.S. COURTS	PACER SERVICE CENTER	Table of Contents	Active	<input type="checkbox"/>
ADMINISTRATIVE OFFICE OF THE U.S. COURTS	PACER SERVICE CENTER	Table of Contents	Active	<input type="checkbox"/>
ADMINISTRATIVE OFFICE OF THE U.S. COURTS	PACER SERVICE CENTER	Table of Contents	Active	<input checked="" type="checkbox"/>

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Slide notes

Then, click Submit.

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The screenshot shows the PACER website interface. At the top, there is a navigation bar with links for 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US'. The main content area is titled 'MANAGE MY ACCOUNT' and includes a 'Logout' button. A modal dialog box titled 'Request to Remove PACER accounts' is displayed in the center, containing the message: 'Your request to remove the selected accounts has been successful.' A 'Close' button is highlighted with a red rectangle. Below the dialog box, there are several links for account management, such as 'Add Existing PACER Accounts to My PAA' and 'Remove PACER Account from My PAA'. The footer of the page identifies the 'Administrative Office of the U.S. Courts' and the 'Department of Technology Services'.

Slide notes

You have now removed the selected accounts from your PAA. Click Close to continue using PACER.

Slide 64 - Other Options for Managing Your Account

The slide content is contained within a blue-bordered frame. At the top left, there is a dark blue navigation bar with a white left-pointing arrow and the text "Table of Contents". Below this is a light beige header bar containing the AO logo (a stylized 'A' and 'O') on the left and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services" on the right. The main body of the slide is white and features the title "Other Options for Managing Your Account" centered in a dark blue font, underlined with a thin red line. At the bottom, there is a dark blue footer bar with the AO logo and the text "Administrative Office of the U.S. Courts" and "Department of Technology Services" on the left.

Slide notes

There are several other options for managing your account on PACER.gov. Let's take a look at some of these other options.

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PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, [\[User Name\]](#) **Logout**

Account Number: [Redacted]
 Username: [Redacted]
 Account Balance: [Redacted]
 Account Status: [Redacted]

Important News

Settings Maintenance **PAA Maintenance** Payments Usage

- [Add Existing PACER Accounts to My PAA](#)
- [Remove PACER Account from My PAA](#)
- [Rescind My Pending Requests](#)
- [Download List of All My PACER Accounts](#)
- [View All My PACER Accounts](#)
- [Update Cost Center Information](#)
- [View All My Requests](#)

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Slide notes

On the PAA Maintenance tab, you can do more than just add or remove users from your PAA. There are several other options available on this tab.

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- Manage My Account

MANAGE MY ACCOUNT

Welcome, [\[User Name\]](#) **Logout**

Account Number
Username
Account Balance
Account Status

Important News

Settings Maintenance **PAA Maintenance** Payments Usage

[Add Existing PACER Accounts to My PAA](#)
[Remove PACER Account from My PAA](#)
[Rescind My Pending Requests](#)
[Download List of All My PACER Accounts](#)
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Slide notes

They are Rescind My Pending Requests, Download List of All My PACER Accounts, View All My PACER Accounts, Update Cost Center Information, and View All My Requests.

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MANAGE MY ACCOUNT

Welcome, [\[User Name\]](#) **Logout**

Account Number	[REDACTED]	Important News
Username	[REDACTED]	
Account Balance	[REDACTED]	
Account Status	[REDACTED]	

Settings Maintenance PAA Maintenance Payments Usage

- [Add Existing PACER Accounts to My PAA](#)
- [Remove PACER Account from My PAA](#)
- [Rescind My Pending Requests](#)
- [Download List of All My PACER Accounts](#)
- [View All My PACER Accounts](#)
- [Update Cost Center Information](#)
- [View All My Requests](#)

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Slide notes

If you need to make the Client Code field mandatory for your users, you can do this by first clicking Settings,...

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MANAGE MY ACCOUNT

Welcome, [Sign Out](#) **Logout**

Account Number
Username
Account Balance
Account Status

Important News

Settings Maintenance PAA Maintenance Payments Usage

[Change Username](#) [Go Paperless \(Statements\)](#)
[Change Password](#) [Set PACER Preferences](#)
[Set Security Information](#)

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Slide notes

...and then clicking the Set PACER Preferences hyperlink. You can select in the PACER preferences whether you want the Client Code field to be mandatory or not.

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MANAGE MY ACCOUNT

Welcome, [Sign Out/Logout](#) **Logout**

Account Number	XXXXX	Important News
Username	XXXXXXXXXX	
Account Balance	\$0.00	
Account Status	Active	

Settings Maintenance PAA Maintenance Payments **Usage**

Change Username	Go Paperless (Statements)
Change Password	Set PACER Preferences
Set Security Information	

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Slide notes

On the Usage tab, there are two options available.

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MANAGE MY ACCOUNT

Welcome, [My Account](#) **Logout**

Account Number	XXXXX	Important News
Username	XXXXXXXXXX	
Account Balance	\$0.00	
Account Status	Active	

Settings Maintenance PAA Maintenance Payments Usage

[View Quarterly Invoice / Statement of Account](#) [View Detailed Transactions](#)

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Slide notes

Let's take a look at each one of these options.

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MANAGE MY ACCOUNT

Welcome, [Sign Out](#) **Logout**

Account Number: [REDACTED]
Username: [REDACTED]
Account Balance: [REDACTED]
Account Status: [REDACTED]

Important News

Settings Maintenance PAA Maintenance Payments Usage

[View Quarterly Invoice / Statement of Account](#) [View Detailed Transactions](#)

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The first option is the View Quarterly Invoice and Statement of Account hyperlink. Clicking this hyperlink will allow you to view your quarterly invoices and statements of account.

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MANAGE MY ACCOUNT

Welcome, [Sign Out/Logout](#) **Logout**

Account Number: [REDACTED]
Username: [REDACTED]
Account Balance: [REDACTED]
Account Status: [REDACTED]

Important News

Settings Maintenance PAA Maintenance Payments Usage

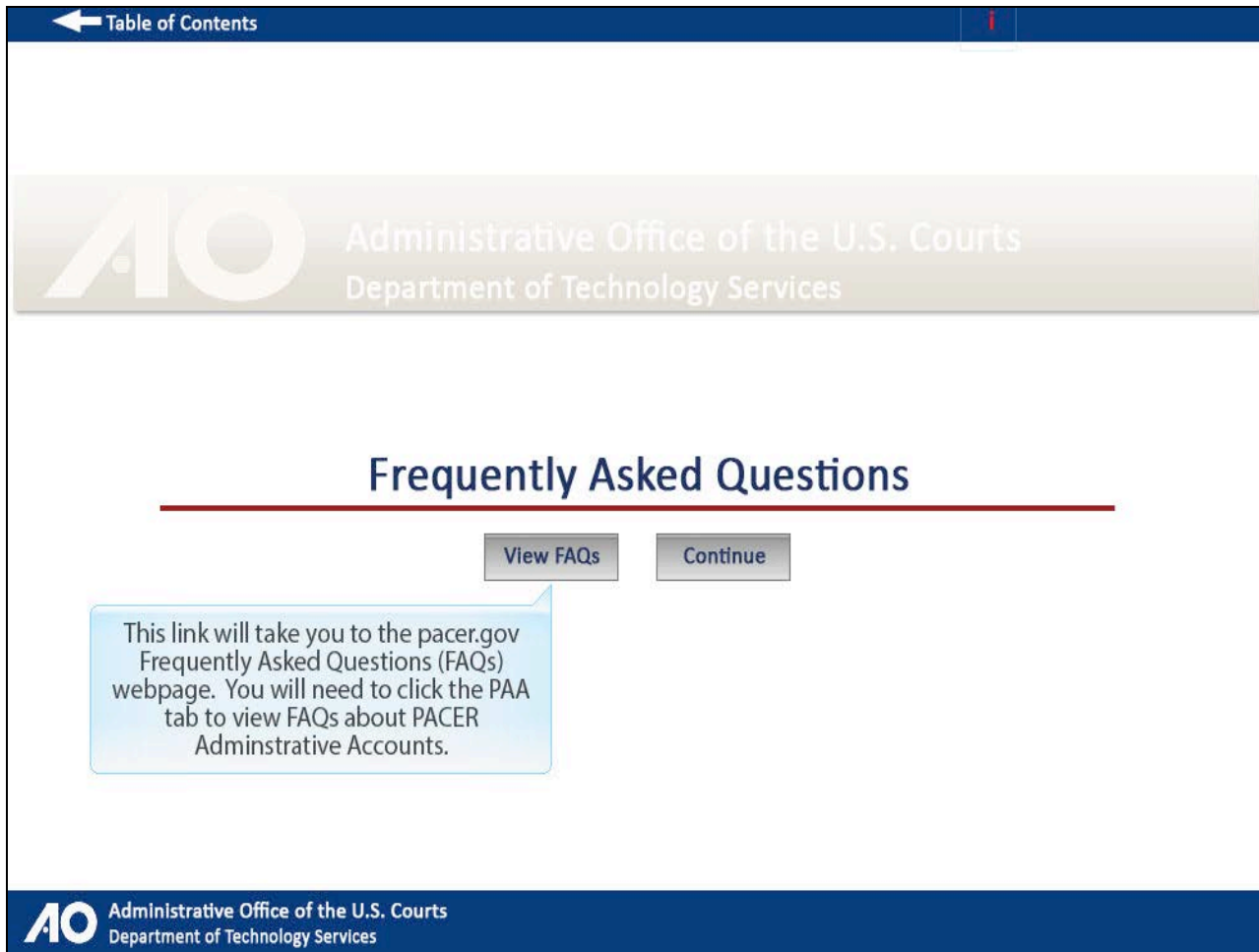
[View Quarterly Invoice / Statement of Account](#) [View Detailed Transactions](#)

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The second option is the View Detailed Transactions hyperlink. This section will allow you to search detailed billable case search transactions.

Slide 73 - Frequently Asked Questions



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Frequently Asked Questions

[View FAQs](#) [Continue](#)

This link will take you to the pacer.gov Frequently Asked Questions (FAQs) webpage. You will need to click the PAA tab to view FAQs about PACER Administrative Accounts.


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To view a list of frequently asked questions regarding PACER administrative accounts, click View FAQs. To continue this module, click Continue.


Slide 74 - Summary

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Summary



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Slide notes

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Summary

You should now be able to:

- Add an existing account to a PAA.
- Remove (Unlink) an attorney from a PAA.
- Access the other options available to you on the PAA Maintenance tab.
- Access the Usage tab.
- Change the Client Code field to mandatory.

Click here.

Exit

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Slide notes

You should now be able to add an existing account to a PAA, remove or unlink an attorney from a PAA, access the other options available to you on the PAA Maintenance tab, access the Usage tab, and change the Client Code field to mandatory. Click Exit to complete this tutorial.

Slide 76 - Module Information

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Module Information

PACER Administrative Account (PAA) Basics

Production Information:
Produced by AO-DTS-SDSO-TD
Contact Information: AOTXml_ELM@aotx.uscourts.gov
October 2014

Electronic Learning Module 1.0

Click here.

Return

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Slide notes