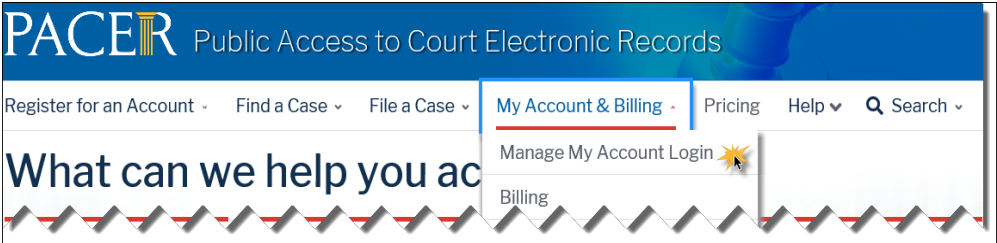
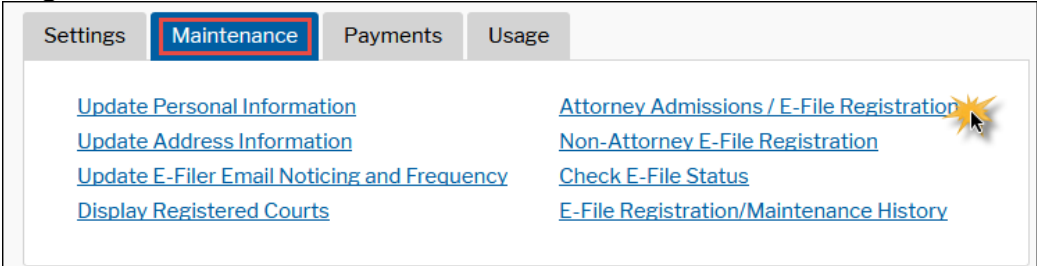
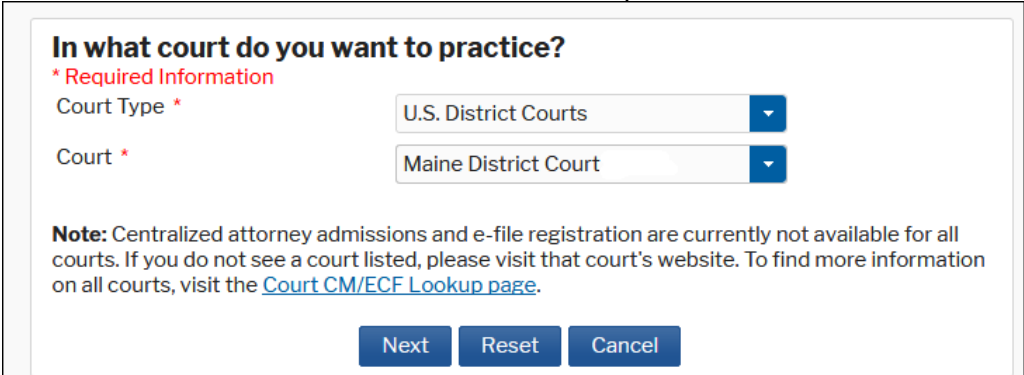


Register for Electronic Filing in the District of Maine

Attorneys admitted in the United States District Court for the District of Maine and Pro Hac Vice counsel must register for electronic filing through their upgraded individual PACER account. If you do not already have an upgraded individual PACER account, go to the PACER website at www.pacer.uscourts.gov to obtain one.

Step	Action
1	<p>Go to PACER at www.pacer.uscourts.gov. Select Manage My Account Login.</p> 
2	<p>Log into Manage My Account with your upgraded individual PACER username and password.</p>
3	<p>Click the Maintenance tab then select Attorney Admission/E-File Registration</p> 
4	<p>Select U.S. District Courts from the Court Type drop-down box Select Maine District Court from the Court drop-down box.</p> 

5

- Members of the Maine Bar click on **E-File Registration Only** link
- Counsel admitted PHV click on **Pro Hac Vice** link
- Government counsel/Federal Attorneys click on **Federal Attorney**

What would you like to apply/register for?

E-File Registration Only

Pro Hac Vice

Federal Attorney

On the E-File Registration screen complete all sections of the Filer Information section (you can select Title **Attorney** if no other options are applicable).

You can complete the Additional Filer Information section if applicable.

You **MUST** complete the Delivery Method and Formatting section of the form. This is used for electronic notification in cases in which you are involved.

In the **Email Frequency** dropdown:

Select **Once Per Day** for a daily summary notification or **At The Time of Filing** for individual notice.

In the **Email Format** dropdown:

Select HTML unless you are having difficulty with your emails.

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 *

6	<p>Set default payment information if desired (not required). You can add a new credit card or designate your existing card as the default method for filing fees by selecting the appropriate boxes.</p> <div data-bbox="422 310 1432 930" style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0070C0; color: white; padding: 5px;">Payment Information</div> <div style="background-color: #FFF9C4; padding: 10px; margin-top: 10px;"> <p>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.</p> </div> <p>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.</p> <p>Select your method of payment from the Add Credit Card and Add ACH Payment options below. You may store up to three payment methods.</p> <p>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.</p> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 20px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;">  <ul style="list-style-type: none"> <input type="checkbox"/> Autobill PACER fees <input type="checkbox"/> E-filing fees default <input type="checkbox"/> Admissions fees default </div> <div style="width: 45%; text-align: center;"> <p>Add Credit Card</p> <p>Add ACH Payment</p> </div> </div> </div> <p>Select Next.</p>
7	<p>Review and acknowledge the Attorney E-Filing Terms and Conditions and the Court Policies and Procedures.</p> <p>Click Submit. The court will review your electronic filing registration request and you will receive further information via email.</p>