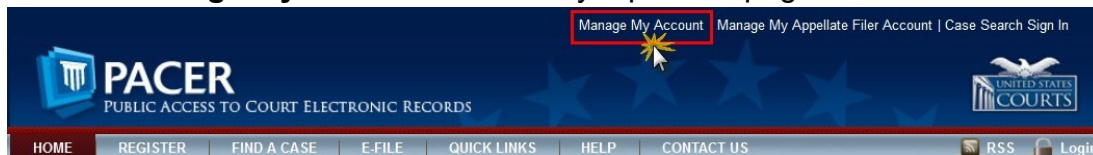


Pro Se Filing Account Procedures for: Pro Se Granted Electronic Filing Access.

The U.S. District Court for the Western District of Pennsylvania is a NextGen CM/ECF court.

In order to request filing access, you must have an upgraded individual PACER account. If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures. Once you have a PACER Account, follow the steps below to request filing access.

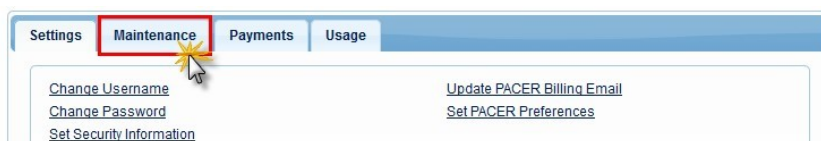
1. Navigate to <http://www.pacer.gov>
2. Click **Manage My Account** at the very top of the page



3. **Login** with your PACER username and password



4. Click on the **Maintenance** tab



5. Select **Non-Attorney Admission/E-File Registration**

Settings Maintenance Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)
[Update Address Information](#) **Non-Attorney E-File Registration**

6. Select **U.S. District Courts** as the Court Type, **Pennsylvania Western District Court** as the Court, and **Party** as Role in Court. Click **Next**.

Court Type * U.S. District Courts

Court * New York Eastern District Court (test) - NextGen

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court.](#)

Instructions for e-filing can be found at <https://www.nyed.uscourts.gov/cmecf-nextgen>.

Role in Court * Party

7. Enter information for **Other Names Used** and **Most Recent Case**. You must enter the case number you were granted access to file in. ***Do Not Leave Most Recent Case blank.**

Additional Filer Information

Other Names Used

Most Recent Case (in court where you are registering)

8. Select **Email Frequency and Email Format**, Click **Next**

Email Frequency * Select Email Frequency

Email Format * Select Email Format

Next Reset Cancel

9. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen. You can add a credit card or ACH payment method for each of the following fee types:
- Autobill PACER fees
 - Filing fees default

Payment Information

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.

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.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

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.

[Add Credit Card](#)
[Add ACH Payment](#)

11. Check the two **Non-Attorney E-Filing Terms and Conditions** acknowledgment boxes.

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

12. Click **Submit**. The court will review your filing request and you provide you with further instructions via email.