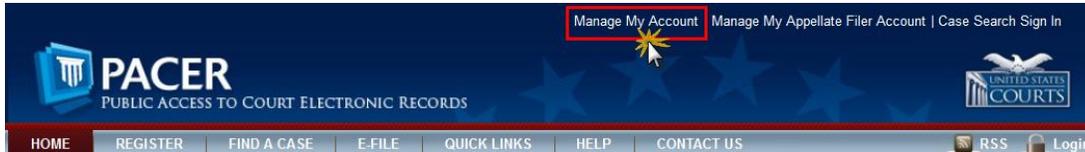


# NON-ATTORNEY E-FILE REGISTRATION

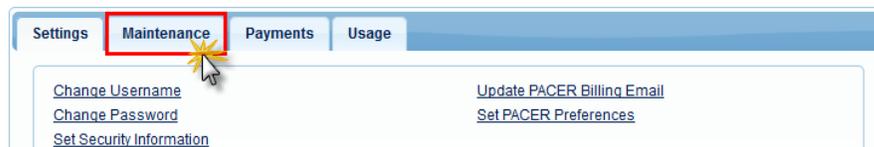
The U.S. District Court for the Northern District of Ohio is a NextGen CM/ECF court. **In order to request filing privileges, you must have an upgraded individual PACER account.** If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures. Once you have a PACER Account, follow the steps below to request filing access.

1. Navigate to [www.pacer.gov](http://www.pacer.gov)
2. Click **Manage My Account** at the very top of the page



3. **Login** with your upgraded individual PACER account username and password

4. Click on the **Maintenance** tab



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



6. Complete all sections of the **E-File Registration** section. Select **U.S. District Courts** as the Court Type and **Ohio Northern District Court** as the Court. Select **Party** as Role in Court.

## NON-ATTORNEY E-FILE REGISTRATION

- Complete the **Additional File Information** section and be sure to enter the most recent case you are registering for. Click **Next**. Note that HTML is the preferred Email Format.

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email \* attymnd+32@gmail.com

Confirm Primary Email \* attymnd+32@gmail.com

Email Frequency \* At The Time of Filing (One Email pe

Email Format \* HTML

Next Back Reset Cancel

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

- NOTE: The US District Court for the Northern District of Ohio does not accept ACH payments.

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](#)

Next Back Cancel

- Read and then Check the **Non-Attorney E-Filing Terms and Conditions** and the **Court Policies and Procedures** 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.](#) \*

- Click **Submit**. The court will review your e-file registration request and provide you with further instructions and/or approval via email.