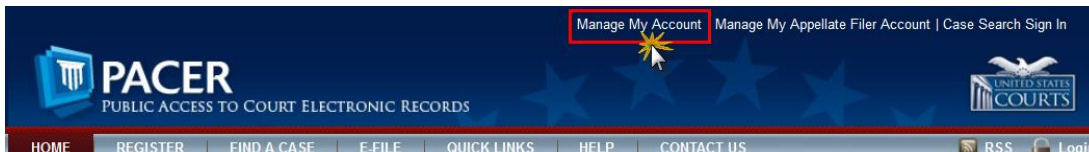


REGISTERING FOR ELECTRONIC FILING

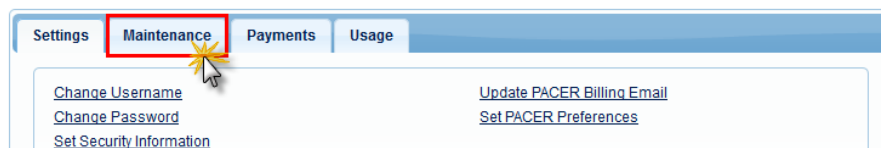
The U.S. District Court for the Northern District of Ohio is a NextGen CM/ECF court. **In order to request filing privileges, you must have an upgraded individual PACER account. You must be a pro hac vice or MDL attorney.** If you do not have an upgraded individual PACER Account, click [HERE](#) for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

1. Navigate to www.pacer.gov
2. Click **Manage My Account** at the top of the page.

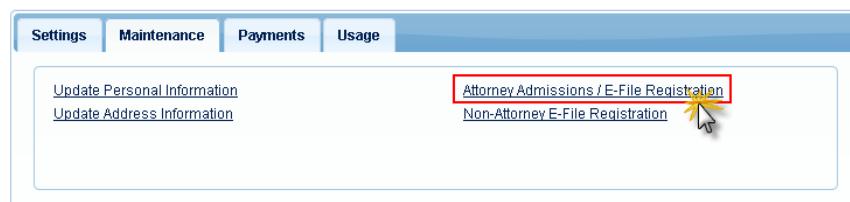


3. **Login** with your upgraded individual PACER account username and password.

4. Click on the **Maintenance** tab



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



6. Select **U.S. District Courts** as the Court Type and **Ohio Northern District Court** as the Court. Click **Next**.

REGISTERING FOR ELECTRONIC FILING

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type *

Court *

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).

- Click on the two links to review the **Electronic Filing Policies and Procedures** and the **Attorney Admission Policies and Procedures for the Northern District of Ohio**.

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

Registered attorneys will have privileges to electronically submit and view the electronic docket sheets and documents. By registering, attorneys consent to receiving electronic notice of filings through the system.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

See Local Rule 83.5 and Local Criminal Rule 57.5 for admission requirements. Complete the Attorney Admission Application. Gather the other required documents, which vary by method of admission, as explained on the application. Submit the completed application and supporting documents as one PDF file.
<https://www.ohnd.uscourts.gov/sites/ohnd/files/ApplicationAdmissionToPractice.pdf>

- Select the type of admission you are seeking: **Pro Hac Vice** or **Multi-District Litigation**.

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

- Complete all sections on the **E-File Registration** page – this includes **Filer Information; Additional Filer Information and Delivery Method and Formatting** and 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 *

Confirm Primary Email *

Email Frequency *

Email Format *

- 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:

REGISTERING FOR ELECTRONIC FILING

- **P:** PACER search fees; **E:** Filing fees **A:** Admissions/renewal fees
- **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](#)

11. Read and check the **Attorney E-Filing Terms and Conditions** and the **Court Policies and Procedures** boxes.

[Click here to download a printable version of the 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 registration request and provide you with further instructions via email.