

Registering for ECF, a Step-by-Step Guide

Step 1	Open your web browser and navigate to the PACER Service Center's website located at http://pacer.psc.uscourts.gov/ .
Step 2	Locate the "Featured Links" section of the PACER Service Center's homepage. Find and click on the link entitled "Appellate ECF Filer Registration."
Step 3	<p>On the Appellate ECF Filer Registration page, find and click on the link entitled "Local Court Information." Then find and click on the link entitled, "U.S. Court of Appeals, Tenth Circuit." This link will take you the 10th Circuit website where you will find additional information about the court's policies, procedures, and the implementation of CM/ECF.</p> <p>Once you have read this additional information, navigate back to PACER's Appellate ECF Filer Registration page, located at http://pacer.psc.uscourts.gov/announcements/general/ea_filer.html. Then find and click on the link entitled "Register."</p> <p>Note that the "Register" link is for users who have never registered for an Appellate ECF account. The "Update" link is for users who have already registered for an Appellate ECF account, but wish to add the 10th Circuit. You may also use the "Update" link to access your account and make any changes to your contact information or noticing preferences.</p> <p>If you already possess an Appellate ECF account, follow the "Update" link, and enter your username and password. From the Appellate CM/ECF Filer Account Update screen, click the link entitled "Register for Additional Court(s)" located in the Miscellaneous section. Find and check the checkbox for U.S Court of Appeals, Tenth Circuit (be sure to read the 10th Circuit's local requirements). Check the second checkbox to use your existing account address and noticing preferences, or enter new information. All fields marked with a red asterisk are required fields. Read and acknowledge the Terms of Use. Finally, click the Submit Button.</p>
Step 4	<p>Once you have followed the "Register" link, enter your personal information, primary address information, and default noticing preference. All fields marked with a red asterisk are required fields. When you are finished, click the Next Page button. (To start over, click the Clear Page button.)</p> <p>Note that you may opt to receive a Notice of Docket Activity ("NDA") for every transaction in your active cases, or you may opt to receive a daily summary of NDAs by selecting the appropriate choice from the Frequency dropdown menu located in the Default Noticing Preferences section.</p>
Step 5	Find and click the radio button for U.S Court of Appeals, Tenth Circuit. Check the checkbox to use the account address and noticing preferences you previously entered, or enter new contact information. All fields marked with a red asterisk are required fields. When you are finished, click the Next Page button. (To start over, click the Clear Page button.)
Step 6	<p>You may use the system-generated username displayed in that field, or you may enter a 7-character username of your choosing.</p> <p>Enter an 8-14 character password of your choosing and confirm that password by entering it again. This password must contain at least 2 non-alphabetic characters. You may also check the checkbox to use a system-generated password.</p>
Step 7	Enter your answer to the security question in the Answer field.
Step 8	<p>Read the Terms of Use. Acknowledge that you have read and agree to the terms of use by checking the first checkbox.</p> <p>Acknowledge that you have read and agree to the 10th Circuit's policies and procedures by checking the second checkbox.</p>
Step 9	Click the Submit Form button to complete the registration process.
Step 10	<p>Click OK to process your request.</p> <p>You will receive e-mail correspondence regarding your registration request soon, generally by the next business day.</p>