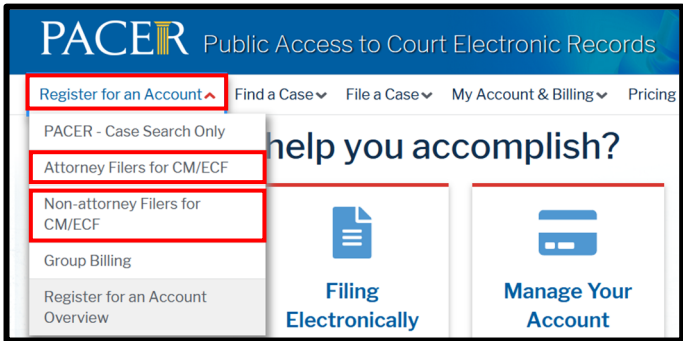

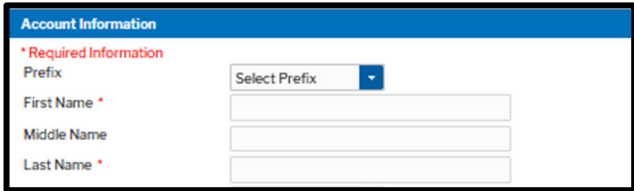
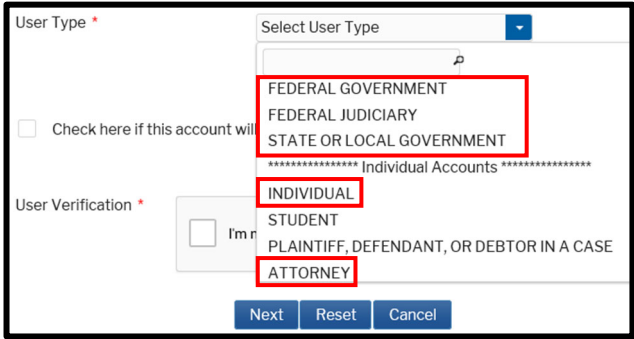


Registering for an Individual PACER Account

U.S. Bankruptcy Court for the Central District of Illinois

All filers must have an individual PACER account to file in NextGen CM/ECF. Follow the steps below if you do not have a PACER account or you share an account with others in your law firm. For questions related to your PACER account, please contact PACER at pacer@psc.uscourts.gov or 800-676-6856.

STEP 1	Go to www.pacer.uscourts.gov
STEP 2	<p>Click Register for an Account, then select Attorney Filers for CM/ECF¹ or Non-attorney Filers for CM/ECF².</p> 
STEP 3	<p>Click Register for a PACER account.</p> 
STEP 4	<p>Account Information. Enter the required information (use YOUR information).</p>  <p>In the User Type field, select ATTORNEY³ or INDIVIDUAL⁴ or as applicable under the Government Accounts⁵ section.</p>  <p>Click Next.</p>

¹ Select "Attorney Filers for CM/ECF" if you are an attorney.

² Select "Non-attorney Filers for CM/ECF" if you are a creditor, trustee, or other party (such as auditor, transcriber, or filing agent on behalf of a Trustee/US Trustee).

³ Choose ATTORNEY if you are an attorney and do not work for a government agency.

⁴ Choose INDIVIDUAL if you are not an attorney and do not work for a government agency.

⁵ If you work for a government agency, make the appropriate selection under the Government Accounts section.

STEP 5

User Information. Create a Username and Password and select Security Questions. Click **Next**.

The screenshot shows the 'User Information' form with the following fields and controls:

- Required Information:** Indicated by a red asterisk.
- Buttons:** 'Generate Username' and 'Check Username Available' (disabled).
- Username:** Text input field with a red asterisk.
- Password:** Text input field with a red asterisk.
- Confirm Password:** Text input field with a red asterisk.
- Security Question 1:** Dropdown menu with 'Select a Question' and a red asterisk.
- Security Answer 1:** Text input field with a red asterisk.
- Security Question 2:** Dropdown menu with 'Select a Question' and a red asterisk.
- Security Answer 2:** Text input field with a red asterisk.
- Bottom Buttons:** 'Next', 'Back', 'Reset', and 'Cancel'.

STEP 6

Payment Information. Optional. Provide payment information for PACER fees. If you would like to register without providing a credit card, click **Next** without entering any information on this screen.

NOTE: If you submit your registration request without providing credit card information, you will not be able to immediately access PACER. You will receive an activation code by U.S. mail in 7-10 business days.

The screenshot shows the 'Payment Information' form with the following content:

- Header:** 'Payment Information'.
- Text:** 'There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:'
- List of Fees:**
 - Use of PACER systems will generate a \$.10 per-page charge and is capped at \$3.00 for single documents and case-specific reports that are more than 30 pages (e.g., docket reports, creditor listings, and claims register). NOTE: The \$3.00 cap does not apply to search returns, reports that are not case specific, lists of cases, or transcripts.
 - Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.
 - Judicial opinions accessed via PACER will not generate a charge.
 - If your usage does not exceed \$30 in a quarter, fees are waived.
- Text:** 'Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.'
- Text:** '** Credit card data is optional here. However, if you do provide a credit card, the marked fields below are required.'
- Logos:** VISA, MasterCard, American Express, Discover.
- Fields:**
 - Account Holder Name *
 - Card Type * (dropdown: Select Card Type)
 - Account Number *
 - Card Expiration Date * (01 / 2021)
 - ☐ Use billing address
 - Address *
 - City *
 - State * (dropdown: Select State)
 - Zip/Postal Code *
 - Country * (dropdown: United States of America)
 - ☐ I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due. *
- Note:** 'Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.'
- Bottom Buttons:** 'Next', 'Back', 'Reset', and 'Cancel'.

STEP 7	<p>Read policies and procedures, check box to acknowledge, then click Submit.</p> <div data-bbox="446 247 1123 856"><p>Acknowledgment of Policies and Procedures</p><p>There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:</p><ul style="list-style-type: none">• Use of the PACER system will generate a \$.10 per-page charge.• Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.<p>Acknowledgment of Policies and Procedures I understand that:</p><ul style="list-style-type: none">• There is a charge for accessing information in PACER. See the Fee Information section above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.• Certain accounts may be designated, under Judicial Conference policy, as exempt<p>Click here to download a printable version of the Policies and Procedures</p><p>* Required Information</p><p><input type="checkbox"/> Click here to acknowledge you have read and understand the policies and procedures listed above. *</p><p>If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.</p><p>Submit Back Reset Cancel</p></div>
STEP 8	<p>Your PACER account has been created.</p> <div data-bbox="446 934 1279 1104"><p>Your PACER account has been created. Now you may register to e-file by clicking the Continue button below. You may also register to e-file at any time through the Manage My Account link located in the upper right corner of the PACER Service Center website.</p><p>Continue</p></div> <p>NOTE: If you <u>already have</u> a CM/ECF account with our court:</p> <p><u>Do not</u> click Continue to register to e-file. On or after October 25, 2021, you will link your PACER account to your existing CM/ECF account.</p> <p>NOTE: If you <u>do not already have</u> a CM/ECF account with our court:</p> <p>Before October 25, 2021: <u>Do not</u> click Continue to register to e-file. Our court cannot accept registrations to e-file through PACER until October 25, 2021. If you need to register for a CM/ECF account before October 25, 2021, visit our website at www.ilcb.uscourts.gov.</p> <p>On or After October 25, 2021: You may click Continue to register to e-file with our court now, or you may register at any time through the Manage My Account link on the PACER website at https://pacer.uscourts.gov. For further instructions, visit our website at www.ilcb.uscourts.gov.</p>