

# EXTERNAL USER REGISTRATION MANUAL: ATTORNEYS E-FILING ONLY

Attorneys who are already admitted to practice in this Court, but who never registered to e-file in our CM/ECF system must apply for **E-File Registration Only** via PACER and submit a completed E-filing Attorney Registration form. This allows attorneys to register to e-file without having to reapply for admission.

To apply for **E-File Registration Only**:

1. Complete and submit the [E-filing Attorney Registration form](#) as directed on the form.
2. Navigate to <https://pacer.psc.uscourts.gov/pscof/login.jsf>.
3. Enter your current PACER **Username** and **Password**.

**Note:** If you forgot your current PACER username or password, you may request a reset from the **Manage My Account** page by selecting **Forgot Your Password?** Or **Forgot Username?**.

4. Select the **Maintenance** tab.

<b>Account Number</b>	7039336
<b>Username</b>	wawdtestatty126
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Upgraded PACER Account

Settings	<b>Maintenance</b>	Payments	Usage
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<a href="#">Update Personal Information</a>	<a href="#">Attorney Admissions / E-File Registration</a>
<a href="#">Update Address Information</a>	<a href="#">Non-Attorney E-File Registration</a>
<a href="#">Check E-File Status</a>	<a href="#">E-File Registration/Maintenance History</a>

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

Settings	<b>Maintenance</b>	Payments	Usage
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<a href="#">Update Personal Information</a>	<a href="#">Attorney Admissions / E-File Registration</a>
<a href="#">Update Address Information</a>	<a href="#">Non-Attorney E-File Registration</a>
<a href="#">Check E-File Status</a>	<a href="#">E-File Registration/Maintenance History</a>

6. Select **U.S. District Courts** under **Court Type**.
7. Select **Washington Western District Court** under **Court**.

**Note:** If you do not see **Washington Western District Court** as an option, it means you are already admitted and registered (or were registered) to file in our court and you do not need to complete this process.

8. Select **Next**.

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9. Review the highlighted instructions, then select **E-File Registration Only**.

**Note:** Do not select **Attorney Admission and E-File** as this will make you complete the entire admission process again.

10. Select the e-filing acknowledgement under the **Name** section.

11. Verify/Enter your e-filing address.

**Note:** This address will appear on case dockets and will be used as the service address for any documents needing to be serviced via traditional means.

12. Verify your phone number.

13. Skip the **Additional Filer Information** section

14. Verify/Update all required fields (\*) in the **Delivery Method and Formatting** section.

**Note:** The email address entered here is where all electronic notifications will be sent when documents are filed in cases.

15. Select **Next**.

16. Select/Enter payment information.

a. You can continue linking your account and e-filing with this court without supplying a payment method.

b. If you are registering without a credit card, leave all fields blank and select **Next**

17. Review our local court policies and procedures, then select that you have reviewed and agree to our local requirements.

18. Review the E-filing Terms of Use, then select that you have read and agreed to the attorney e-filing terms and conditions.

19. Select **Submit**.

20. Your e-file request has now been sent to the Court for review.

**Note:** This does not mean you can electronically file at this time. Once the Court receives both the completed registration form and the access request from PACER we will then review and verify your submission, and you will receive a welcome email from the Court.