



NEXTGEN CM/ECF FOR NON-ATTORNEY FILERS

(Court Reporters, *Pro Se* Filers, Trustees, Limited Filers, Filing Agents, and Creditors)

REGISTER ONLINE FOR A PACER ACCOUNT

UPGRADING LEGACY PACER ACCOUNT

E-FILING REGISTRATION

LINKING YOUR UPDATED PACER ACCOUNT WITH YOUR LEGACY CM/ECF ACCOUNT IN NEXTGEN

REGISTER ONLINE FOR A PACER ACCOUNT

You are required to have an individual PACER account to e-file in our District and Bankruptcy NextGen CM/ECF systems. If you do not have an individual PACER account, click [here](#) for online PACER Registration,. For additional information go to our CM/ECF NextGen Resources page, “First Time Pacer Users”, located on our website at <https://www.vid.uscourts.gov>.

UPGRADING LEGACY PACER ACCOUNT

If you have an individual PACER account and it was created prior to August 11, 2014 (also known as a Legacy account), you are required to upgrade your account before you can electronically file in our NextGen CM/ECF systems. See instructions for Upgrading Your PACER account, click [here](#).

E-FILE REGISTRATION

After you have received your individual PACER account or have upgraded your legacy account you may register to e-file with the Court through the PACER site at www.pacer.gov . See **E-FILE REGISTRATION (NEW FILING ACCOUNT)** below.

DO NOT REGISTER TO E-FILE IF YOU HAVE AN EXISTING FILER ACCOUNT IN OUR LEGACY CM/ECF SYSTEM. If you are already a filer user in our CM/ECF District or Bankruptcy systems, on the “Go Live Date”, November 4 (District) and December 2 (Bankruptcy) or soon after you must link you upgraded PACER account to your CM/ECF legacy filing user **account** See information on linking accounts “**LINKING YOUR PACER ACCOUNT WITH YOUR LEGACY CM/ECF ACCOUNT**”, below.

E-FILE REGISTRATION (NEW FILING ACCOUNT)

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



3. Login with your upgraded PACER username and password.

A screenshot of the PACER login page. At the top is a blue header with the word 'Login'. Below it, there is a section for '* Required Information' with two input fields: 'Username *' and 'Password *'. Below the fields are three buttons: 'Login', 'Clear', and 'Cancel'. Underneath the buttons are three links: 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. At the bottom, there is a 'NOTICE' in red text: 'NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.'

4. Click on the Maintenance tab



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



6. Select U.S. District Courts or U.S. Bankruptcy Court as the Court Type and Virgin Islands District Court -NextGen or Virgin Islands Bankruptcy Court -NextGen as Court.

* Required Information

Court Type *

Select Court Type

Court *

Select Court Type

U.S. Appellate Courts

U.S. District Courts

U.S. Bankruptcy Courts

* Required Information

Court Type *

U.S. District Courts

Court *

Virgin Islands District Court (test) - NextGen

7. Select your Role in Court. For District the options are: *Pro Se* Filer and Court Reporter. For Bankruptcy the options are: Court Reporter (Transcriber), Creditor, Filing Agent, Party, Trustee and US Trustee.

* Required Information

Court Type *

U.S. Bankruptcy Courts

Court *

Virgin Islands Bankruptcy Court (test) - NextGe

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

ELECTRONIC FILING: See Local Rule 5.4. All filers should be familiar with the Electronic Case Filing Procedures.

Role in Court *

Select Role in Court

Name

I acknowledge that I am
above. **Note: If more than
one individual listed
must create a
new PACER account for
each, if she or he
does not already have one.**

Please verify your address. You

Use a different address.

Select Role in Court

Court Reporter

Creditor

Filing Agent

Party

Trustee

US Trustee

individual listed

must create a
accounts, if she or he

from the one provided for your CSO account.

addresses below.

8. Complete all sections of the E-File Registration (Filer Information and Delivery Method and Formatting sections) and click Next.

9. Set default payment information if desired (not required). You can add a credit card or ACH payment method for each of the following fee types:
 - P: PACER search fees
 - E: Filing fees
 - A: Admissions/renewal fees

To use the same account for multiple fee types, once account information is entered, click on the letter(s) on the left to designate the entered payment method to that account. The letter icon will turn from grey to blue once it has been designated an account.

Payment Information

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 **Manage Recurring Payments** 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 and set any of them as the default for your search fees, admissions/renewal fees, and/or e-file fees.

To set a payment method as a default, click the grey icon, which will turn blue when selected.

1. Click this icon to set the default payment method for your PACER search fees. The selected card will be automatically charged for your quarterly usage.
2. Click this icon to set the default payment method for your filing fees.
3. Click this icon to set the default payment method for your admissions/renewal fees.

VISA 1. XXXXXXXXXXXXXXX1111 04/2021 Test Attorney 1234 Anywhere Street Minneapolis, MN 55415 Update	Add Credit Card Add ACH Payment
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Next Back Cancel

10. Check the two Non-Attorney E-Filing Terms and Conditions acknowledgment boxes.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *

Check 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.](#) *

11. Click Submit. The court will review your admission request and provide you with further instructions via email.

LINKING YOUR PACER ACCOUNT WITH YOUR LEGACY CM/ECF ACCOUNT

The linking of your PACER account with your Legacy CM/ECF account is required for filing in the District Court of the Virgin Islands NEXTGEN CM/ECF systems on the “Go Live Date” or prior to filing after the “Go Live Date”. Your PACER account is now a single Central Sign On account that can be used to electronically file in this court and all NextGen courts where you have permission to file. Instruction for linking these accounts are located on our CM/ECF NextGen Resources page, “Linking Pacer Accounts to NextGen”, click [here](#).