

## E-FILING REGISTRATION

If you have already been admitted to the U.S. District Court - District of Wyoming (as a member of our Federal Bar or through an Order granting Pro Hac Vice appearance in one of our cases), follow the below instructions to request e-filing permissions in this district.

1. Log in to PACER ([www.pacer.gov](http://www.pacer.gov))
2. Click **Manage Your Account**.

The screenshot shows the PACER website header with the logo and navigation links: Register for an Account, Find a Case, File a Case, My Account & Billing, Pricing, and Help. Below the header is a section titled "What can we help you accomplish?" with four service tiles: "Search for a Case", "Filing Electronically", "Manage Your Account", and "Move to NextGen CM/ECF". A green arrow points from the "Filing Electronically" tile to the "Manage Your Account" tile.

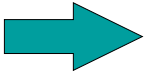
3. Click **Manage My Account Login** from Manage Your Account menu.

This screenshot shows the "Manage Your Account" menu expanded. The menu items are: Register for an Account, Manage My Account Login, Pay a Bill, and Forgot Username or Password? A green arrow points from the "Filing Electronically" tile in the background to the "Manage My Account Login" option in the menu.

4. On the next screen, click **Log in to Manage My Account**.

## Manage My Account Login

Login to manage your account details, like updating your address and email and payment information. If the federal court you're doing business with uses NextGen CM/ECF, you can also apply for attorney admissions or register to file electronically.



[Log in to Manage My Account](#)

Visit the main PACER website ([pacer.uscourts.gov](http://pacer.uscourts.gov)) for more information on [managing your account](#).

5. On the next screen click the **Maintenance** tab and then click the **Attorney Admissions/E-File Registration** link.

The screenshot shows a navigation bar with tabs: 'Maintenance' (highlighted in blue), 'Payments', and 'Usage'. Below the tabs is a list of links. A teal arrow points from the 'Maintenance' tab to the 'Attorney Admissions / E-File Registration' link.

- [Update Personal Information](#)
- [Update Address Information](#)
- [Check E-File Status](#)
- [Attorney Admissions / E-File Registration](#)
- [Non-Attorney E-File Registration](#)
- [E-File Registration/Maintenance History](#)

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

### In what court do you want to practice?

\* Required Information

Court Type \*

U.S. District Courts

Court \*

Wyoming District Court (test)

**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. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

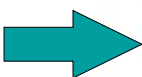
Next

Reset

Cancel

7. On the next screen, select **E-File Registration Only**.

### What would you like to apply/register for?



Attorney Admissions and E-File

E-File Registration Only

Pro Hac Vice

Multi-District Litigation

Federal Attorney



8. **Complete all sections of E-File Registration**, click Next.
9. Enter **Payment Information**, click Next. (This section is optional, you can just click Next to bypass).
10. Read the E-Filing Terms of Use. Click to mark both acknowledgments at the bottom.

#### E-Filing Terms of Use

## Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court (s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.

[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.](#) \*

11. Click Submit. Your e-file registration will be processed by the selected court. You will receive an email notification from the U.S. District Court of Wyoming regarding the status of your registration, as well as any additional information or instructions at the email address provided.