

# Register to E-File as a Limited Filer

To qualify for an ECF User account as a Limited Filer, you must have an upgraded individual PACER account.

**Note:** All individuals registering for an ECF account must follow the court's administrative procedures and local rules. The procedures and rules are available for download on the court's website [www.mssb.uscourts.gov](http://www.mssb.uscourts.gov).

## Registration Instructions

1. Login PACER at [www.pacer.gov](http://www.pacer.gov).
2. Click **Manage My Account**.



3. Login with your upgraded individual PACER account username and password.

Login

\* Required Information

Username \*

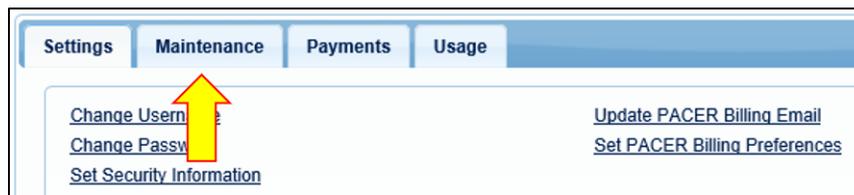
Password \*

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

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.

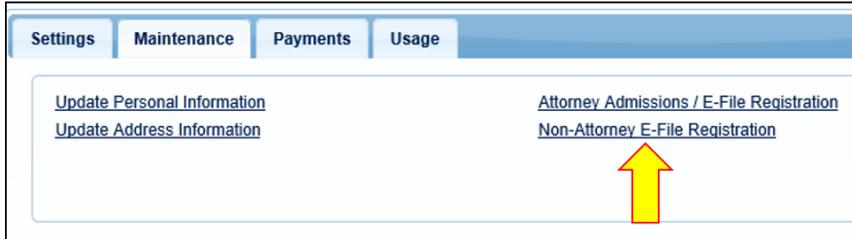
4. Click the **Maintenance** tab.



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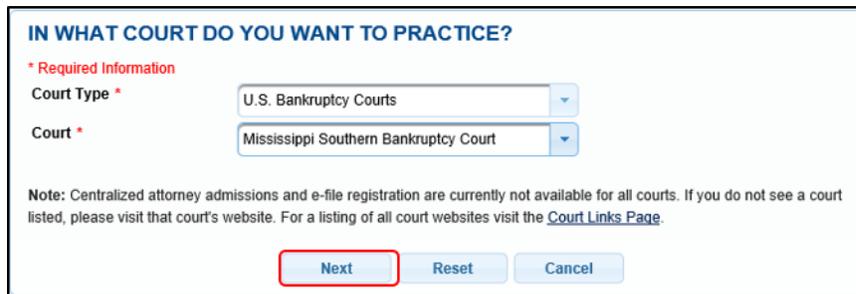
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5. Select **Non-Attorney E-File Registration**.



The screenshot shows a navigation menu with tabs for Settings, Maintenance, Payments, and Usage. Under the Settings tab, there are links for 'Update Personal Information', 'Update Address Information', 'Attorney Admissions / E-File Registration', and 'Non-Attorney E-File Registration'. A yellow arrow points to the 'Non-Attorney E-File Registration' link.

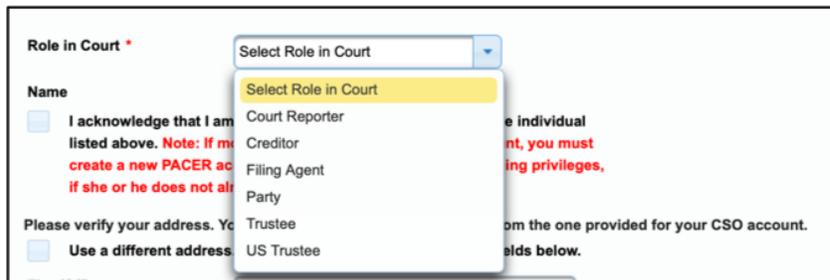
6. Select **U.S. Bankruptcy Courts** as the Court Type and **Mississippi Southern Bankruptcy Court** as the Court. Click **Next**.



The screenshot shows a form titled 'IN WHAT COURT DO YOU WANT TO PRACTICE?'. It has a section for '\* Required Information' with two dropdown menus: 'Court Type' (selected: U.S. Bankruptcy Courts) and 'Court' (selected: Mississippi Southern Bankruptcy Court). Below the dropdowns is a note: '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. For a listing of all court websites visit the [Court Links Page](#).' At the bottom are three buttons: 'Next' (highlighted with a red box), 'Reset', and 'Cancel'.

7. From the **Role in Court** drop down list, select the appropriate filing role. Complete all the registration fields and click **Next**.

Note: Select **Court Reporter** if you are a transcriber. Select **Party** if you are an auditor or a debtor education provider.



The screenshot shows a form with a 'Role in Court' dropdown menu open. The dropdown list includes: 'Select Role in Court', 'Court Reporter', 'Creditor', 'Filing Agent', 'Party', 'Trustee', and 'US Trustee'. The 'Court Reporter' option is highlighted in yellow. To the left of the dropdown, there is a checkbox labeled 'I acknowledge that I am listed above. Note: If my name is not listed, you must create a new PACER account if she or he does not already have one.' To the right, there is a checkbox labeled 'Use a different address' and a note: 'Please verify your address. You must select the address from the one provided for your CSO account. If you select a different address, you will need to re-verify your address below.'

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8. The payment information screen displays. You are not required to set default information. Click **Next** when finished or to bypass the screen.

Note: This Court accepts both Credit Card and ACH payments.

9. Non-Attorney E-Filing Terms and Conditions

- Review the e-filing terms and conditions and the court's policies and procedures.
- Check the first box to acknowledge that you agree to the terms and conditions, and that checking the box constitutes your signature for registration.
- Check the second box to acknowledge that you have read and agree to the court's policies and procedure.
- Click **Submit**.

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10. The confirmation page will display. Click **Done** to close the window.



**Note:** PACER will forward your request to the court. If the court has questions about your registration, the court will contact you by email or phone. After the court processes your registration, PACER will send you an email.

# Register to E-File as a Limited Filer

## How to Check Your Registration Status

1. Login your PACER account and click **Manage My Account**.



2. Under the **Maintenance** tab click **E-File Registration/Maintenance History**.



3. Your e-filing registration report will display. Click **Done** to close the window.

