

Registration for Viewing Case Documents and Electronic Notification of Filings

Viewing Case Documents

- Appellate docket sheets and documents can be viewed via PACER.
- A PACER account is required to view documents.
- Go to <http://pacer.psc.uscourts.gov/-psco/cgi-bin/register.pl> for PACER account registration information.
- One PACER account may be used to view publicly-accessible documents in all federal courts.

Receiving Electronic Notification of Appellate Case Filings

- Appellate CM/ECF allows members of the public to request electronic notification of filings in appellate cases.
- Users must register for a [general public access CM/ECF account](#) (Public Interested Party account).
- This account allows users to request electronic notification of filings in cases pending before an appellate court using the CM/ECF utility [Notice for Cases of Interest](#).
- To view documents that have been filed in appellate cases, users must have a PACER account (see above).

● **How to register for a general public access CM/ECF account:**

1. Go to the appellate CM/ECF account registration site:
<https://pacer.psc.uscourts.gov/psco/cgi-bin/cmecf/ea-regform.pl>.
2. Enter your personal information.
3. Select “**other (not a public filer)?**”

PERSONAL INFORMATION

Prefix: [dropdown]
First Name:* [text]
Middle Name: [text]
Last Name:* [text]
Generation: [dropdown]
Suffix: [dropdown]
Title: [dropdown]
Gender: [dropdown]
Last 4-digits of SSN:* [text]
Date of Birth:* [dropdown] [dropdown] [dropdown]
Primary E-Mail Address:* [text]
Verify Primary E-Mail:* [text]

Are you:
 an attorney?
 a pro se filer?
 a court reporter?
 other (not a public filer)?

You must enter your full legal name, the last 4 digits of your Social Security Number, Date of Birth, and primary E-mail address.

4. Enter your address information.
5. Click **Next Page**.
6. Select the radio button for the Fourth Circuit. Your address information will auto-fill the requested fields.

U.S. Court Of Appeals, Fourth Circuit
[Click Here to View Local Requirements](#)

Use Primary Address and Default Noticing Preferences

Office/Firm: [text]
Unit: [text]
Address:* [text] 1100 East Main Street
Room Number: [text]
City:* [text] Richmond
State:* [dropdown] VIRGINIA
or Province: [text]
Country: [text] USA
Zip/Postal Code:* [text] 230219
Phone Number:* [text] 804-916-2700
Fax Number: [text]

Email Format: [dropdown] HTML
Frequency: [dropdown] Each Transaction
Additional Emails: [text]

7. Click **Next Page**.
8. A username will be automatically selected for you. You can change the user name to anything you want, provided that it meets the security requirements of at least 7 characters.
9. Enter a password of your choosing. A user selected password must be between 8 and 14 characters long with at least two non-alphabetic characters.
10. Confirm your password.
11. **DO NOT CLICK Generate Password.**

ECF USERNAME AND PASSWORD INFORMATION	
Username:	<input type="text" value="jdsmith1301"/>
Password:	<input type="password" value="••••••••"/>
Confirm Password:	<input type="password" value="••••••••"/>
<input type="checkbox"/> Generate a password	
<p>You may use the system generated userid that appears in the Username box or enter one of your choice. If you enter your own, it must be at least 7 characters long.</p> <p>Likewise, you may choose a password of your own or allow the system to generate a password for you. If you choose your own password, you must enter it in both the Password and Confirm Password boxes. The password you enter must be between 8-14 characters long, contain at least 2 non-alphabetic characters and</p>	

12. Answer the security question provided. If you do not like the question provided, you can replace it with a question of your own.
13. Review the *Terms of Use*.
14. Check the boxes to acknowledge you have read and agree to the terms of use.
15. Click **Submit Form**.

PASSWORD SECURITY INFORMATION	
Security Question:	<input type="text" value="What was your high school mascot?"/>
Answer:	<input type="text" value="Panther"/>
<p>We will use this information to verify your identity in the event you forget your password. To protect your account make sure the Security Question and Answer you select is easy for you to remember but difficult for others to guess.</p>	
TERMS OF USE	
<ul style="list-style-type: none"> • Registration as a CM/ECF filer constitutes consent to electronic service of all documents as provided in the Federal Rules of Appellate Procedure. • The use of a CM/ECF login and password assigned for the purpose of electronic filing a document shall constitute the CM/ECF user's signature on the document. • If any part of the information provided with this registration is deemed to be fraudulent, it may be turned over to law enforcement authorities. • Each circuit may have additional policies and procedures; see the circuit rules for the Acknowledgment of Policies and Procedures for each circuit in which you are registering. 	
<input checked="" type="checkbox"/> Click here to acknowledge that you have read and agree to the terms above.	
<input checked="" type="checkbox"/> Click here to acknowledge that you have read and agree to the policies and procedures for all circuits in which you are registering.	
SUBMIT COMPLETED FORM	
<input type="button" value="Submit Form"/>	<input type="button" value="Clear Form"/>

16. After the Fourth Circuit activates your account, you will receive a confirmation email.
17. Login to [Appellate CM/ECF](#) and select the [Notice for Cases of Interest](#) utility.