

Instructions for Contract Court Reporters

A PACER account is needed to file in CM/ECF. Court Reporters file documents just as attorney filers file documents.

ESTABLISHING OR UPGRADING YOUR PACER ACCOUNT

If you don't have a PACER account, the first thing you need to do is register for one. Go to: <https://pacer.psc.uscourts.gov/pscof/registration.jsf?filerType=N> This registration wizard will walk you through creating your PACER registration and receiving your PACER Username and Password.

If you do have a PACER account, you need to be sure it's an "Upgraded" Pacer account. If you registered for your account after August 10, 2014 it is upgraded. To check, you can go to: <https://pacer.psc.uscourts.gov/pscof/login.jsf> Login, then check the "Account Type".

If you DON'T have an 8th Circuit ECF Filer account:

You must have a PACER account. So if you need one, register for a non-attorney PACER account: <https://pacer.psc.uscourts.gov/pscof/registration.jsf?filerType=N>
Complete the Registration form.
Click the Next Button.

Then for an 8th Circuit ECF Filer account, under the Filer Information section, select "U.S. Appellate Courts"; "U.S. Court of Appeals, Eighth Circuit – NextGen" "Court Reporter"

After completing the process, the court receives the registration electronically.

At this point, the court will process your request and you'll receive an email when you can use your account to file.