

Instructions for Official Court Employed Court Reporters

A PACER account is needed to file in CM/ECF. Court Reporters file documents just as attorney filers file documents. The main difference between an attorney filer and a court reporter filer is that the court reporter is usually in the courthouse when they are filing their documents in CM/ECF. When a court reporter is in the courthouse, they are on the DCN, which means their attempts to file documents will get redirected to JENIE and this redirection generates an error.

To ensure you aren't redirected to JENIE, please click the toggle link:

<https://ecf.ca8.uscourts.gov/CMECFHelpDeskUtility.html>

At the toggle page, click "PACER User."

In small print you should see "Current settings: PACER USER – CSO ID required" under the PACER User button.

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:

If needed, first: 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, 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.

Overview of Court Reporter Filing in CM/ECF

Official court-employed Court Reporters are in a unique situation as electronic filers in NextGen CM/ECF. As court employees, most of you will be connected to the DCN. However, when you are filing transcript events, the Eighth Circuit’s system treats you as an “outside” user, requiring a PACER login. This means you’ll need to identify yourself as a PACER user to file in NextGen CM/ECF. This must be done each time you log in to the filing system. To assist you there is a “Toggle Utility” that allows you to do so. **This toggle only needs to be used when a court reporter is filing while connected to the DCN.**

*It is **strongly** suggested that you save this to your desktop or bookmark the Toggle as you will need it each time you file with the 8th Circuit.*

1. Open the Pacer-Court Credentials Toggle Utility,
<https://ecf.ca8.uscourts.gov/CMECFHelpDeskUtility.html>
2. Click “PACER User”
3. In another tab or browser window, Login with your upgraded PACER account
4. Complete your filing and logout
5. Return to the Pacer-Court Credentials Toggle Utility,
<https://ecf.ca8.uscourts.gov/CMECFHelpDeskUtility.html>
6. Click “Court User”, to return to a court user state.