



UNITED STATES DISTRICT COURT District of Delaware

CM/ECF Access for interns

- 1** Intern registers for a Pacer account
(instructions attached)
- 2** After registering, intern notifies Court Staff
of e-mail address used for account, account number,
Judge, and end-date of internship
- 3** Court emails Pacer (addresses below) to request
fee-exemption for intern(s), supplying name(s), e-mail
address(es), account number, and end-date(s)
- 4** Pacer flags the intern's account as FEE-EXEMPT
and activates the account

Pacer@PSC.uscourts.gov

REGISTERING FOR AN INTERN PACER ACCOUNT

1 GO TO pacer.uscourts.gov

2 CLICK **Register for an Account** ON THE MENU BAR
SELECT **PACER - Case Search Only**



3 CLICK THE BLUE **Register for a PACER account** BOX
TOWARDS THE BOTTOM OF THE PAGE



4 ENTER ALL OF THE REQUIRED INFORMATION
AS THE User Type , SELECT **INDIVIDUAL** AND CLICK **Next**

5 CREATE YOUR **Username** AND **Password**
SET YOUR **Security Questions** AND CLICK **Next**

6 YOU DO NOT NEED TO GIVE CREDIT CARD INFO, JUST CLICK [Next](#)

7 READ AND CHECK THE [Acknowledgement of Policies and Procedures](#)
CLICK [Submit](#)

PACER - Case Search Only Registration

Acknowledgment of Policies and Procedures

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of the PACER system will generate a \$.10 per-page charge.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.

Acknowledgment of Policies and Procedures
I understand that:

- There is a charge for accessing information in PACER. See the Fee Information section above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.
- Certain accounts may be designated, under Judicial Conference policy, as exempt

[Click here to download a printable version of the Policies and Procedures](#)

*** Required Information**

Click here to acknowledge you have read and understand the policies and procedures listed above. *

If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.

[Submit](#) [Back](#) [Reset](#) [Cancel](#)

8 YOU WILL RECEIVE A CONFIRMATION PAGE

PACER - Case Search Only Registration

Thank you for registering with the PACER Service Center!

Thank you for registering.

9 TNEXT, NOTIFY THE COURT WHO WILL THEN E-MAIL THE PACER CONTACT (on cover sheet) WITH YOUR NAME, EMAIL ADDRESS, END DATE, JUDGE, AND ACCOUNT # TO REQUEST THAT YOUR ACCOUNT BE MADE FEE-EXEMPT AND ACTIVATED
*You will not need to wait for a passcode to be mailed to you in 7-10 days,
PACER will activate your account after receiving the request from Chambers*

FOR ANY REGISTRATION QUESTIONS, CONTACT PACER
(800) 676-6856