

WESTERN DISTRICT OF TENNESSEE FILING PRO HAC VICE THRU PACER

1. Go to PACER and click on Manage My Account

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information online from federal appellate, district, and bankruptcy courts, and the PACER Case Locator. PACER is provided by the Federal Judiciary in keeping with its commitment to providing public access to court information via a centralized service.

PACER ANNOUNCEMENTS

- Online Payment Service Interruption on April 28, 2018 (04/25/2018)
- Online Payment Service Interruption on May 12, 2018 (04/19/2018)
- April 2018 Newsletter (04/10/2018)
- Multi-Court PACER Fee Exemption Request Form for Researchers (10/19/2017)
- Data Scraping Scripts Time Change to Alleviate Slowness

PACER Case Locator UPDATED PCL OFFERS NEW FUNCTIONS, FEATURES

2. If you are not already logged in, do so.

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username * atticusfinch1960

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.

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3. Click on the Maintenance tab.

The screenshot shows the PACER 'MANAGE MY ACCOUNT' page. The user is logged in as 'Atticus Finch'. The 'Maintenance' tab is selected and circled in red. The account details are as follows:

Account Number	5564494
Username	atticusfinch1960
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Below the account details, there are four tabs: Settings, Maintenance (selected), Payments, and Usage. Under the Maintenance tab, the following links are visible:

- [Change Username](#)
- [Change Password](#)
- [Set Security Information](#)
- [Update PACER Billing Email](#)
- [Set PACER Billing Preferences](#)

4. Click on Attorney Admissions / E-File Registration.

The screenshot shows the PACER 'MANAGE MY ACCOUNT' page. The user is logged in as 'Atticus Finch'. The 'Attorney Admissions / E-File Registration' link is circled in red. The account details are as follows:

Account Number	5564494
Username	atticusfinch1960
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Below the account details, there are four tabs: Settings, Maintenance, Payments, and Usage. Under the Maintenance tab, the following links are visible:

- [Update Personal Information](#)
- [Update Address Information](#)
- [Attorney Admissions / E-File Registration](#)
- [Non-Attorney E-File Registration](#)

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5. Select “U.S. District Courts” and “Tennessee Western District Court”, and click Next.

The screenshot shows the PACER 'MANAGE MY ACCOUNT' page for user Atticus Finch. The account details are as follows:

Account Number	5564494
Username	atticusfinch1960
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Below the account details, the user is prompted to select a court for practice. The 'Court Type' is set to 'U.S. District Courts' and the 'Court' is set to 'Tennessee Western District Court - NextGen'. A note indicates that centralized attorney admissions and e-file registration are currently not available for all courts. Buttons for 'Next', 'Reset', and 'Cancel' are provided at the bottom of the selection area.

6. Select the type of admission you will be applying for. The rest of this document assumes you are applying for Pro Hac Vice admission. The following steps work as well if you are applying for Multi-District Litigation admission.

The screenshot shows the PACER 'MANAGE MY ACCOUNT' page for user Atticus Finch. The account details are the same as in the previous screenshot. Below the account details, the user is prompted to select the type of admission they wish to apply for. The options are:

- Attorney Admissions and E-File
- Pro Hac Vice
- Multi-District Litigation
- Federal Attorney

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7. On the next screen, make sure your address information is correct, and enter your email delivery preferences. You will need to select something from the “Email Frequency” and “Email Format” drop-down menus.

The screenshot shows a web browser window with the URL <https://pacer.psc.uscourts.gov/pscof/manage/efileAttorney.jsf>. The page contains several input fields for user information:

- Other Names Used:
- Pro Hac Vice Case Number:
- State Bar ID:
- State:

Below these fields is a section titled "Delivery Method and Formatting" with a blue header. It includes a checkbox labeled "Use a different email. Checking this will clear the primary email fields below." which is currently unchecked. The following fields are:

- Primary Email *:
- Confirm Primary Email *:
- Email Frequency *:
- Email Format *:

At the bottom of the form are four buttons: "Next", "Back", "Reset", and "Cancel".

8. Optionally, add credit card information which will be stored at PACER, which may be used to pay your admission fee and other filing fees. This is optional. If you do not add credit card information, you will be prompted for credit card information for payment of filing fees when required. The US District Court for the Western District of Tennessee does not accept ACH payments.

The screenshot shows the "MANAGE MY ACCOUNT" page on PACER. The user is logged in as "Atticus Finch". The page includes a navigation menu on the left with "PACER Links" and "Manage My Account" selected. The account details are as follows:

Account Number	5564494
Username	atticusfinch1960
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Below the account details is a section titled "Payment Information" with a blue header. It contains a yellow note:

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

At the bottom of the page are two links: [Add Credit Card](#) and [Add ACH Payment](#).

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9. Click the checkboxes to acknowledge that you have read and agree to PACER terms and conditions, and TNWD local requirements for e-filing. Then click "Submit".

Secure | <https://pacer.psc.uscourts.gov/pscof/manage/eFileAttorney.jsf>

- I consent to electronic service in accordance with [Federal Rule of Appellate Procedure 25\(c\)](#).
- Electronic notification generated by CM/ECF constitutes service of the filed document(s) on any registered CM/ECF users. Intended recipients who are not registered through CM/ECF must be served conventionally outside the CM/ECF system with a copy of any document filed electronically.

U.S. DISTRICT COURTS

- I consent to electronic service in accordance with [Federal Rule of Civil Procedure 5\(b\)](#).
- I agree to waive the provisions of [Federal Rule of Civil Procedure 77\(d\)](#) and [Federal Rule of Criminal Procedure 49\(c\)](#), providing for service of notice of the entry of an order or judgment by mail, and I consent to such service of notice by electronic means.
- I am aware that electronic notification generated by CM/ECF constitutes service of the filed document(s) on

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

10. You're done for now. You will receive automatic notification that your submission has been received.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

MANAGE MY ACCOUNT

Welcome, Atticus Finch

Account Number	5564494
Username	atticusfinch1960
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Confirmation Page


THANK YOU FOR REGISTERING!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the **E-File Registration/Maintenance History** from the **Maintenance Tab**.

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11. When you receive your email from the court, you have a CM/ECF filing account at TNWD.

NextGen CM/ECF Registration Status Inbox x Print Close

 do_not_reply@psc.uscourts.gov 8:45 AM (0 minutes ago) Star Reply Dropdown

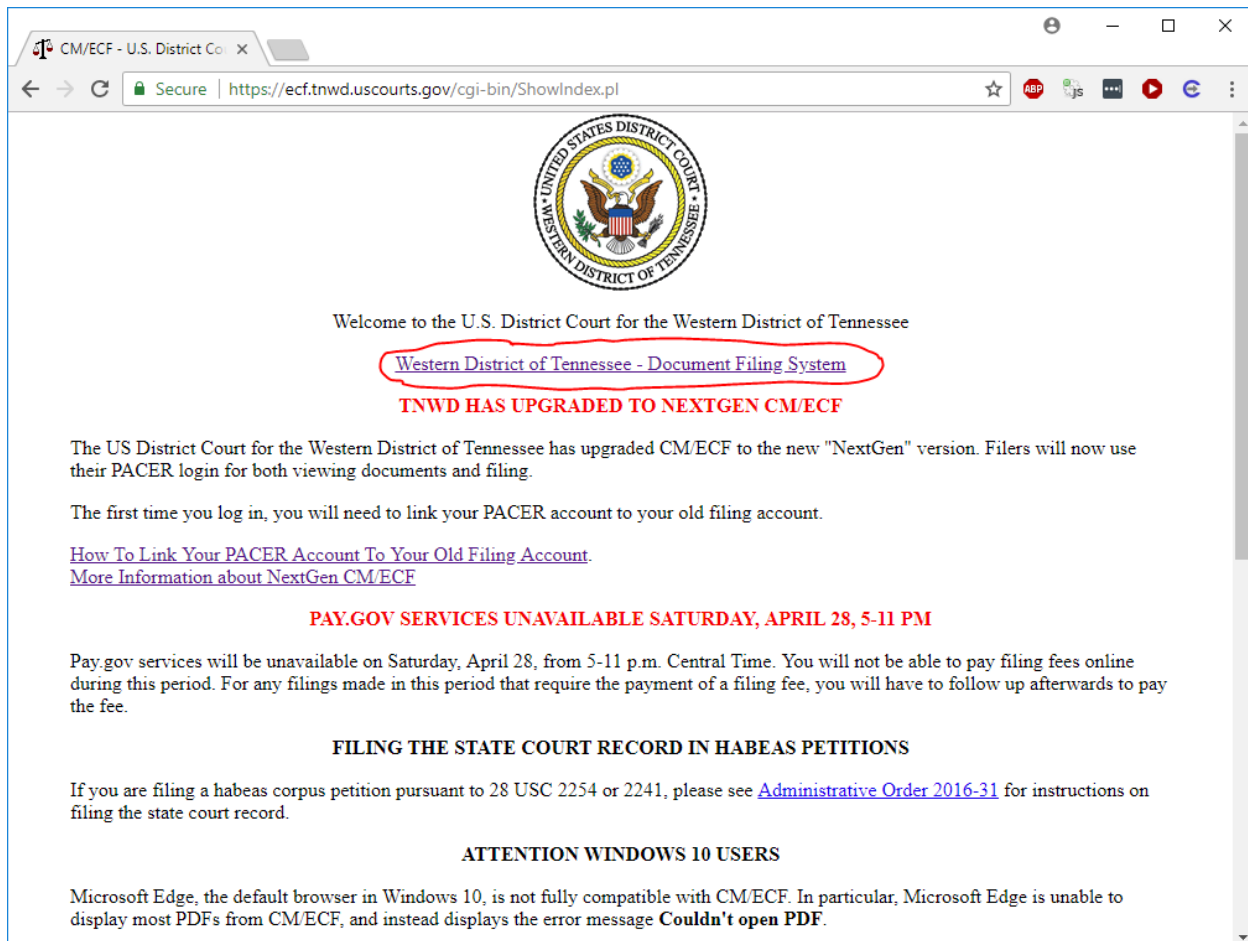
to me Dropdown

This email is notification that your NextGen CM/ECF electronic filing registration has been processed. You may check your E-Filing Status by visiting the "Manage My Account" section of the PACER web site and selecting "Check E-File Status" option from the "Maintenance" tab or use this link, <https://pacer.psc.uscourts.gov/pscof/manage/efileStatus.jsf>.

Account Number: 5564494
Court: TENNESSEE WESTERN DISTRICT COURT
Date/Time Submitted: 04/28/2018 08:43:10 CDT
Transaction ID: 10042
Request: Registration
Transaction Status: Processed


NOTE: Please do not reply to this message. This is an automated message sent from an unmonitored mailbox. If you have questions or comments, please email them to admissions@tnwd.uscourts.gov.

12. Go to <https://ecf.tnwd.uscourts.gov>, and click on "Western District of Tennessee – Document Filing System".



CM/ECF - U.S. District Co. x

Secure | <https://ecf.tnwd.uscourts.gov/cgi-bin/ShowIndex.pl>



Welcome to the U.S. District Court for the Western District of Tennessee

[Western District of Tennessee - Document Filing System](#)

TNWD HAS UPGRADED TO NEXTGEN CME/CF

The US District Court for the Western District of Tennessee has upgraded CM/ECF to the new "NextGen" version. Filers will now use their PACER login for both viewing documents and filing.

The first time you log in, you will need to link your PACER account to your old filing account.

[How To Link Your PACER Account To Your Old Filing Account.](#)
[More Information about NextGen CM/ECF](#)

PAY.GOV SERVICES UNAVAILABLE SATURDAY, APRIL 28, 5-11 PM

Pay.gov services will be unavailable on Saturday, April 28, from 5-11 p.m. Central Time. You will not be able to pay filing fees online during this period. For any filings made in this period that require the payment of a filing fee, you will have to follow up afterwards to pay the fee.

FILING THE STATE COURT RECORD IN HABEAS PETITIONS

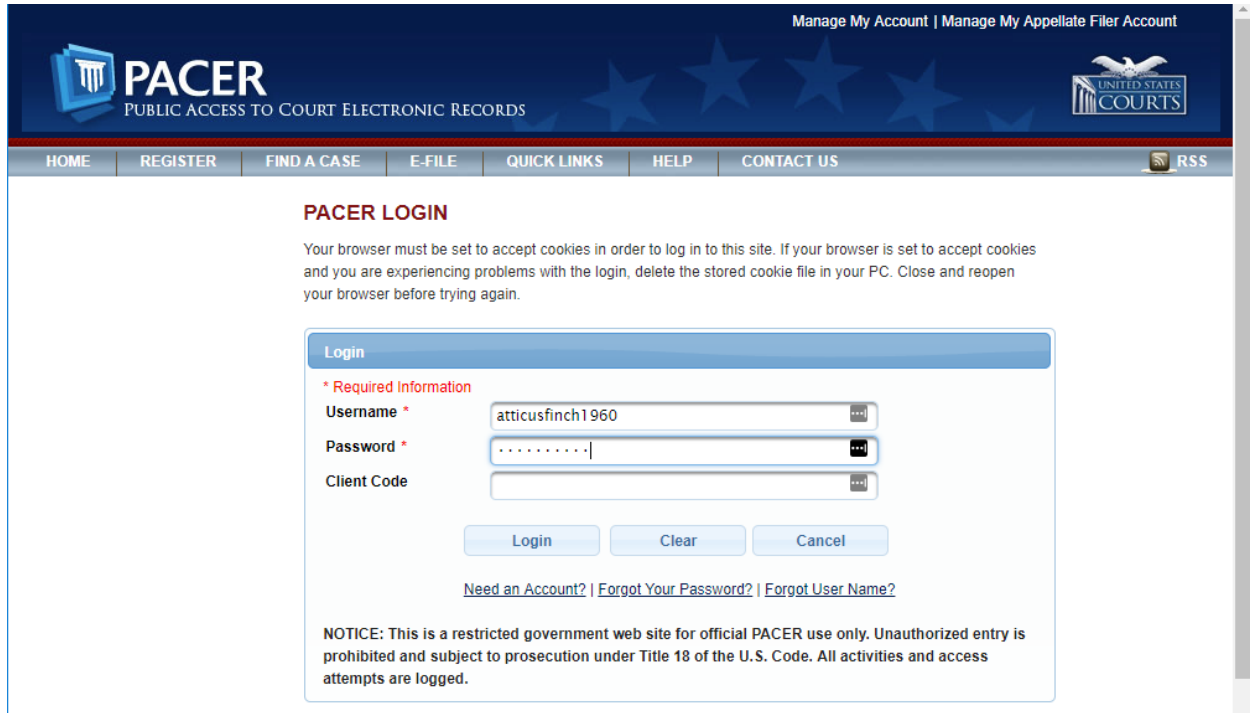
If you are filing a habeas corpus petition pursuant to 28 USC 2254 or 2241, please see [Administrative Order 2016-31](#) for instructions on filing the state court record.

ATTENTION WINDOWS 10 USERS

Microsoft Edge, the default browser in Windows 10, is not fully compatible with CM/ECF. In particular, Microsoft Edge is unable to display most PDFs from CM/ECF, and instead displays the error message **Couldn't open PDF**.

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13. You will be taken to a PACER login screen, where you should enter your PACER credentials.



Manage My Account | Manage My Appellate Filer Account

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER LOGIN

Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Login

* Required Information

Username * atticusfinch1960

Password *

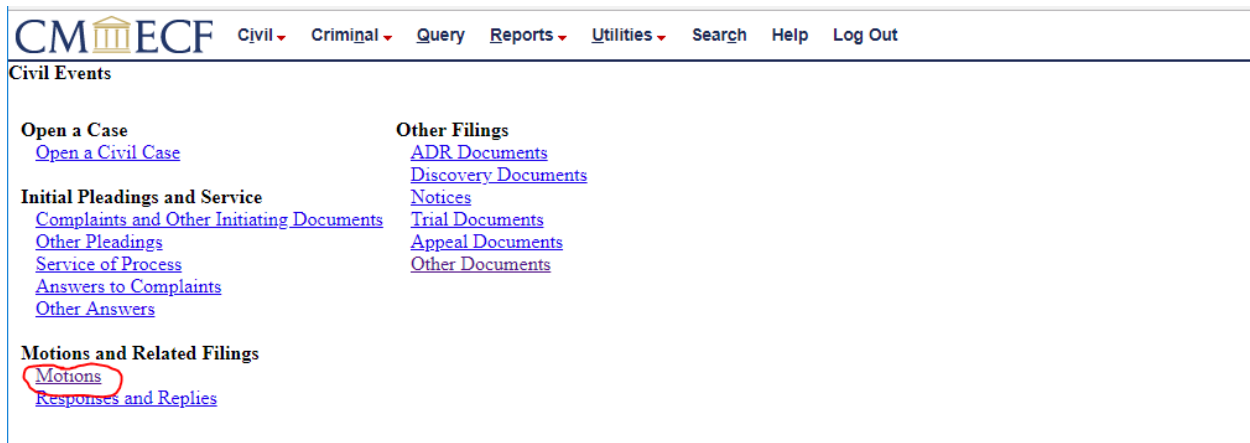
Client Code

Login Clear Cancel

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

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14. If you are seeking Pro Hac Vice admission, file your Motion to Appear Pro Hac Vice (under Civil Menu or Criminal Menu. This event will prompt you to pay the \$150.00 fee. You may be prompted to re-enter your login and password on the pay.gov screen.



CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Civil Events

Open a Case
[Open a Civil Case](#)

Initial Pleadings and Service
[Complaints and Other Initiating Documents](#)
[Other Pleadings](#)
[Service of Process](#)
[Answers to Complaints](#)
[Other Answers](#)

Other Filings
[ADR Documents](#)
[Discovery Documents](#)
[Notices](#)
[Trial Documents](#)
[Appeal Documents](#)
[Other Documents](#)

Motions and Related Filings
[Motions](#)
[Responses and Replies](#)

15. You will receive an NEF (Notice of Electronic Filing) when your motion is granted by the judge.