Application for Media Accounts

- You must first email a <u>Media Access Registration Form</u> to <u>ecfhelpdesk@mnd.uscourts.gov</u> with a subject line of: **Attention: Media Access**.
- 2. Navigate to www.pacer.gov
- 3. Click Manage My Account at the very top of the page



4. Login with your PACER username and password



5. Click on the Maintenance tab



6. Select Non-Attorney E-File Registration

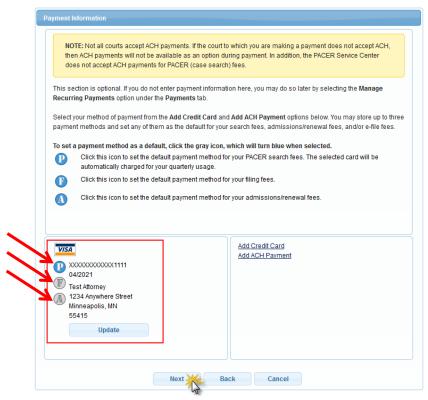


7. Complete all sections of the **E-File Registration** section and click **Next**. Select **U.S. District Courts** as the Court Type and **Minnesota District Court** as the Court.

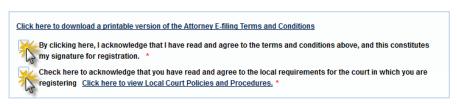


- 8. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen. PACER allows users to add a credit card or ACH payment method for these fee types:
 - P: PACER search fees
 - F: Filing fees
 - A: Admissions/renewal fees

"PACER search fees" is the only fee type applicable to media "view-only" accounts. The letter icon will be blue when if selected.



9. Check the two **Non-Attorney E-Filing Terms and Conditions** acknowledgment boxes.



- 10. Click **Submit**. The court will review your admission request. You will receive an email from psc.uscourts.gov your registration has been processed. No requests are processed without a Media Access Registration Form approved by the Clerk of Court for the District of Minnesota.
- 11. For further information about Media Access, please see our website at http://www.mnd.uscourts.gov/Media_Information.shtml.