

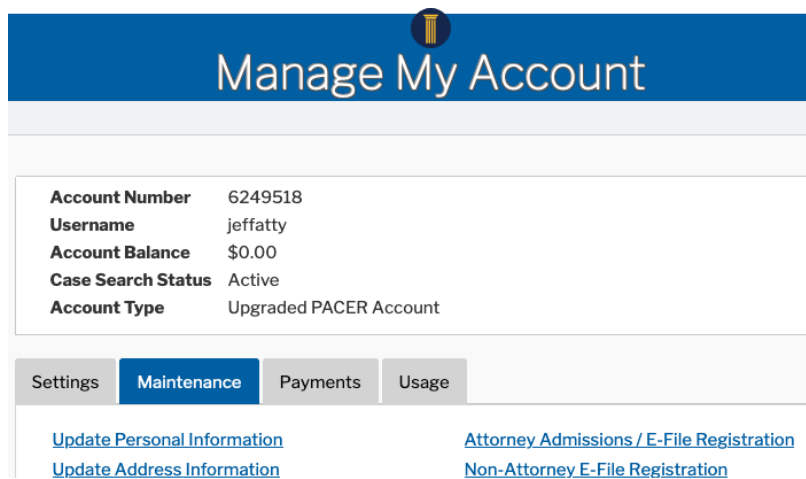
# Register for E-FILING with Southern District of Alabama

In order to register to e-file with the Southern District of Alabama, you must first register for a PACER account. (See Register for a New Pacer Account Handout)

After creating your PACER account & clicking continue, you will be taken directly to the “Manage My Account” screen.

If at PACER homepage, click on “Manage Your Account” & then “Manage My Account Login” and follow the instructions below.

- (1) Click “Log in to Manage My Account.”
- (2) Click the Maintenance tab.
- (3) Click the link “Attorney Admissions / E-File Registration.”



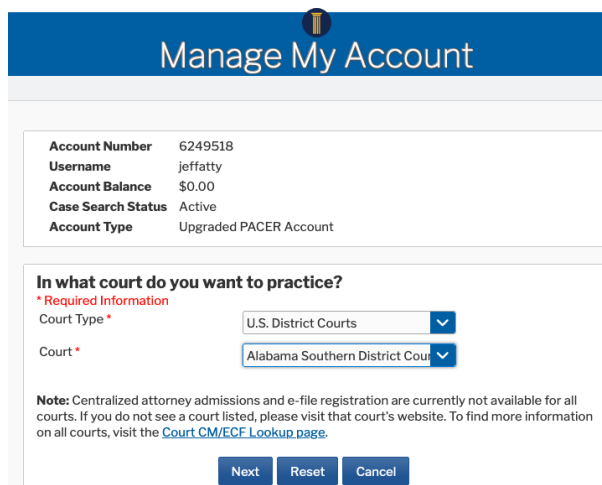
The screenshot shows the 'Manage My Account' interface. At the top is a blue header with the title 'Manage My Account' and a small icon of a building. Below the header is a table of account information:

<b>Account Number</b>	6249518
<b>Username</b>	jeffatty
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Upgraded PACER Account

Below the table are four tabs: 'Settings', 'Maintenance' (which is highlighted in blue), 'Payments', and 'Usage'. Under the 'Maintenance' tab, there are two columns of links:

- Left column: [Update Personal Information](#) and [Update Address Information](#)
- Right column: [Attorney Admissions / E-File Registration](#) and [Non-Attorney E-File Registration](#)

- (4) Choose U.S. District Court as the Court Type. Choose Alabama Southern District Court as the Court. Click Next.



This screenshot shows the 'Manage My Account' page with the 'Maintenance' tab selected. The account information table is visible at the top. Below it is a section titled 'In what court do you want to practice?' with a red asterisk indicating required information. There are two dropdown menus:

- The first dropdown is labeled 'Court Type \*' and is set to 'U.S. District Courts'.
- The second dropdown is labeled 'Court \*' and is set to 'Alabama Southern District Court'.

Below the dropdowns is a note: "Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#)." At the bottom of this section are three buttons: 'Next', 'Reset', and 'Cancel'.

(5) Click on “E-File Registration Only.”

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**What would you like to apply/register for?**

Attorney Admissions and E-File

E-File Registration Only

Federal Attorney

(6) Complete all required fields (with red asterisks). In the section regarding Delivery Method and Formatting, we recommend choosing “At The Time of Filing” for Email Frequency. For Email Format, choose HTML. Click Next.

**Delivery Method and Formatting**

Use a different email. Checking this will clear the primary email fields below.

Primary Email \*  ?

Confirm Email \*  ?

Email Frequency \*  ?

Email Format \*  ?

Next Back Reset Cancel

- (5) The Payment Information Screen is optional.
- (6) Read & acknowledge Email Terms of Use by clicking appropriate boxes. Click Submit
- (7) Once you receive the confirmation page, Click Done.
- (8) You will receive a confirmation by email once your request has been processed by our Court.