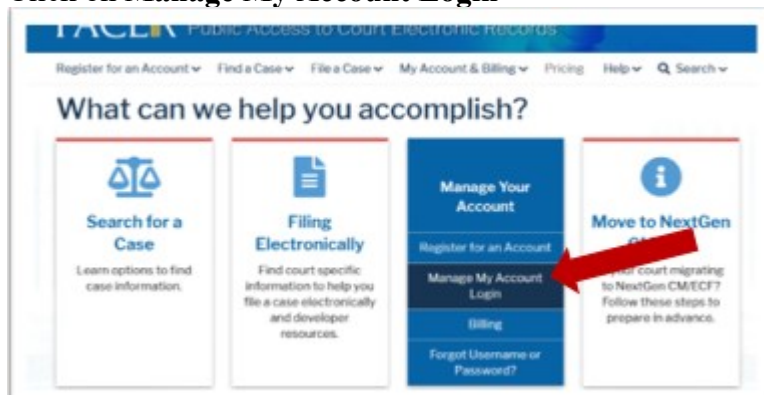


In order to request e-filing permission as a Limited Filer, you must have an upgraded individual PACER account. If you do not have an upgraded individual PACER Account see Instructions for Upgrading Your PACER account. Once you have a PACER Account, follow the steps below to request filing access.

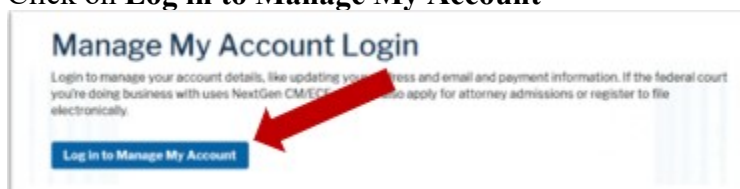
1. Login to <https://pacer.uscourts.gov>
2. Hover over **Manage Your Account**



3. Click on **Manage My Account Login**



4. Click on **Log in to Manage My Account**



5. Enter **username/password**

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 *

Password *

[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.

6. Click **Login**
7. Select the **Maintenance** tab and click **Attorney Admissions/E-File Registration**

Settings **Maintenance** Usage

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

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

8. Select **U.S. Bankruptcy Courts** as the **Court Type** and **District of Idaho Court** as the **Court**. Click **Next**

In what court do you want to practice?

* Required Information

Court Type *

Court *

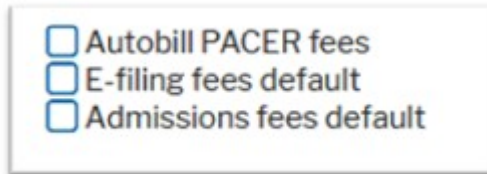
Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

9. From the **Role in Court** drop down list, select appropriate filing role.



A screenshot of a web form showing a dropdown menu. The dropdown is open, displaying a list of roles. The top option, 'Select Role in Court', is highlighted in yellow. Below it are the following options: 'Court Reporter', 'Creditor', 'Filing Agent', 'Trustee', and 'US Trustee'. The dropdown menu is contained within a light blue border.

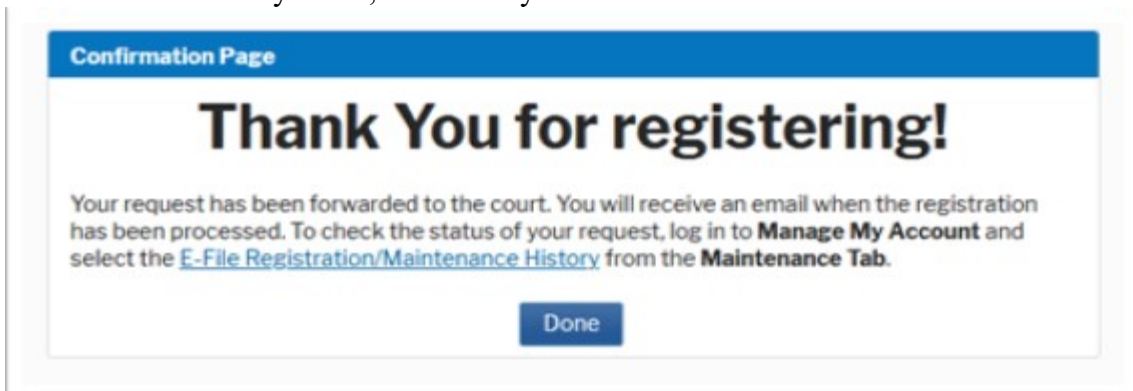
10. Check the box acknowledging that you are submitting the e-file registration for the individual listed above.
11. Complete all other required fields and click **Next**.
12. Set default **Payment Information** if desired (not required). Click **Next** when finished or to bypass this screen. You can add a credit card or ACH payment method for each of the following fee types:



A screenshot of a form section with three checkboxes, all of which are unchecked. The checkboxes are arranged vertically and are followed by the text: 'Autobill PACER fees', 'E-filing fees default', and 'Admissions fees default'. The entire section is enclosed in a light gray border.

To use the same account for multiple fee types, once the account information is entered, click in the box next to one or multiple types to designate the entered payment method for that account.

13. Check the two boxes for **Attorney E-Filing Terms of Use** and **Acknowledgment of Policies**.
14. Click **Submit**.. The court will review your admission request and provide you with further instructions by email, if necessary.



A screenshot of a confirmation page. At the top, there is a blue header bar with the text 'Confirmation Page'. Below the header, the main heading reads 'Thank You for registering!' in a large, bold, black font. Underneath the heading, there is a paragraph of text: '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**.' At the bottom center of the page, there is a blue button with the text 'Done'.