

REQUESTING LOGIN PRIVILEGES CM/ECF NEXTGEN NCMD

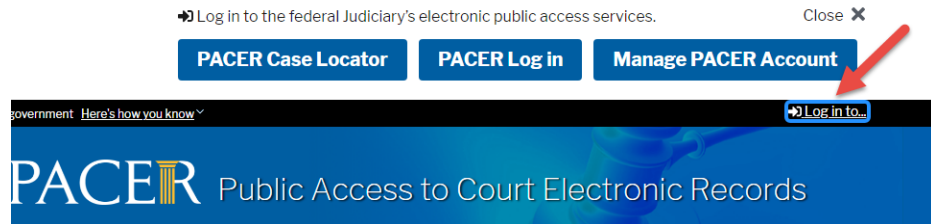
Information

If...	Then...
Seeking to be admitted to practice in the Middle District of North Carolina and register to e-file.	Refer to the Attorney Admission Instructions under the Attorneys tab on our website.
Seeking to register to e-file ONLY and have never received login privileges with North Carolina Middle District Court.	Follow the instructions below.
You were previously issued CM/ECF login credentials for the Middle District of North Carolina.	Follow the Preparing for NextGen instructions from our website.
You are a federal attorney and are seeking to register to e-file. <i>(Attorney Admission is not a requirement for federal attorneys)</i>	Follow the instructions below.

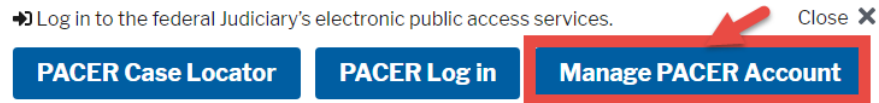
Step by Step Instructions

Step 1: Go to PACER, www.pacer.uscourts.gov.

Step 2: Click **Log in to** at the top of the page.



Step 3: Select **Manage PACER Account**.



Step 4: Enter your Username and Password.

Login

* Required Information

Username *

Password *

Login Clear Cancel

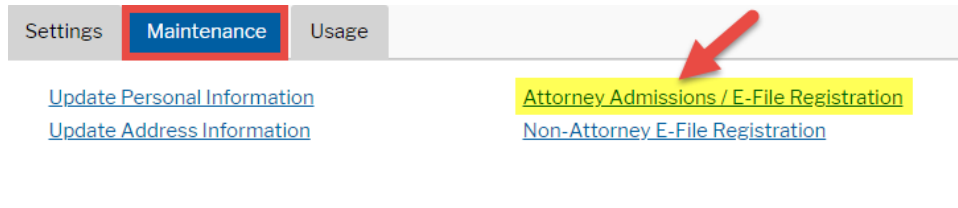
[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

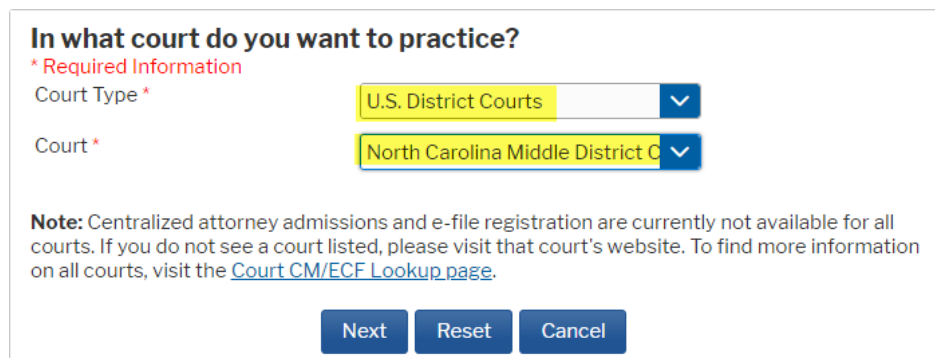
Step 5: Once logged in, select the **Maintenance** tab.



Step 6: Select **Attorney Admissions/E-File Registration** under the Maintenance tab.



Step 7: On the following screen, select **U.S. District Courts** and **North Carolina Middle District**. If you do not see North Carolina Middle District Court as an option, verify if you already submitted and/or have filing privileges with North Carolina Middle District. If you have previously linked a CM/ECF account to your PACER account, contact Kenan Sonbay at 336.332.6003 for further instructions.



Step 8: On the next page, select, “What would you like to apply/register for”?

What would you like to apply/register for?



If...	Then...
Applying for Attorney Admission with the Middle District of North Carolina. And Request to E-File.	Select the Attorney Admissions and E-File option and follow the instructions for attorney admissions.
If applying to E-File only.	Select the E-File Registration Only option.
If you are a Federal Attorney and want login privileges only.	Select the Federal Attorney option.

Step 9: Complete all sections of E-File Registration. Please complete all required information marked with a red Asterisk. If applicable, add additional filer information in the applicable fields and click Next.

Step 10: Add a credit card or click Next on the Payment Information screen.

Step 11: Please read the E-Filing Terms of use and check the two Attorney E-Filing Terms and Conditions acknowledgement boxes and then click Submit.

Step 12: Confirmation Page screen displays, click Done. The court will review your request and follow-up.