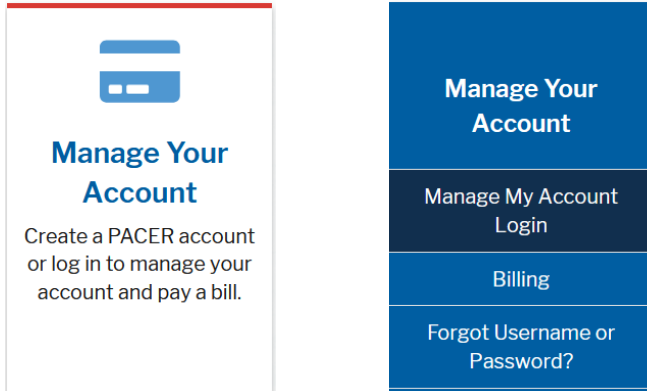


# Application for Media Accounts

1. You must first email a [Media Access Registration Form](#) to [moedml\\_cmecf\\_help@moed.uscourts.gov](mailto:moedml_cmecf_help@moed.uscourts.gov) with a subject line of: **Attention: Media Access.**
2. Navigate to <https://pacer.uscourts.gov>
3. Hover over the “**Manage Your Account**” box and click “**Manage My Account Login**”



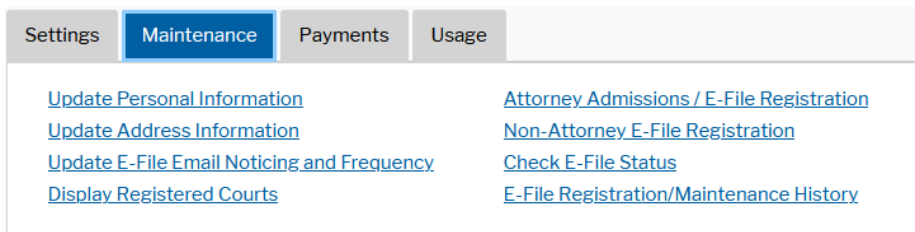
4. **Log in** to manage your account



5. Enter your **PACER Username and Password**

A screenshot of the PACER login form. It has a title 'Login' with a blue icon. Below the title is a red asterisk and the text '\* Required Information'. There are two input fields: 'Username \*' and 'Password \*'. Below the fields are three buttons: 'Login', 'Clear', and 'Cancel'. Below the buttons are three links: 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. At the bottom, there is a paragraph of legal disclaimer text: '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.'

6. Click on the **Maintenance** tab

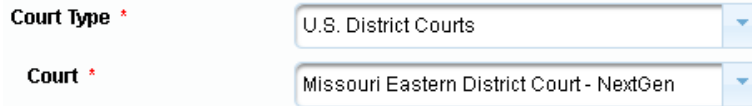


7. Select **Non-Attorney E-File Registration**



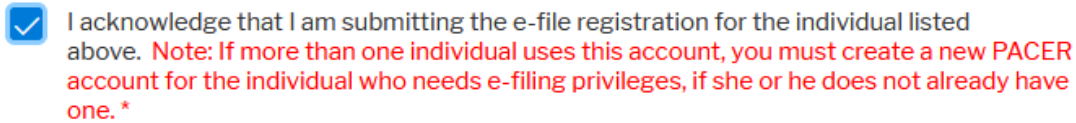
The screenshot shows a navigation menu with tabs for Settings, Maintenance, Payments, and Usage. Under the Maintenance tab, there are two columns of links. The link 'Non-Attorney E-File Registration' is highlighted with a red rectangular box.

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



The screenshot shows two dropdown menus. The first is labeled 'Court Type \*' and has 'U.S. District Courts' selected. The second is labeled 'Court \*' and has 'Missouri Eastern District Court - NextGen' selected.

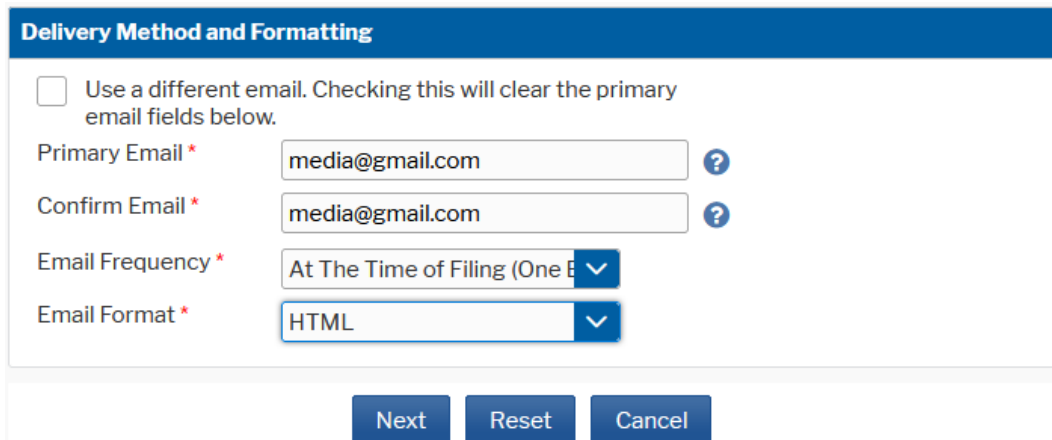
9. Check the **Acknowledgment** Box.



The screenshot shows a checkbox labeled 'I acknowledge that I am submitting the e-file registration for the individual listed above.' The checkbox is checked. To the right of the checkbox, there is a note in red text: 'Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one.\*'

10. Make address changes if you want the court to use an address other than the one used for your CSO account. **Verify your email or make changes** if want the court to use an email address other than the one used for your CSO account. Note that there are boxes to check for these options to be sent to the court.

11. Select your preference for **Email Frequency and Email Format**. Click Next.



The screenshot shows a form titled 'Delivery Method and Formatting'. It contains the following fields:

- An unchecked checkbox: 'Use a different email. Checking this will clear the primary email fields below.'
- 'Primary Email \*' field with 'media@gmail.com' and a help icon.
- 'Confirm Email \*' field with 'media@gmail.com' and a help icon.
- 'Email Frequency \*' dropdown menu with 'At The Time of Filing (One E' selected.
- 'Email Format \*' dropdown menu with 'HTML' selected.

At the bottom of the form are three buttons: 'Next', 'Reset', and 'Cancel'.

12. 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 selected.

**Payment Information**

**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 **Manage Recurring Payments** 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 and set any of them as the default for your search fees, admissions/renewal fees, and/or e-file fees.

To set a payment method as a default, click the gray icon, which will turn blue when selected.

- Click this icon to set the default payment method for your PACER search fees. The selected card will be automatically charged for your quarterly usage.
- Click this icon to set the default payment method for your filing fees.
- Click this icon to set the default payment method for your admissions/renewal fees.

**VISA**

XXXXXXXXXXXXXXX1111  
04/2021

Test Attorney  
1234 Anywhere Street  
Minneapolis, MN  
55415

[Add Credit Card](#)  
[Add ACH Payment](#)

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

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

By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. \*

Check 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.](#) \*

14. Click **Submit**. The court will review your admission request. You will receive an email from psc.uscourts.gov your registration has been processed. Request will not be processed without a Media Access Registration Form approved by the Clerk of Court for the Eastern District of Missouri

15. For further information about **Media Access**, please see our website at <https://www.moed.uscourts.gov/media-information>