

Non-Attorney Limited Filers Registering for Train PACER Instructions

Once you have completed the online training modules and homework from the court, go to Train PACER and register for an individual Train PACER account, if you do not have your own Train PACER account.

Note: In order to electronically file in the court, you cannot have a shared PACER account, you must have your own PACER account.

Step 1 Go to www.train-pacer.uscourts.gov

Step 2 Select Register from main menu bar



Step 3 Select PACER from left panel



Step 4 Select link REGISTER FOR PACER ACCOUNT NOW



Step 5 Complete the View Only Train PACER registration form and select **Individual** as the User Type and Click **NEXT**.

Step 6 Create a User Name and Password, select and answer the security questions and click **NEXT**.

Step 7 Confirm you have read the policies and procedures.

[Click here to download a printable version of the Policies and Procedures](#)

* Required Information

Check here to acknowledge you have read and understand the policies and procedures listed above. *

Step 8 The last screen will thank you for registering with the PACER service center. This account is just for viewing documents, not for e-filing.

Step 9 Select **Manage My Account** and login with new PACER login and password

Step 10 Select the **Maintenance** tab on the top



Step 11 Select **Non-Attorney E-File Registration**

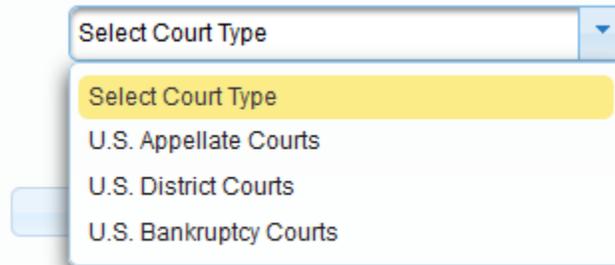


Step 12 Select US Bankruptcy Courts as the court type from the drop down list

* Required Information

Court Type *

Court *



Step 13 Select California Northern Bankruptcy Court (train) from the list

Step 14 **Role in Court:** Select **Creditor** from drop down list (for limited filers, select Creditor)



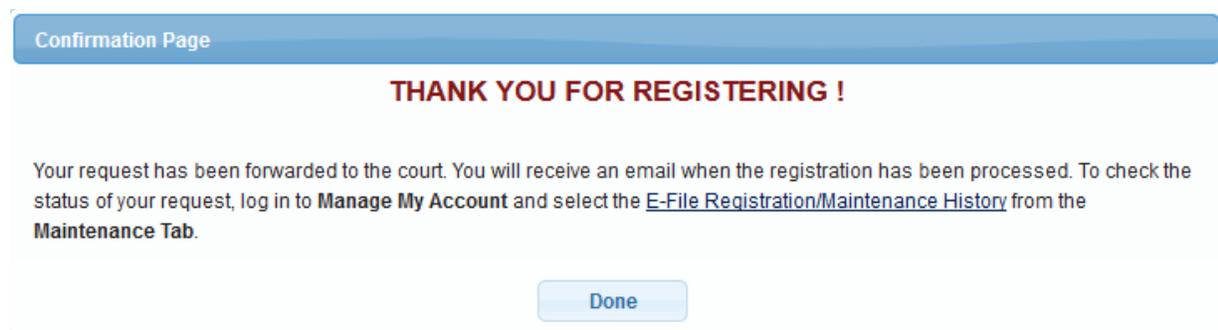
Step 15 All your information will display from when you registered in PACER.

Step 16 Complete all other required fields on the screen and click **NEXT**

Step 17 Payment information screen will display, you can just click **NEXT**

Step 18 Efiling Terms and Conditions screen will display, place checkmark in the boxes to accept the terms. Click **SUBMIT**.

Step 19 The confirmation page will display, click **DONE**.



Once you have submitted this registration, the court will activate your account and you will receive an email advising you that your account has been activated.

You will then use the Train PACER login you created when registering for Train PACER to login to file the practice assignment electronically.

