

Registering for Electronic Filing, a Step-by-Step Guide

- Step 1** Open your web browser and navigate to the PACER Service Center's website located at <http://www.pacer.gov>.
- Step 2** Select *E-File* from the menu bar located at the top of the website. Then select *Appellate Courts* from the menu at left.
- Step 3** On the Appellate Courts page, note four options: *Register*, *Update*, *Local Court Information*, and *E-File*.
- Click *Register* to register for a new Appellate ECF account (if you have never registered for e-filing for any Court of Appeals or Bankruptcy Appellate Panel). Click *Update* if you already have an Appellate ECF account with at least one Court of Appeals or Bankruptcy Appellate Panel. Note that appellate registration is different from registration for a District or Bankruptcy Court. Enter your username and password. From the Appellate ECF Filer Account Update screen, click *Register for Additional Court(s)* located in the Miscellaneous section. Checkmark the checkbox for this Court, labeled "U.S. Court of Appeals, Tenth Circuit – Bankruptcy Appellate Panel" (be sure to read the Court's local requirements). If you do not see an option to checkmark the checkbox for "U.S. Court of Appeals, Tenth Circuit - Bankruptcy Appellate Panel," please call the PACER Service Center at (800) 676-6856 to let them know this option is not available. The existing address and noticing preferences on the account will auto-fill into the fields. If you prefer to use secondary contact information, enter that information into the appropriate fields. All fields marked with a red asterisk are required fields. Read and acknowledge the Terms of Use. Finally, click "Submit." Click *Local Court Information* to review any court's policies, procedures, and status of implementation information.
- Click *E-File* if you have already registered and wish to begin e-filing. Select the desired court from the list.
- Step 4** Click *Register*. Note the Java Version Test located at the top of the page. An updated version of Java is required to use Appellate ECF. This diagnostic test will determine whether you have an appropriate version of Java.
- Enter your Personal Information, Primary Address Information, and Default Noticing Preference. All fields marked with a red asterisk are required fields.
- Note that you may opt to receive a Notice of Docket Activity ("NDA") for every transaction in your active cases, or you may opt to receive a daily summary of NDAs by selecting the appropriate choice from the Frequency dropdown menu located in the Default Noticing Preferences section.
- When finished, click *Next Page*. (To start over, click *Clear Page*.)
- Step 5** Locate and click the radio button for this Court, labeled "U.S. Court of Appeals, Tenth Circuit – Bankruptcy Appellate Panel."
- Click the radio button indicating whether you are a member of the bar in the relevant circuit. *See* 10th Cir. BAP L.R. 8018-1(c). If applicable and known, enter the case number of the most recent case in which you were involved. Next, if applicable, enter the name you used previously when filing before the Court.
- The address and noticing preferences you entered previously will auto-fill into the fields. If you prefer to use secondary contact information, enter that information into the appropriate fields. All fields marked with a red asterisk are required fields. When you are finished, click *Next Page*. (To start over, click *Clear Page*.)
- Step 6** You may use the system-generated username displayed in that field, or enter a 7-character username of your choosing.
- Next, enter an 8-14 character password of your choosing and confirm that password by entering it again. This password must contain at least 2 non-alphabetic characters. You may also check the checkbox to use a system-generated password.
- Step 7** Enter your answer to the security question in the Answer field.
- Step 8** Read the Terms of Use. Acknowledge that you have read and agree to the terms of use by checkmarking the first checkbox.
- Acknowledge that you have read and agree to this Court's policies and procedures by checkmarking the second checkbox.
- Step 9** Click the Submit Form button to complete the registration process.
- Step 10** Click OK to process your request.
- You will receive e-mail correspondence regarding your registration request soon, generally by the next business day. If you require faster processing, or additional assistance, please contact the BAP Clerk's Office at (303) 335-2900 between the hours of 8:00 am and 5:00 pm, Mountain Time, Monday through Friday. The PACER Service Center is available between the hours of 8:00 am and 6:00 pm, Central Time, Monday through Friday.