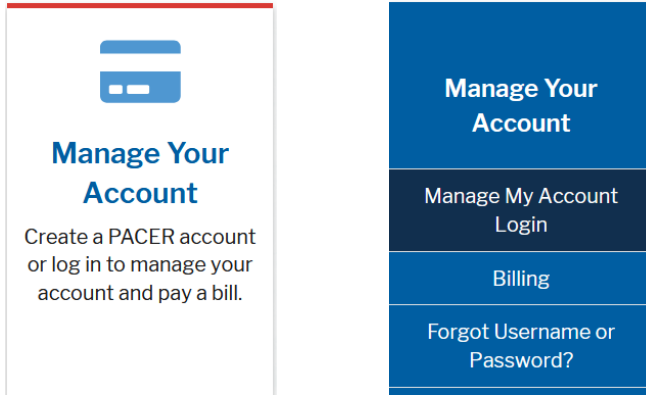


Application for Media Accounts

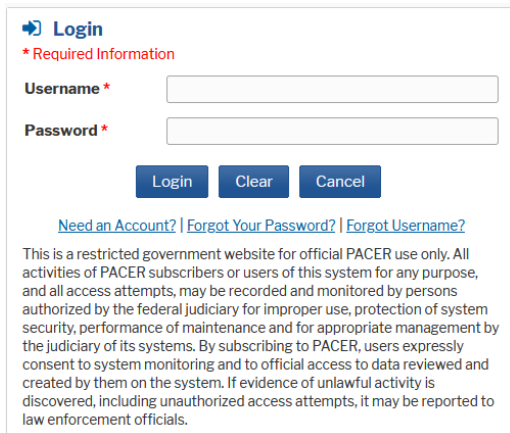
1. You must first email a [Media Access Registration Form](#) to cmecf_team@sdd.uscourts.gov with a subject line of: **Attention: Media Access.**
2. Navigate to <https://pacer.uscourts.gov>
3. Hover over the “**Manage Your Account**” box and click “**Manage My Account Login**”



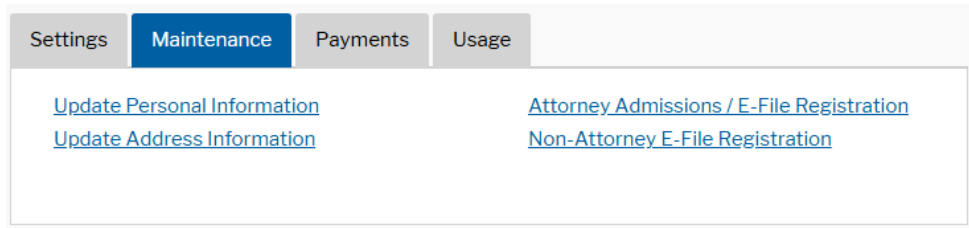
4. **Log in** to manage your account

Log in to Manage My Account

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



6. Click on the **Maintenance** tab

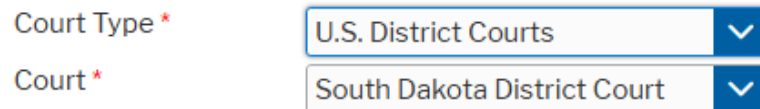


7. Select **Non-Attorney E-File Registration**



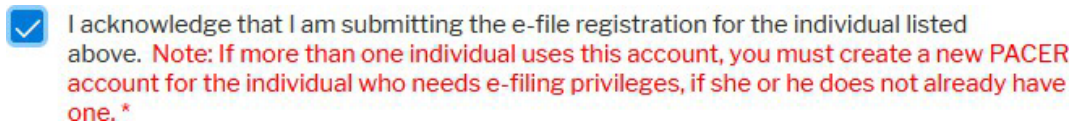
The screenshot shows the PACER Maintenance tab with four sub-tabs: Settings, Maintenance (selected), Payments, and Usage. Under the Maintenance tab, there are four links: Update Personal Information, Update Address Information, Attorney Admissions / E-File Registration, and Non-Attorney E-File Registration. The Non-Attorney E-File Registration link 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 **South Dakota 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 'South Dakota District Court' selected.

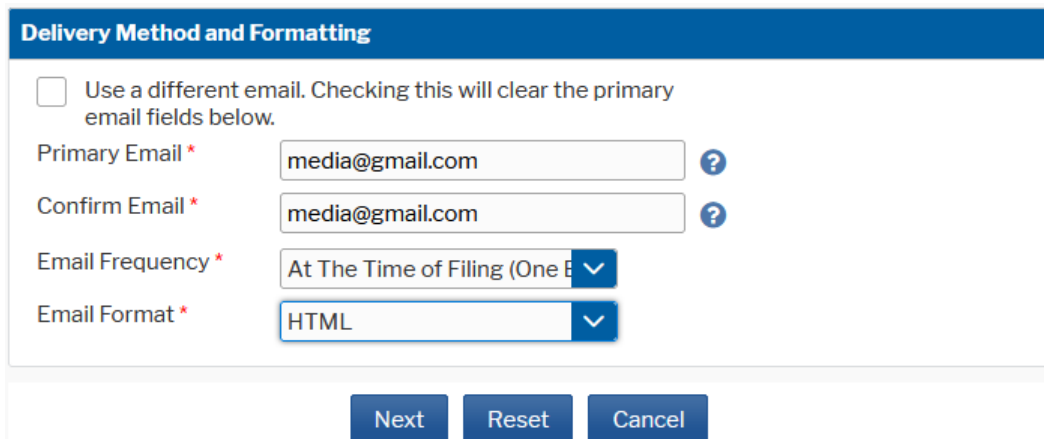
9. Check the **Acknowledgment** Box.



The screenshot shows a checkbox that is checked, followed by the text: 'I acknowledge that I am submitting the e-file registration for the individual listed above. 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 the 'Delivery Method and Formatting' section. It includes a checkbox for 'Use a different email. Checking this will clear the primary email fields below.' Below this are four fields: 'Primary Email *' with 'media@gmail.com', 'Confirm Email *' with 'media@gmail.com', 'Email Frequency *' with 'At The Time of Filing (One E', and 'Email Format *' with 'HTML'. Each field has a question mark icon to its right. At the bottom 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.

XXXXXXXXXXXX1111
04/2021
Test Attorney
1234 Anywhere Street
Minneapolis, MN
55415

[Update](#)

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

[Next](#) [Back](#) [Cancel](#)

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 District of South Dakota

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