



Attorneys Requesting Filing Access with the U.S. Court of International Trade

If you have a CM/ECF account with the Court, you will need to link your CM/ECF account to the upgraded PACER account to file documents with the Court. (see [Linking your CM/ECF Account to your Upgraded PACER Account](#)).

If you are an attorney admitted to the Court and do NOT have a CM/ECF account and wish to file documents with the Court, you will need an upgraded PACER account and must follow the below steps to request filing access with the Court.

Note: To determine what type of PACER account you have and/or if you need to upgrade your current PACER account, please follow [these instructions](#).

If you would like to view and file confidential documents with the Court or add secondary email addresses to your account, please submit a [Request for Change in Information](#) form to the Court.

1. Register for Filing Access

Step 1. Go to www.pacer.gov.

Step 2. Click [Manage My Account](#) at the top of the page.



Step 3. Enter your [PACER Username](#) and [Password](#) and click [Login](#).



Step 4. Click the [Maintenance](#) tab.

Settings Maintenance Payments Usage

[Change Username](#) [Update PACER Billing Email](#)
[Change Password](#) [Set PACER Billing Preferences](#)
[Set Security Information](#)

Step 5. Click the [Attorney Admissions/E-File Registration](#) link.

Settings Maintenance Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)
[Update Address Information](#) [Non-Attorney E-File Registration](#)

Step 6. From the [Court Type](#) list, select National Courts. From the [Court](#) list, select U.S. Court of International Trade. Click [Next](#).

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type * ←

Court * ←

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).

Next Reset Cancel



Step 7. Click E-File Registration Only.

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

E-File Registration Only



Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court

The attorney acknowledges, and affirms to the following terms and conditions posted on the Court's Filing Access - Terms and Conditions web page.
http://www.cit.uscourts.gov/sites/cit/files/Filing_Access_Terms_and_Conditions.pdf

Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court

If you are looking to become a member of the bar for the U.S. Court of International Trade, please visit the Court's Attorney Information web page.
<https://www.cit.uscourts.gov/attorney-information>

Back

Cancel



Step 8. Complete all sections of e-file registration and click [Next](#).

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information
* Required Information

Additional Filer Information

Delivery Method and Formatting

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



Step 9. This section is optional. If you chose to [Add Credit Card](#) and enter payment information. Click [Next](#).

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 **Make One-Time PACER Fee Payment** 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.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

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

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





Step 10. Acknowledge the policies and procedures for attorney e-filers by selecting all applicable check boxes. Click [Submit](#).

E-Filing Terms of Use

ATTORNEY E-FILING TERMS AND CONDITIONS

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court(s), are solely responsible for redacting pleadings. See [Fed. R. App. P. 25\(a\)\(5\)](#); [Fed. R. Civ. P. 5.2](#); [Fed. R. Crim. P. 49.1](#); and [Fed. R. Bankr. P. 9037](#).

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

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

Click 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.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.



United States Court of International Trade



Step 11. You have completed the registration process. You will be notified by e-mail of your filing status within two business days.

Confirmation Page

THANK YOU FOR REGISTERING!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Done

For assistance with registering for filing access, please contact the PACER Service Center at 800-676-6856 or send an email to pacer@psc.uscourts.gov.

For questions regarding CM/ECF, please contact the CM/ECF Help Desk at 866-450-1859 or send an email to cmecf_helpdesk@cit.uscourts.gov.