

Introduction GPO/AOC PACER Pilot Program

*The accounts are for training purposes only.

*How to instruct staff/patrons to create, monitor, and utilize their own PACER account?

The screenshot shows the PACER website homepage in Internet Explorer. The browser's address bar displays 'http://www.pacer.gov/'. The website header includes the PACER logo and navigation links: 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US'. A secondary navigation bar contains 'Manage My PACER Account', 'Manage My Appellate Filer Account', and 'Case Search Sign In'. The main content area features a introductory paragraph about PACER, a 'JUDICIARY ASSESSES PACER SERVICES' section with a video player, a 'FREQUENTLY USED' section with links to various services, and a 'PACER CASE LOCATOR' section. On the right side, there is a 'WHAT'S NEW WITH PACER' section with a list of recent updates, and a 'WHO CAN ACCESS PACER?' section with a dropdown menu. The footer of the page includes a 'CONFERENCE APPROVES FEE INCREASE' section.

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information from federal appellate, district and bankruptcy courts, and the PACER Case Locator via the Internet. PACER is provided by the federal Judiciary in keeping with its commitment to providing public access to court information via a centralized service.

JUDICIARY ASSESSES PACER SERVICES
Judiciary announces the results of an independent assessment of PACER services. [More](#)

FREQUENTLY USED
Court Links
Billing Information
Register for a PACER Account
Frequently Asked Questions
Manage My PACER Account
Manage My Appellate Filer Account
Case Search Sign In
Public Access Fee Schedule
October 2011 Newsletter
PACER Training Site

PACER CASE LOCATOR
The PACER Case Locator is a national index for U.S. District, Bankruptcy, and Appellate courts. A small subset of information from each case is transferred to the PACER Case Locator server each night. The system serves as a locator index for PACER. You may conduct nationwide searches to determine whether or not a party is involved in federal litigation.
[Search Now](#)

WHAT'S NEW WITH PACER

- CM/ECF Release Notes (10/14/2011)
- Free PACER Training Site (09/15/2011)
- Conference Approves Fee Increase (09/13/2011)
- Electronic Bankruptcy Noticing (08/08/2011)
- New Remittance Address (03/01/2011)
- CM/ECF to Transition to PDF/A (10/29/2010)
- Digital Audio Recordings (05/11/2010)

[More »](#)

WHO CAN ACCESS PACER?
PACER is available to anyone who registers for an account.
The nearly one million PACER users include attorneys, pro se filers, government agencies, trustees, data collectors, researchers, educational and financial institutions, commercial enterprises, the media, and the general public.

HOW DO I ACCESS PACER?

WHEN CAN I ACCESS PACER?

WHAT INFORMATION IS AVAILABLE ON PACER?

IS ALL CASE DATA AVAILABLE TO THE PUBLIC?

HOW MUCH DOES PACER COST?

CONFERENCE APPROVES FEE INCREASE
In September 2011, the Judicial Conference of the United States authorized an increase in

I created and monitored a PACER account...

*I created my own PACER account. This allowed me to experience the process. I do not use the account.

* Allows me to be confident that what I am teaching is true.

The screenshot shows a web browser window titled "PACER On-Line Registration - Windows Internet Explorer". The address bar shows the URL "https://www.pacer.gov/psco/cgi-bin/regform.pl". The browser's toolbar includes various icons and a search bar. The page content features a dark blue header with the PACER logo and navigation links: "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", and "CONTACT US". A sidebar on the left contains a "REGISTER" menu with options: "Case Search", "Register Now", "Appellate E-File", and "District / Bankruptcy E-File". The main content area is titled "REGISTER FOR A PACER (CASE SEARCH) ACCOUNT" and includes a yellow informational box: "This form is for new PACER users only. If you are experiencing login difficulty at a PACER web site, [Click Here](#)." Below this is the "ACCOUNT INFORMATION" section, which contains several required fields marked with a red asterisk: "Firm Name", "Contact Person", "Address", "City", "State", "Zip/Postal Code", "Phone Number", "E-Mail Address", and "Confirm E-Mail Address". There are also two checkboxes: "Check here if you are registering as a court appointed Criminal Justice Attorney (CJA)." and "Check here if you are registering as a U.S. Government Agency." A yellow sidebar on the right provides instructions: "You must enter data for every field marked with a *." and "If you are registering as a private individual, i.e. not as a member of a group, firm, or organization, enter your name in both the Firm Name and Contact Person rows." It also notes: "Domestic addresses must include City, State, and Zip. International addresses must include City, Postal Code, OTHER in the State field, and Province/Country information on the 2nd Address line." and "Quarterly statements will be emailed to". The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Training Guides for Staff and Patrons

* Created the guides for the patrons....(or with the patron in mind)

* If the guides can assist patrons in creating and monitoring PACER then they should be able to assist staff to do the same.

* What's good for the goose is good for the gander

1. Created a home page for GPO/AOC PACER Pilot Program complete with updates and training materials.

<http://www.sblawlibrary.org/pacer-training-pilot.html>

2. [How to Create a PACER Account](#) -

I encouraged staff to create their own PACER account to see how it is done.

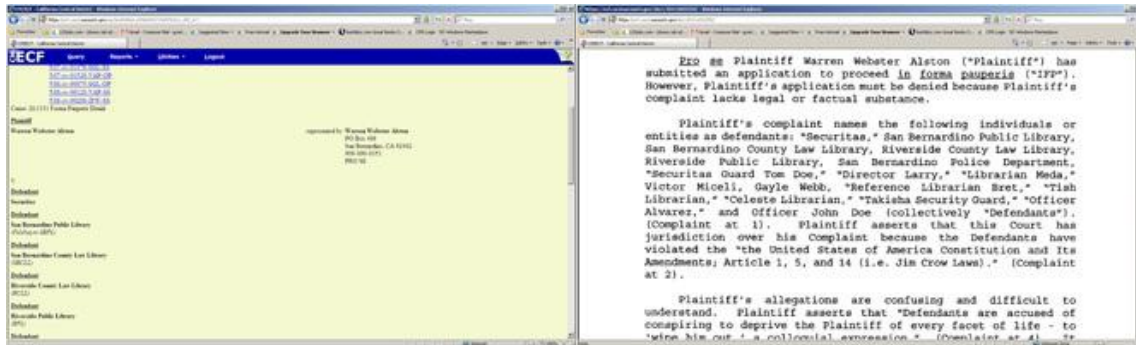
3. [How to Monitor PACER Usage](#) -

I provided the law library account information for staff to use while going through this guide.

4. [How to Search for a Local Central District Case](#) -
(Staff exercise) I had staff try to find a case....

The Practice Exercise (Searching for a case)

- * Localized the guide so it was specific to our District Court.
- * Staff were given a case/file number and were required to provide information about the case, e.g. parties to the case....
- * Staff discovered that the law library had been sued by a very dear and 'litigious' patron.



Judge Stotler provided a most astute ruling....

"Plaintiff's application must be denied because Plaintiff's complaint lacks legal or factual substance. ...

"Plaintiff's allegations are confusing and difficult to understand. Plaintiff asserts that 'Defendants are accused of conspiring to deprive the Plaintiff of every facet of life - to 'wipe him out,' a colloquial expression.' It appears that during a visit to the San Bernardino Public Law Library, Plaintiff's cell phone was stolen and that he was dissatisfied with the staff's response. He also asserts that he suffered 'discriminatory acts' at the Riverside Public Law Library. **The remaining allegations are rambling, illogical and nonsensical.**"

PACER Training Session Evaluation Form for Staff
(San Bernardino County Law Library)

1. Did this training session provide you with the information you expected and needed? Y/N

(Y:100 %)

2. What would you have liked to have seen covered in the session that wasn't?

(How to search by name, is there someone patrons can call if they need assistance with PACER?)

3. What in the training session was most helpful?

("Q&A Format made it easy to follow," "the practice exercise helped me get a feel for the system," "logging in and conducting a search," "the pictures in the guides were helpful.")

4. What in the training session was least helpful?

("Relying just on the guides there is no way to confirm question with someone familiar with PACER," "No physical person to ask for clarification on text meanings," "waiting on password.")

5. How long did the training session last? (I had them include, everything...)

(20 minutes tops, 15 mins, 1.5 hours...)

6. Please provide other comments or feedback that will help us plan future training sessions?

("Maybe a powerpoint instead," "no need to open our own account.")

Follow Up Training

- * If anyone had problems we did one on one follow up training.**
 - * Answered any lingering questions.**
 - * Resolved any difficulties staff had during the self training.**
-

Continuing Education and Future Training

- * The GPO/AOC Pilot program calls for training at various intervals throughout the program.**
- * We are planning additional and more advanced training.**
- * Will continue the self-training model. Staff can do it at their own pace, we do not have to coordinate schedules. Much more hands on.**
- * Will do some large group training either for staff or for the public by staff...**