

General System Capabilities and Functions: Full System Users

The electronic case filing (ECF) system allows registered participants with an Internet browser, a PACER account, and an FLND court-issued ECF login and password to perform the following functions:

- Access the ECF system.
- Electronically open civil cases (must pay by credit card) and file pleadings or documents in existing cases.
- View several different case reports.
- View official public docket sheets and public documents associated with cases.

Note: Only the login and password for an attorney of record in a case will allow a user to view PDF documents filed on any date in a social security case or documents filed in a criminal case prior to 11/1/2004. Users with PACER logins may only view the docket sheet in social security cases and the docket sheet for all entries made prior to 11/1/04 in criminal cases. Otherwise, general public and attorney users will have access to all case files except those that are sealed or those documents filed *ex parte*.

General System Capabilities and Functions: PACER System Users

Users with Internet access and a PACER login and password may perform the following functions:

- Access the ECF system.
- View official docket sheets associated with all cases (see note above).
- View PDF files for documents associated with all cases except criminal (regarding filings prior to 11/1/04), magistrate (regarding filings prior to 11/1/04), social security cases (all filings), sealed documents and cases, and documents filed *ex parte*.

General Internet Access: No PACER or FLND Login Accounts

Users with Internet access may perform the following functions:

- View the most recent version of the [CM/ECF Attorney User's Guide](#), the [Guide to Civil Case Opening by Attorneys](#), and the [Style Guide for Electronic Case Filing](#).
- Self-train on web-based ECF tutorials

Registering for a PACER Account

ECF users must have a [PACER](#) account. If you do not have a [PACER](#) login, contact the PACER Service Center. You may call the [PACER](#) Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Attorneys on the CJA panel should call PACER to inquire about special accounts for CJA work. [PACER](#) registration may also be completed online at <http://pacer.psc.uscourts.gov>.

Registering for an FLND CM/ECF Account

Attorneys admitted to practice in the Northern District of Florida must register with the court to receive a login and password for the ECF system. [Online registration](#) is available on our web site located at www.flnd.uscourts.gov.

Completed registration forms will be automatically e-mailed to the Clerk's Office once the user clicks the **[Submit]** button.

Once an account has been established, your login and password will be e-mailed to you by the Clerk's Office. You should immediately change your password upon receipt of this e-mail (see the Utilities Feature for details). Should you lose your password or suspect it has been compromised, you should immediately change your password or contact the Clerk's Office for assistance.