



Members of the media can monitor particular civil and criminal non-sealed cases by signing up to receive automatic e-mail notifications of electronic filings (NEFs) made in specific civil and criminal non-sealed cases which they designate. Each NEF includes a hyperlink to the non-sealed, electronically filed document in the case.

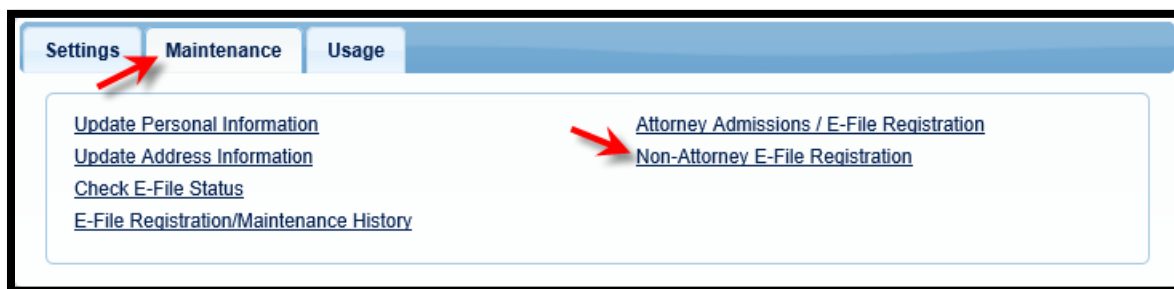
In order to submit a request for media access, you must first obtain an individual upgraded PACER account. [Click here](#) for instructions on how to register for an upgraded PACER account. Once you have a PACER account, follow the steps below to request media access. For assistance, please contact **PACER at 1-800-676-6856**.

Application for Media Non-Filing Account

1. Navigate to www.pacer.gov.
2. Click on **Manage My Account**



3. **Login** with your PACER username and password.
4. Click on the **Maintenance** tab and Select **Non-Attorney Admission/E-File Registration**.



5. Complete all sections of the **E-File Registration** form. Select **U.S. District Courts** as the Court Type and **California Southern District Court** as the Court and **Party** as the Role in Court. Click Next to proceed with the application process.

Court Type *	U.S. District Courts
Court *	California Southern District Court (test)

6. Set **default payment information** if desired (not required). Click Next when finished, or to bypass this screen.

7. Check the two **Non-Attorney E-Filing Terms and Conditions** acknowledgment boxes.

[Click here to download a printable version of the Non-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.](#) *

8. Click **Submit**. The court will review your request and, if granted, provide you with further instructions via email.

Designating Cases to Receive Notification

1. Navigate to the Southern District of California's website: www.casd.uscourts.gov and click on the CM/ECF Electronic Case Filing System option.



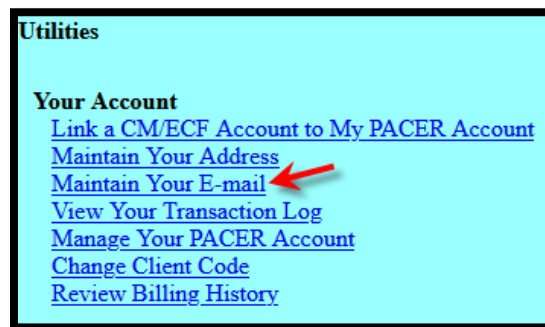
2. Click on the **Southern District of California - Document Filing System** link.



3. Login with your **upgraded PACER** username and password.

The image shows a login form with a blue header bar containing the word "Login". Below the header, there are three input fields: "Username *", "Password *", and "Client Code". Each field has a corresponding text input box. Below the input fields are three buttons: "Login", "Clear", and "Cancel". Below the buttons, there are three links: "Need an Account?", "Forgot Your Password?", and "Forgot User Name?". At the bottom of the form, there is a notice: "NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

- Click on “Utilities”.
- Click on “Maintain Your Email”.

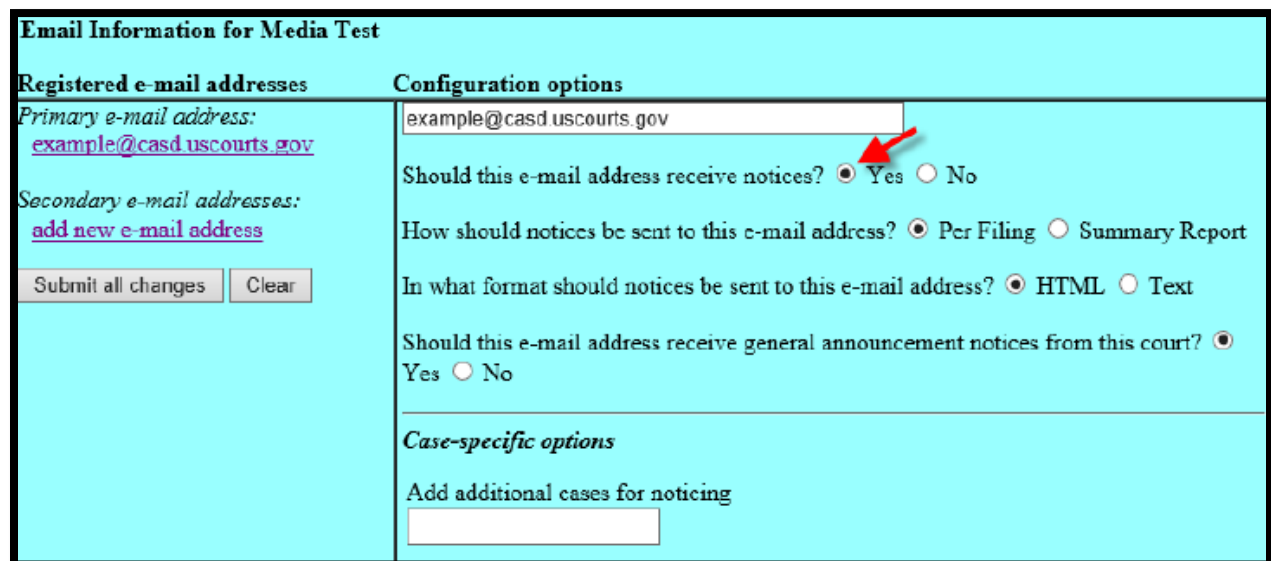


Utilities

Your Account

- [Link a CM/ECF Account to My PACER Account](#)
- [Maintain Your Address](#)
- [Maintain Your E-mail](#)
- [View Your Transaction Log](#)
- [Manage Your PACER Account](#)
- [Change Client Code](#)
- [Review Billing History](#)

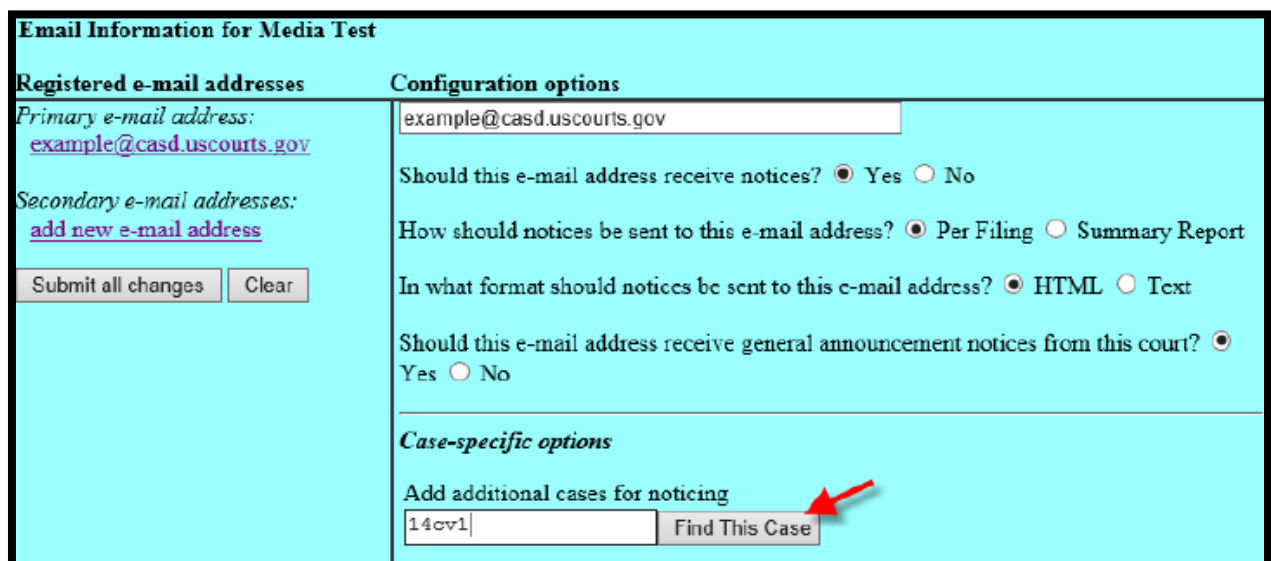
- Click on your **Primary e-mail address**. A list of service options will appear. Make sure the **Yes** radio button is selected for the question “Should this e-mail address receive notices?” Set the remaining values to your preference.



Email Information for Media Test

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: example@casd.uscourts.gov</p> <p>Secondary e-mail addresses: add new e-mail address</p> <p><input type="button" value="Submit all changes"/> <input type="button" value="Clear"/></p>	<p><input type="text" value="example@casd.uscourts.gov"/></p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report</p> <p>In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Case-specific options</p> <p>Add additional cases for noticing</p> <p><input type="text"/></p>

- In the “Add a case for noticing” field, enter the case number for which you would like to receive the automatic notifications and click on “Find This Case”.



Email Information for Media Test

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: example@casd.uscourts.gov</p> <p>Secondary e-mail addresses: add new e-mail address</p> <p><input type="button" value="Submit all changes"/> <input type="button" value="Clear"/></p>	<p><input type="text" value="example@casd.uscourts.gov"/></p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report</p> <p>In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Case-specific options</p> <p>Add additional cases for noticing</p> <p><input type="text" value="14cv1"/> <input type="button" value="Find This Case"/></p>

8. Once your case has been found, click on “**Add case(s)**”.
9. Your primary email address will now receive the automatic notifications selected for this case. Click on “**Submit all changes**”, then “**Submit**” to finalize your updates.

Email Information for Media Test

Registered e-mail addresses

Primary e-mail address:
[example@casd.uscourts.gov](#)

Secondary e-mail addresses:
[add new e-mail address](#)

[Submit all changes](#) [Clear](#)

Configuration options

Should this e-mail address receive notices? ☒ Yes ☐ No

How should notices be sent to this e-mail address? ☒ Per Filing ☐ Summary Report

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☒ Yes ☐ No

Case-specific options

Add additional cases for noticing

These cases will send notice *per filing. (default method)*
3:14-cv-00001-L-JMA v. DOES (closed 10/26/2015)

[Remove selected cases](#) [Change selected cases to notice as a summary report](#)

10. You will receive a **confirmation screen** of your updates.

Updating person record...

Update Person Prid: 18617133

The update was successful.... prid 18617133 - Media Test

The update was successful....

E-mail configuration:

Primary e-mail address: **example@casd.uscourts.gov**

This e-mail address will receive notices.

Notice will be sent to this address on a per filing basis.

Notice sent to this address will be formatted as HTML.

This e-mail address will receive general announcement notices from this court.

This e-mail address will receive notices for all cases in which Media Test is a participant.

[View/Hide case list](#)

11. For assistance, please email the **CASD CM/ECF helpdesk** at ecfhelp@casd.uscourts.gov.