

## Media Account

Individuals can register to receive electronic notification of filings in ongoing cases (with certain restrictions) in this Court.

- In addition to standard PACER functionality, this account will only allow you to:
  - Maintain your email addresses.
  - Add/remove case numbers for which you wish to receive email notifications of filings. (See [How to Add Cases to Follow](#) below)
  - Access/save/print newly filed documents via the Notice of Electronic Filing (NEF) (PACER fees apply).
- This account will NOT allow you to:
  - E-file in any case.
  - View documents in the following instances:
    - Documents restricted to case participants and/or public terminals, e.g. documents in Social Security and immigration cases.
    - Documents filed in sealed cases.
    - Paper-only filings; except for orders and written opinions.
    - Documents filed under seal.

The Media account is offered as a service and a convenience. The court cannot guarantee *anything* regarding the Media account. This includes but is not limited to deletion of the Media account, failure of delivery, timeliness or accuracy of emails, activity docketed late, or activity not in the CM/ECF system.

The Court reserves the right to remove or alter in any way the registrant's Media CM/ECF account.

## Registration Requirements

- You **must** have an upgraded [PACER](#) account.

## How to Register

### Registration Overview

1. Register for a **PACER – Case Search Only** account (see [How to Register for a PACER account \(attorney and non-attorney\)](#)).
2. If you already have a PACER account, ensure your account is an Upgraded Account (see [Verify Legacy or Upgraded Account](#)).
3. [Register for Non-Attorney Filers access via PACER.](#)

*Registration for Non-Attorney Filers access*

1. Navigate to <https://pacer.psc.uscourts.gov/pscof/login.jsf>.
2. Enter your current PACER **Username** and **Password**.

**Note:** If you forgot your current PACER username or password, you may request a reset from the **Manage My Account** page by selecting **Forgot Your Password?** Or **Forgot Username?**

3. Select the **Maintenance** tab.
4. Select **Non-Attorney E-File Registration**.



5. Select **U.S. District Courts** under **Court Type**.
6. Select **Kentucky Western District Court** under **Court**.
  - a. If you do not see **Kentucky Western District Court** as an option, it means you are already registered in our court.
  - b. Return to your PACER **Manage My Account** page and select **Forgot Your Password?** Or **Forgot Username?**
7. Review the Local Court Rules and Directions.
8. Select the e-filing acknowledgement under the **Name** section.
9. Enter **Media** in the **Firm/Office** field.

10. Verify/Enter your address.
11. Verify/Enter your phone number.
12. Skip the **Additional Filer Information** field.
13. Verify/Update all required fields (\*) in the **Delivery Method and Formatting** section.  
**Note:** The email address entered here is where all Notices of Electronic Filing will be sent.
14. Select **Next**.
15. Select/Enter payment information. If you are registering without a credit card, leave all fields blank and select **Next**.
  - a. You are not required to enter a payment method. You can continue creating your account without supplying a payment method.**Note:** *You will not be charged to register with this Court.* Payment would be for any filing fees you may incur; as a Media user you would not incur any filing fees.
16. Review our local court policies and procedures, then select that you have reviewed and agree to our local requirements.
17. Review the **E-filing Terms of Use**, then select that you have read and agreed to the attorney e-filing terms and conditions.
18. Select **Submit**.
19. Your Media registration request has now been sent to the Court for review.  
**Note:** This does not mean you are registered at this time. Once the Court's review of your submission is complete, you will receive a welcome email from the Court.
20. Upon completion of registration, you will receive a confirmation email.
21. You can then access your account by logging into [CM/ECF](#) with your PACER credentials.

#### How to Add Cases to Follow

22. Log into [CM/ECF](#) using your PACER credentials.
23. Select **Utilities > Maintain Your E-Mail**.
24. Select your email address.
25. Under **Case-specific options**, enter a case number in **Add additional cases for noticing** and select **Find This Case**.  
**Note:** If you want to add more than one case at a time, separate the case numbers with commas, e.g., "09-9555,06-7878,01-1234". Please note the case numbering format is always: YY-NNNNN (such as 05-12345).
26. Select **Add case(s)**.
27. The system then adds the case number to **These cases will send notice per filing**.

28. You can confirm which cases you requested to receive NEFs by selecting **Show all cases for this e-mail address**.
29. Once you are done adding cases, select **Submit all changes**.
30. A confirmation screen appears. To confirm that the cases were added to your list, select **View/Hide case list**.

#### How to Change Your Address or Email

Go to **PACER.gov** and log in to your PACER account. Click Manage My Account at the top of the screen. Click Maintenance tab. Click Update Personal Information.