SUPREME COURT OF THE UNITED STATES ELECTRONIC FILING SYSTEM REGISTRATION PROCESS



STEP 1. CREATE YOUR ACCOUNT

1. Go to this website:

https://file.supremecourt.gov

 From the Home page, click on <u>REGISTER</u> at the top navigation menu, or the <u>NEED AN ACCOUNT</u>? link.

SGIRI OF THE T Electroni	ME COURT TERD STATES c Filing System
Login Your browser must be a problems with the login	et to accep cookes in order to log in to this site. If your browser is set to accept cookles and you are experiencing delete the nored cookle file in your PC. Close and reopen your browser before trying again.
Username Password	
WARNING: This is a or abnormal system I U.S.C.§ 1030 and m Office of Information	Need an Account? If Gropt Your Passwort? Forgot Username? United States Covernment information system and is intended for authorized users only. Suspected access violation servicer may result in investigation of oxytem usage. Unantitoticited or improper use of this system is a violation of 18 ay result in criminal, civil, or administrative penalises. System usage infractions should be reported immediately to the Technolone. Informative. Assertices on two nr. AdDi

- 3. From the **REGISTER** page, select the registration option that best describes you:
 - Member of the Supreme Court Bar, or
 - Attorney appointed under the Federal Criminal Justice Act

Registe	r	Required Information *
To registe Act, 18 U.S	for an account, you must be a member of the Supreme Court Bar or appointed under t C. $\frac{5}{3006}$ A(d)(6).	he Federal Criminal Justice
C C	Check here if you are a member of the Supreme Court Bar. Check here if you are not a Bar member and were appointed under the Criminal Justice Act.	

 If you selected to register as <u>A BAR MEMBER OF</u> <u>THE SUPREME COURT</u>, select the <u>CERTIFICATION</u> <u>STATE</u>. This is the state that was listed on your bar admission certificate.

Register		
Supreme Court Bar		
Certification State*	Select	V

- If you selected the option to register as an <u>ATTORNEY APPOINTED UNDER THE CRIMINAL</u> <u>JUSTICE ACT</u>, add the following information about the case that you are representing:
 - Lower Court
 - Lower Court Case Number
 - Supreme Court Case Number, if applicable
- 6. Enter the information as requested on the form.

Note:

Your password must be at least 8 characters long and must contain <u>THREE (3)</u> of the following items:

- Lowercase letter
- Uppercase letter
- Number
- Special character, such as:
 ()!#\$%^&*_+[]{}?;;/"\"\\, ./~`-=

The following symbols cannot be used as part of your password: "@", "<", and ">".

7. Submit your account registration request for approval.

You will be notified via email when your account registration request has been reviewed by the Clerk's Office.

STEP 2. VALIDATE YOUR ACCOUNT

Once your account registration request has been approved, the final step of the registration process is to <u>VALIDATE YOUR ACCOUNT</u>.

You will receive an email notification that contains a link to validate your account. To validate your

account, click on the link from the email notification.

Note:

The validation link is active for 48 hours. If you missed the 48-hour activation window, the system will re-direct you to a page that allows you to generate a new validation email.

GETTING HELP

CLERK'S OFFICE

For assistance with electronic filing, please review our **FREQUENTLY ASKED QUESTIONS**, or contact the Clerk's Office:

- **EMAIL**: efilingsupport@supremecourt.gov
- <u>Phone</u>: 202-479-5660

HOURS OF OPERATION:

The hours of operation are Monday – Friday 9 a.m. to 5 p.m. ET