Research Guide: How to Monitor PACER usage

Law Library for San Bernardino County

Research Guide, *www.sblawlibrary.org*, *(909) 885-3020.*

I have a PACER account, now what?

Once you have a PACER account you can search for cases through the U.S. Party/Case Index. PACER provides access to all of the District Courts, most of the Appellate Courts (with the exception of the 2_{nd}, 11_{th} and Federal Circuit Courts of Appeals) and all of the Bankruptcy Courts.

The current list of non-participating courts is updated nightly and is available at: https://pacer.uscourts.gov/file-case/court-cmecf-lookup.

How much am I am going to be charged for looking up my case?

PACER charges $0.08 per page that you retrieve while searching. For example, each search will generate a minimum charge of $0.08 and each page you retrieve from your search will generate additional charges per page. However, unless you accrue over $10 during a quarter you will not be billed. This means you could retrieve up to 125 pages per quarter or up to 500 pages a year.

Can I monitor my usage?

Yes. When you log into PACER you can click on the link at top of the page called, "**Manage My PACER Account.**" This will load your account management page. From this page you can review your quarterly statements and your current balance. Clicking on **"Check Balance"** under "payments" will show your current balance.

How likely is that I will go over $10 in a quarter?

It is very unlikely that you will go over $10 in a quarter if you are just searching for information about your case. The law library staff can help train you to use PACER efficiently. See a staff member for information about PACER training.

I checked my balance and it has almost reached $10, what should I do?

You should be able to calculate how many pages you have left based on your current balance. If you do not want to pay for charges you should consider waiting until the next quarter before performing any additional searches using your PACER account.

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS