

## Deactivate Your Account

1. **Access** the *PACER* website at <https://pacer.uscourts.gov>.
2. **Click** the *Manage Your Account* box and then click on the *Manage My Account Login* link
3. **Click** on the *Log in to Manage My Account* button.
4. **Enter** your PACER *login (Username) and password*.
  - o **Select** the *Login* button.

The screenshot shows a 'Login' form with the following elements:

- Fields for 'Username' and 'Password', both marked as required with an asterisk.
- Buttons for 'Login', 'Clear', and 'Cancel'. The 'Login' button is highlighted with a red box.
- Links: 'Need an Account?', 'Forgot Your Password?', 'Forgot Username?'.
- Notice: 'NOTICE: This is a restricted government website 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.'

5. **Select** the *Check E-File Status* link under **Maintenance**, as shown below.

The screenshot shows the 'Maintenance' menu with the following links:

- Update Personal Information
- Update Address Information
- Update E-File Email Noticing and Frequency
- Display Registered Courts
- Attorney Admissions / E-File Registration
- Non-Attorney E-File Registration
- Check E-File Status** (highlighted with a red box)
- E-File Registration/Maintenance History

6. **Select** the *Check* box under the **Status** column for the court district you would like to deactivate, as shown below.

Check E-File Status		
Court Type ↑↓	Court ↑↓	Status
U.S. Bankruptcy Courts	Michigan Western Bankruptcy Court (train)	<input type="checkbox"/> Check
U.S. Bankruptcy Courts	Michigan Western Bankruptcy Court(test)	<input type="checkbox"/> Check

7. **Select** the *Request Deactivation* box under the **Status** column, as shown below.

Check E-File Status		
Court Type ↑↓	Court ↑↓	Status
U.S. Bankruptcy Courts	Michigan Western Bankruptcy Court (train)	Active <input type="checkbox"/> Request Deactivation
U.S. Bankruptcy Courts	Michigan Western Bankruptcy Court(test)	<input type="checkbox"/> Check