

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.
 - **Select** the *Login* button.



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



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 checked="" 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 checked="" type="checkbox"/> Request Deactivation
U.S. Bankruptcy Courts	Michigan Western Bankruptcy Court(test)	<input type="checkbox"/> Check