

## Northern Illinois Bankruptcy Court

### RACER Billing System Instructions

Several new features have been added to Case Image Viewing with the introduction of the RACER Billing System. These instructions will identify these features and provide suggestions for using them.

#### Entering a User ID and Password

Enter your PACER ID and password in the RACER Login Form exactly as issued by the PACER Service Center and the optional Client Code, if desired. Both your ID and password are case sensitive and will not be recognized unless entered exactly as originally issued.

#### Viewing Charges and Reports

A **billing table** is shown at the bottom of each page viewed. Please note that the costs reflected in that table apply only to the page(s) currently being viewed and are **not** accumulated totals.

To view current billing cycle charges by date range or by client code/date, select **USER PREFs** at the top of the RACER screen. Select **REPORTS** then **REPORT OPTIONS**. Complete the **Billing History Report** form. The requested information will appear in a pop-up window.

#### Viewing Case Docket Images

Any document can be viewed and/or printed, as well as downloaded and saved. Since charges are incurred the moment a document is selected for viewing, additional charges can be avoided by printing or downloading that item while it is currently displayed. All charges are based on the total page count for that document. For example, if the following document was selected "**Image: 21 Pages; 587 KB; TIFF**", you would be charged \$1.47 even if you only viewed the first page.

#### Navigating with the browser BACK/FORWARD button

Use your browser BACK/FORWARD buttons to return to previously viewed items. This will avoid additional charges being incurred. Should you return to the Case Search page and re-enter the case # again, you will be charged as if it were a new search.

#### PACER Registration, Billing, and other Account Questions

Contact:           Pacer Service Center  
                          1 (800) 676-6856 or  
                          <http://pacer.psc.uscourts.gov>