



# Working with **Multifactor Authentication** on the Federal Court eFiling System

On May 2, 2025, the Administrative Office of the US Courts issued a notice regarding the implementation of a Multifactor Authentication (MFA) on the Pacer Electronic Court Filing system. View the notice [here](#).

Although this change was made to enhance security, it also practically prevents the sharing of user accounts, even with explicit permission. There are, however, a few options:

- 1) Some districts allow non-attorney filers to create accounts and file on behalf of attorneys. Click [here](#) for more information.
- 2) When the attorney registers their account for MFA using an authenticator app, a secret code is generated that is used by the authenticator to generate the MFA codes. This is usually added automatically to the app by scanning a QR code, but it can be displayed and added manually. If your firm uses a shared-password manager, that secret code can be saved in the password manager, which will allow it to generate the same MFA codes that the attorney's authenticator app does. Take note that secret tokens should absolutely be shared using a secure system such as [www.password.link](#). Should a token become compromised, it invalidates the security provided by MFA in the account.
- 3) PACER allows up to five filers per account, including the attorney. Instructions for adding MFA using an authenticator application can be found on the following page.

Please consult with your firm's administration and IT staff on the best options for your team.

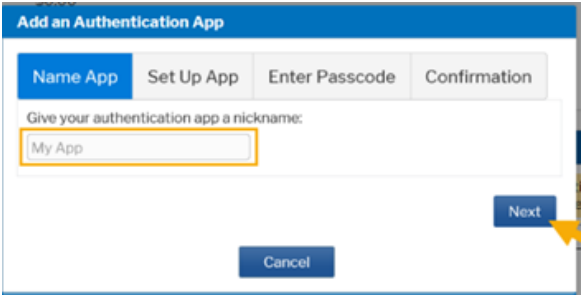
**For any questions or comments about the information provided, please [let us know](#).  
We also welcome your suggestions for new topics.**

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Follow these steps to enroll your attorney into the Pacer Multifactor Authentication:

**\*\*Note\*\*** Before you begin, your attorney must install a Multi-Factor Authentication (MFA) application on their mobile device. Examples include Microsoft Authenticator, Google Authenticator and DUO. Furthermore, you must be on the telephone, on zoom or with your attorney in person to complete this process.

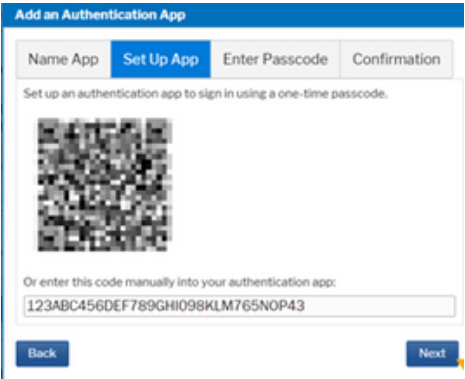
- 1) Sign into your attorney’s manage pacer account: PACER: Manage My Account
- 2) Under settings click on Manage MFA Settings.
- 3) The Multifactor Authentication Page will then come up. Click on Add App.
- 4) Once you click on Add App, a security code will be sent to your attorney. Get the security code from the attorney (you have 10 minutes to enter it).
- 5) Once you enter the security code, give the App a nickname, then click next.



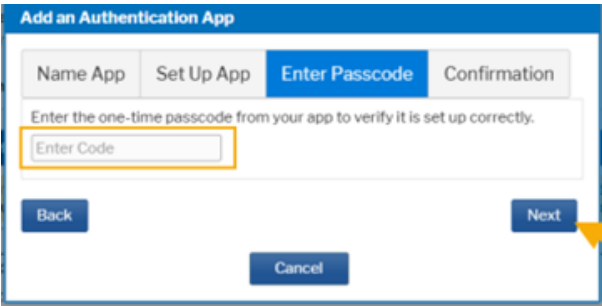
- 6) The MFA app should also be open on your attorney’s cell phone. Once it is open, have the attorney follow the steps to ‘Scan/Use QR Code’.



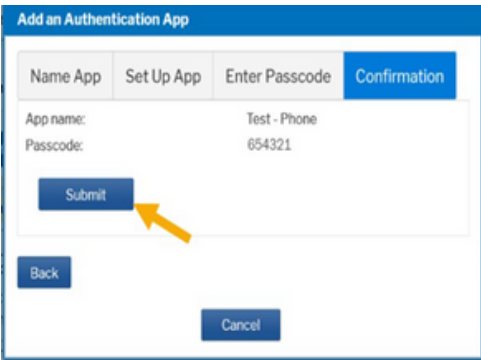
- 7) Scan the QR code provided by PACER. (Screenshot and e-mail it to the attorney if you are not together).



- 8.) A code will appear on the attorney’s MFA app. Enter that code in PACER, then click next:



- 9) Finally, click on submit, and you are done.



Repeat the steps above to add additional users (which includes you). Please note, there are a total of 5 filers per PACER account allowed (which includes your attorney).