

## Why MFA?



PACER requires

Multi-Factor Authentication (MFA) for CM/ECF users by December 31, 2025, to secure court filings (effective May 11, 2025). As a Type A attorney, use your existing Delinea Secret Server TOTP template to set this up in under 8 minutes.

## What You Need



- PACER account (NextGen CM/ECF credentials).
- Delinea Secret Server account with access to a TOTP-enabled secret template (e.g., "PACER TOTP").
- Smartphone with a TOTP app (e.g., Google Authenticator) as backup.
- Secure storage for recovery codes (e.g., Secret Server or password manager)

## Prepare Delinea Secret Server

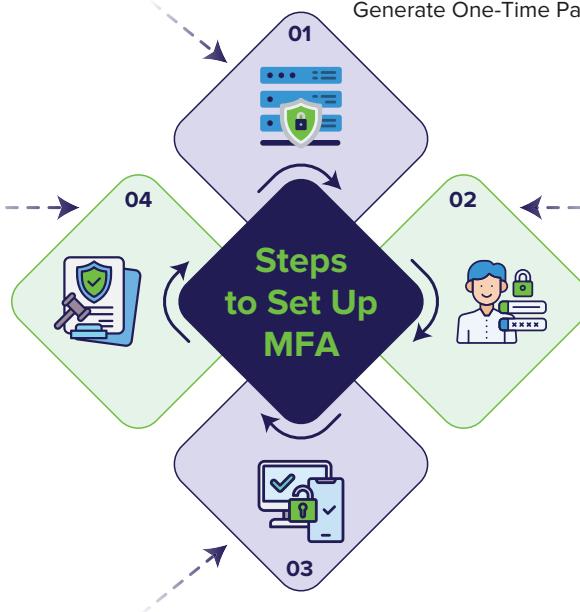
- Log in to Secret Server (<https://your-secret-server-hostname>).
- Verify access to the TOTP-enabled template (e.g., "PACER TOTP" with SHA1, 30-second interval, 6 digits). Contact your admin if unavailable.
- Go to Secrets > Create Secret. Select the TOTP template.
- Enter Username (PACER username), Password, URL (<https://pacer.uscourts.gov>). Leave TOTP Key blank. Enable Generate One-Time Passwords. Save.

## Test Compliance

- Log out, then log in using your password and a Secret Server TOTP code.
- Test CM/ECF filing software in PACER's QA environment (<https://qa-pacer.uscourts.gov>) to ensure MFA compatibility

## Enroll in MFA

- Select Set Up MFA > Authentication App.
- PACER provides a QR code or TOTP key. Copy the key (select Manual Setup if no QR scanner).
- In Secret Server, edit your PACER secret. Paste the TOTP key into the TOTP Key field. Save.
- Access the secret's TOTP section to view 6-digit codes (refreshes every 30 seconds).
- Enter a Secret Server TOTP code in PACER to confirm setup.
- Save the PACER recovery code in a new Secret Server secret or secure password manager.



## Attorney Tips



- **Act Now:** Enroll before August 2025 to avoid mandatory prompts during filings.
- **Secure Access:** Restrict your PACER secret to yourself or authorized team members in Secret Server.
- **Team Filings:** Add up to 5 TOTP devices (Secret Server + apps) for shared CM/ECF accounts to streamline workflows.
- **Backup Option:** Add the PACER TOTP key to Google Authenticator for offline access. Export Secret Server TOTP settings (Admin > Export Secrets > Include TOTP Settings) for recovery.
- **Filing Tools:** Confirm third-party software supports PACER MFA to avoid delays.

## Trouble?



Contact  
PACER Service Center at **(800) 676-6856**

or

[pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov)  
**Mon-Fri, 8 AM–6 PM CT**. For Secret Server issues, contact Delinea Support or your admin.

Visit <https://pacer.uscourts.gov>

or

<https://docs.delinea.com> for updates.