



Mississippi Electronic Courts (MEC) System Registration form

This form shall be used to register for an account on the Mississippi Electronic Courts (MEC) system. Complete and sign this form and don't forget to include your **\$10.00** registration fee.

- Make your checks payable to: **Electronic Case Management Fund**
- Mail this form and your payment to: **Mississippi Supreme Court
Department of Finance
P.O.Box 117
Jackson MS 39205-0117**
- Please allow 10 business days for your application to be processed.
- When your registration form has been processed, an activation e-mail will be sent to the primary e-mail account entered on this form.
*(You **MUST** follow the activation instructions in the activation e-mail within 30 days, on the 31st day your account profile will be deactivated and you will be required to repeat the registration process).*
- If you wish to save time you can go to the Public Access to Mississippi Electronic Courts (PAMEC) website: <https://www.pamecapps.mec.ms.gov> and complete your registration on-line.

Please complete and sign the following pages. If you have any questions, you can contact us by phone at (601) 576-4650 or via e-mail at mec.admin@mec.ms.gov.

Don't forget to check-out the MEC website: mec.ms.gov to access the courts actively using MEC, General Information for MEC/PAMEC, Forms and Filing Events and to sign up for MEC Training.



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**Indicates a required field*

(Check One)* **Attorney _____ **Non-Attorney** _____

* First name _____ Middle name _____

* Last name _____ Suffix _____ *Gender M ___ F ___

* Date of Birth ___/___/___ (mm/dd/yyyy)

For attorney applicants only

*Pro Hac Vice Attorney Yes _____ No _____
(If admitted pro hac vice you must have your system ID)

*Bar Number or System ID _____ *Bar State _____
(Pro Hac Vice enter System ID)

*Bar Admittance Date ___/___/___ (mm/yyyy) *(Not required for pro hac vice)*

*Organization Type *(Check One)*

Firm ___ Company ___ Individual ___ Government Agency ___ State Agency ___

*Primary Email Address _____

Secondary Email Address _____

Secondary Email Address _____

*Organization Name _____

Department/Unit _____

*Mailing Address 1 _____

Mailing Address 2 _____

*City _____ *State _____ *Zip Code _____

*Primary Phone(_____)_____-_____- Ext._____- Secondary Phone(_____)_____-_____-

Fax Number(_____)_____-_____-



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Terms and Conditions – MEC/PAMEC

Please review the following information to continue with the registration of a new user (items 1-4 apply only to Attorneys; items 5-11 apply to all Users):

1. This system is for use only in cases in those courts which have adopted and implemented the MEC by local rule. It may be used to file and view electronic documents, docket sheets, and notices.
2. Pursuant to Mississippi Rule of Civil Procedure 11, every pleading, motion, and other paper (except list, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's password issued by the MEC combined with the user's identification, serves as and constitutes the attorney signature. Therefore, an attorney must protect and secure the password issued by the MEC. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney to immediately notify the AOC. This should include the resignation or reassignment of the person with authority to use the password. The attorney should change the password immediately.
3. An attorney's registration will constitute a waiver of conventional service of documents. The attorney agrees to accept service of notice on behalf of the client of the electronic filing as set forth in the Administrative Procedures.
4. The undersigned attorney agrees to abide by the most recent Administrative Procedures for Mississippi Electronic Court System, and all technical and procedural requirements set forth therein.
5. I must provide accurate and complete information in registering for this account. I will promptly inform the PAMEC Helpdesk of any changes to that information by updating my account at the PAMEC website.
6. The PAMEC account being registered is for my use only, unless specifically designated otherwise on the registration form. I am responsible for preventing unauthorized use of the account. If I believe there has been unauthorized use, I must notify the PAMEC Helpdesk immediately by emailing
7. I understand that:
 - There is a charge for accessing information through PAMEC. PAMEC provides electronic access to case information in various Mississippi state courts. By registering



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for a PAMEC account, I assume responsibility for all fees incurred through the usage of this account.

- Certain accounts may be designated, under AOC policy, as exempt from fees. If my account is exempt from any fees, it is my responsibility to use the account only within the scope of the fee exemption.
 - I must alert the PAMEC Helpdesk to any errors in billing within 30 days of the date of the bill.
 - The per-page charge applies to the number of pages that result from any search, regardless of the number of pages viewed, printed, or downloaded. Searches that result in no matches incur a charge for one page of data.
 - The annual registration/renewal fee is based on the anniversary date of my PAMEC account.
 - Usage is billed on a quarterly basis. Statements, which contain a summary of the charges the account has incurred, are sent in January, April, July, and October. Annual renewal notices will be sent fifteen (15) days prior to the user's anniversary date. Electronic statements will be emailed to the primary email address submitted with this registration request or subsequently updated as set forth above. Users must remit payment through the mail or on-line via the PAMEC website.
 - PAMEC bills that are not paid on time are subject to debt collection measures. These measures include, but are not limited to, referral to a private collection agency. Accounts that are referred to a private collection agency will be assessed substantial collection fees in addition to the outstanding debt owed to PAMEC.
8. The Mississippi Electronic Courts reserve(s) the right to:
- Suspend service to any account in which the amount due is not paid by the due date.
 - Demand immediate payment, outside of the regularly scheduled billing cycles, of an account at any time that the PAMEC Helpdesk determines the action is necessary.
 - Notify and seek payment from the firm listed on my account registration if my account balance is not paid by the due date.
 - Reject an account registration request that the PAMEC Helpdesk determines to be related to a suspended PAMEC account.



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- Suspend service to an account if any part of the information provided to PAMEC as part of this account registration process is fraudulent. Information about the account and any accounts determined to be related to it may be turned over to law enforcement authorities.
- Suspend or reduce service to, or otherwise restrict access to PAMEC by, any account that causes an unacceptable level of congestion or a disruption to the operations of PAMEC, a Mississippi court or another PAMEC customer.
- Suspend service to an account at any time that PAMEC or a court determines the action is necessary to prevent fraud or to maintain the security of its computer systems and networks.
- Require prepayment as a condition to the resumption of service for any account that has
 - had service suspended or restricted for any reason,
 - had multiple instances of late payments, or
 - been requested to make immediate payment of fees incurred.

9. PAMEC is supported by user fees. Any attempt to collect data from PAMEC in a manner which avoids billing is strictly prohibited and may result in criminal prosecution or civil action. PAMEC privileges will be terminated if, in the judgment of judiciary personnel, they are being misused. Misuse includes, but is not limited to, using an automated process to repeatedly access those portions of the PAMEC application that do not assess a fee (i.e. calendar events report or case header information) for purposes of collecting case information.

10. An account determined to be related to an account that has been subject to an action outlined above may also be subject to the same action. Accounts may be determined to be related based on information obtained by the PAMEC Helpdesk during registration or other contact with MEC, PAMEC, or the PAMEC Helpdesk.

11. If these Terms and Conditions change in a significant way, information regarding the changes will be posted on the MEC web site. It is the account holder's responsibility to check these Terms and Conditions regularly for changes. Continued use of PAMEC following the posting of changes will mean that the account holder accepts and agrees to the changes.

Applicant's Signature

Date