



Mississippi Electronic Courts (MEC) System Registration form

This form shall be used to register for an account on the Mississippi Electronic Courts (MEC) system. Be sure to complete and sign this form. Include your **\$10.00** registration fee with your completed, signed application.

- 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, including payment of the \$10.00 registration fee).*
- If you wish to save time you can go to the Mississippi Electronic Courts (MEC) website: <https://www.pamecapps.mec.ms.gov/onlinereg/> and complete your registration on-line.

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 web site 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.



Mississippi Electronic Courts (MEC) System Registration form

**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 _____

Secondary Email Address _____

Secondary Email Address _____

Secondary Email Address _____

*Organization Name _____

Department/Unit _____



Mississippi Electronic Courts (MEC) System Registration form

Mailing Address _____

*City _____ *State _____ *Zip Code _____

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

Fax Number (____) ____ - ____

MISSISSIPPI ELECTRONIC COURTS

TERMS AND CONDITIONS

Please review the following information to continue with the registration of a new user (items 2-4 apply only to Attorneys; items 1, 5-11 apply to all Users) Attorney users register as MEC (**M**ississippi **E**lectronic **C**ourt) users. Public users register as PAMEC (**P**ublic **A**ccess to **M**ississippi **E**lectronic **C**ourt) users. The term "Helpdesk" refers to the helpdesk to be used by both MEC and PAMEC users.

1. This system is for use only in cases in those courts which have adopted and implemented the MEC by local rule. MEC users may file and view electronic documents, docket sheets, and notices. PAMEC users may 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 combined with the user's identification, serves as and constitutes the attorney signature. Therefore, an attorney must protect and secure his or her password. 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 change his or her password and notify MEC. This includes the resignation or reassignment of the person with authority to use the password.
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 understand that I must provide accurate and complete information in registering for this account. I understand I must promptly inform the Helpdesk of any changes to that information by updating my account at the MEC website.
6. I understand the 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 Helpdesk immediately by email.



Mississippi Electronic Courts (MEC) System Registration form

7. I understand that:
- There is a charge for accessing information through MEC and PAMEC. MEC and PAMEC provide electronic access to case information in various Mississippi state courts. By registering for an MEC or PAMEC account, I assume responsibility for all fees incurred through the usage of this account.
 - Certain accounts may be designated, under AOC policy or state law, as exempt from fees. If my account is exempt from any fees, it is my responsibility to notify the Helpdesk of such exemption by emailing helpdesk@mec.ms.gov. It is my responsibility to use the account only within the scope of the fee exemption.
 - I must alert the Helpdesk to any errors in billing within 30 days of the date of the bill. After 30 days, it will be assumed the invoice is correct.
 - The \$.20 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 renewal fee is based on the anniversary date of my account.
 - Usage is billed on a quarterly basis. Invoices which contain a summary of the charges the account has incurred are sent in January, April, July, and October. Accounts with a balance less than \$5.00 will be billed one time per year in January.
 - Annual renewal notices will be sent fifteen (15) days prior to the user's anniversary date. Electronic statements will be emailed to the email address submitted with this registration request or subsequently updated as set forth above. Users must remit payment through the mail or on-line.
 - Invoices 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.
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 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 Helpdesk determines to be related to a suspended MEC or PAMEC account.
 - Suspend service to an account if any part of the information provided to MEC or 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.



Mississippi Electronic Courts (MEC) System Registration form

- Suspend or reduce service to, or otherwise restrict access to MEC or PAMEC, by any account that causes an unacceptable level of congestion or a disruption to the operations of MEC or PAMEC, a Mississippi court or another MEC or PAMEC customer.
 - Suspend service to an account at any time that AOC, MEC 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,
 - with multiple instances of late payments, or
 - wherein a demand for immediate payment of fees incurred has been made.
9. MEC is supported by user fees. Any attempt to collect data from MEC in a manner which avoids billing is strictly prohibited and may result in criminal prosecution or civil action. 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 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 Helpdesk during registration or other contact with the Helpdesk.
11. If these Terms and Conditions change in a significant way, information regarding the changes will be posted on the MEC web site (mec.ms.gov). It is the account holder's responsibility to check these Terms and Conditions regularly for changes. Continued use of the system following the posting of changes will mean that the account holder accepts and agrees to the changes.

Applicant's Signature

Date