

Admittance and Electronic Filing for Attorneys

U.S. Bankruptcy Court - Western District of New York

300 Pearl Street, Olympic Towers, Suite 250, Buffalo, NY 14202 (716) 362-3200

New to Bankruptcy Court

*** Attorneys admitted to U.S. District Court **before September 1, 1979** are grand fathered into Bankruptcy Court. Attorney needs only to supply date of admission.

1. Must be admitted to the District Court for the Western District of NY. Contact District Court for Admittance Procedures at 716-551-4211 or visit the website: www.nywd.uscourts.gov
2. After you have been admitted to District Court, you may be admitted to Bankruptcy Court. There is **NO FEE**. Go to: www.nywb.uscourts.gov > Forms > All Local Forms > Attorney Admission to Practice Instruction Sheet and Application Form

New to Electronic Filing

1. Must be admitted to WDNY District Court. ***
2. Must be admitted to WDNY Bankruptcy Court. ***
3. Are you currently e-filing in a different Federal Court ?
 - **If yes**, fill out the Training Waiver form.
Go to: www.nywb.uscourts.gov > CM/ECF > Registration Forms > Training Waiver Form.
 - **If no**, you **MUST** attend a Training Session **BEFORE** receiving a user name and password for electronic filing. There is **NO FEE**. To register for a training session, go to: www.nywb.uscourts.gov > CM/ECF > Training > Training Calendar.
Before leaving the session, you may fill out the Attorney Registration Form.
4. Go to: www.nywb.uscourts.gov > CM/ECF > Registration Forms > Attorney Registration Form

Pro Hac Vice

1. Via USPS mail an original Ex Parte Motion and Proposed Order.

To e-file in the case you have been granted Pro Hac Vice status:

- Fill out and mail an original Pro Hac Vice Attorney Registration form.
Go to: www.nywb.uscourts.gov > CM/ECF > Registration Forms > Pro Hac Vice Registration Form

Limited Electronic Filing

An attorney may apply for a Creditor/Limited Filer e-filing account. However, the e-filing privileges are limited to documents such as: Filing Proof of Claims, Transfer of Claims, Reaffirmation Agreements, Notice of Appearances...The Training Session is not mandatory. The Attorney does not need to be Admitted to District or Bankruptcy Court. Go to: www.nywb.uscourts.gov > CM/ECF > Registration Forms > Creditor / Limited Participant Registration Form

Public Access to Court Electronic Records (PACER)

To view pleadings and dockets, you must register for PACER. You will receive a separate User Name and Password for PACER (which is in addition to your CM/ECF User Name & Password)
Go to: www.nywb.uscourts.gov > CM/ECF > PACER > Login to PACER