

**\*\* PLEASE ALLOW 7 TO 10 DAYS FOR PROCESSING ALL REQUESTS \*\***

- Forms can be found on the Court's website: [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov), under the heading: NextGen CM/ECF > How to become an E-filer.
- The Court requires an original wet signature on all forms. All forms must be mailed to the Buffalo office.

**Admission to Practice:** (There is NO fee)

- Attorneys employed by a **Federal Agency** may skip this step.
- Attorneys admitted to U.S. District Court for the Western District of New York before September 1, 1979 are grandfathered into Bankruptcy Court. Attorney needs only to supply date of admission.
- Must be admitted to the District Court for the Western District of New York. Contact the District Court for admittance procedures at 716-551-1700 or visit the website: [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov)
- After admitted to the District Court, you may be admitted to the Bankruptcy Court.

**Public Access to Court Electronic Records (PACER)**

An individual PACER account is required to be an e-filer. To register for PACER, go to: <https://pacer.uscourts.gov>

**Your PACER username and password will be used for e-filing.**

**How to become an E-filer: Admitted Attorneys (follow the steps below in order)** (There is NO fee)

1. Mail the Attorney Admission to Practice Petition form to the Court.
2. Read and familiarize yourself with the CM/ECF Electronic Learning Modules posted to the Court's website.  
Go to: [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov) > NextGen CM/ECF > CM/ECF Electronic Learning Modules.
3. To be an e-filer, you must have an individual PACER account. Go to: <https://pacer.uscourts.gov>
4. Request E-filing privileges. Go to: <https://pacer.uscourts.gov> > in the upper right corner, click: "Log in to..." > Manage PACER Account > enter your PACER credentials > click on the 'Maintenance' Tab

**How to become an E-filer: Pro Hac Vice (follow the steps below in order)** (There is NO fee)

\*WDNY does not have a local form template for the motion and order.

\*The attorney must e-file their own motion to appear pro hac vice.

1. Send an email to: [lisa\\_czaja@nywb.uscourts.gov](mailto:lisa_czaja@nywb.uscourts.gov). Include the case number, the attorney name and that you intend to be admitted pro hac vice. Do not wait for a response. Go to step 2 and 3.
2. To be an e-filer, you must have an individual PACER account. Go to: <https://pacer.uscourts.gov>
3. Request E-filing privileges. Go to: <https://pacer.uscourts.gov> > in the upper right corner, click: "Log in to..." > Manage PACER Account > enter your PACER credentials > click on the 'Maintenance' Tab; when prompted, select: **Pro Hac Vice**.
4. After the Court processes your request, e-file an Ex Parte Motion to Appear Pro Hac Vice and Proposed Order.
5. Mail a Chambers Copy to the appropriate office of the Court.

**How to become an E-filer: Non-Attorney (Email Notifications (NEF's) are NOT available)** (There is NO fee)

- Admission to Practice is not required. An attorney may apply for a 'non-attorney' e-filing account, however, e-filing is limited to documents such as: Proofs of Claim, Transfer of Claim, Reaffirmation Agreement, Creditor Request for Notice.
- To be an e-filer, you must have an individual PACER account. Go to: <https://pacer.uscourts.gov>
- To request e-filing privileges, go to: <https://pacer.uscourts.gov> > in the upper right corner, click: "Log in to..." > Manage PACER Account > enter your PACER credentials > click on the 'Maintenance' Tab
- E-Filing accounts are non-transferrable. Each person must have their own PACER account and e-filing account.

**Voice Case Information System (VCIS):** Case filing information and deadline dates can be obtained free of charge by calling our Voice Case Information System (VCIS): (716) 362-3201 or 866-222-8029