

Forms can be found on the Court's website: 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.
 1. 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
 2. 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 Admission to Practice Petition form to the Court. (no exceptions during COVID pandemic)
2. Read and familiarize yourself with the CM/ECF Electronic Learning Modules posted to the Court's website. Go to: 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. 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. (waived during COVID pandemic)

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, Transfers of Claim, Reaffirmation Agreements, Creditor Request for Notice.

1. To be an e-filer, you must have an individual PACER account. Go to: <https://pacer.uscourts.gov>
2. 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

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