

Admittance and Electronic Filing for Attorneys

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

(Rev. 01/2019)

Admission to Practice

1. Must be admitted to the **District Court** for the Western District of NY. Contact the 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.** To download the form, go to: www.nywb.uscourts.gov > For Attorneys > Admittance to Practice. Mail the completed form to the Buffalo office of the Court.

Attorneys admitted to U.S. District Court for the Western District of NY **before September 1, 1979 are grandfathered into Bankruptcy Court. Attorney needs only to supply date of admission.

Register for Electronic Filing - Attorneys that have been admitted

To register for a full access e-filing account, go to: www.nywb.uscourts.gov > For Attorneys > How to become an E-filer, Step #4 . Once the Court verifies the requirements and prerequisites, an automated email will be sent to the attorney which contains the e-filing credentials. **Training is required.**

Training Requirements for Attorneys. Are you currently e-filing in another Bankruptcy Court?

- **If Yes**, fill out the Training Waiver form. Go to: www.nywb.uscourts.gov > For Attorneys > How to become an E-filer, click on the: Request for Waiver of Training Requirement form. The form must be mailed to the Buffalo office of the Court with an original, wet signature.
- **If No**, the attorney **MUST** complete 5 training modules which can be found on the Court's website under: For Attorneys > How to become an E-filer, Step #3 Training Requirement. After each training module, print the Certificate of Completion and mail it to the Buffalo office of the Court.

Pro Hac Vice (follow the steps below in order)

1. Register for an e-filing account. Go to: www.nywb.uscourts.gov > **For Attorneys > Pro Hac Vice > Step #1.**
- when asked for your Bar ID, enter: PHV
2. Send an email to: lisa_czaja@nywb.uscourts.gov
 - a) the email should state that you intend to be admitted to practice pro hac vice; and
 - b) the email should contain the case number, if there is one.
3. The Court will then send the attorney an email which contains their e-filing credentials.
4. **After receiving your e-filing credentials**, e-file an Ex Parte Motion and Proposed Order to Appear Pro Hac Vice.
5. After e-filing the motion & order, mail a Chambers Copy to the appropriate office of the Court.

**WDNY does not have a local form template for the motion and order. There is no Fee.*

Register for Electronic Filing - Creditor/Limited Filer (Email Notifications (NEF) are not available)

An attorney may apply for a Creditor/Limited Filer e-filing account. However, e-filing is limited to documents such as: Filing Proof of Claims, Transfer of Claims, Reaffirmation Agreements, Notice of Appearances. Training is not mandatory. The attorney does not need to be admitted to District or Bankruptcy Court. To register for a Creditor/Limited Filer e-filing account, go to: www.nywb.uscourts.gov > **For Attorneys > How to become an E-filer, Step #4**

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 e-filing user name & password). To register for PACER, go to: www.pacer.gov

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

The Court requires an original wet signature on all forms. All forms should be mailed to the Buffalo office. **There is No Fee. This information is provided as a general overview. Please review applicable Local Rules and Administrative Procedures for additional information.