

Deactivate E-filing Account

- Go to PACER, www.pacer.gov
- In the upper right corner, click on **Manage My Account**
- Click on the **Maintenance** tab
- Click on: **Check E-File Status**

The screenshot shows the 'Manage My Account' interface with the 'Maintenance' tab selected. The 'Check E-File Status' link is highlighted with a pink box.

Settings	Maintenance	Payments	Usage
Update Personal Information	Attorney Admissions / E-File Registration		
Update Address Information	Non-Attorney E-File Registration		
Update E-File Email Noticing and Frequency	Check E-File Status		
Display Registered Courts	E-File Registration/Maintenance History		

- All the Courts in which you are registered will display.
- Click on: **Check**

The screenshot shows the 'Check E-File Status' page with a table of registered courts. The 'Check' button is highlighted with a pink box.

Court Type ▲	Court ⇅	Status
U.S. Bankruptcy Courts	New York Western Bankruptcy Court (test) - NextGen	Check

- Click on: **Request Deactivation**
Please note that once the button is clicked, the request is submitted.
The Court must process your request. You will receive an email with the status of your request.

The screenshot shows the 'Check E-File Status' page with the 'Request Deactivation' button highlighted with a pink box.

Court Type ▲	Court ⇅	Status
U.S. Bankruptcy Courts	New York Western Bankruptcy Court (test) - NextGen	Active Request Deactivation

The screenshot shows a confirmation dialog box titled 'Check E-File Status' with a warning icon and a 'Close' button.

Check E-File Status

⚠ Your request to deactivate your e-file account has been sent to:
New York Western Bankruptcy Court (test) - NextGen

Close