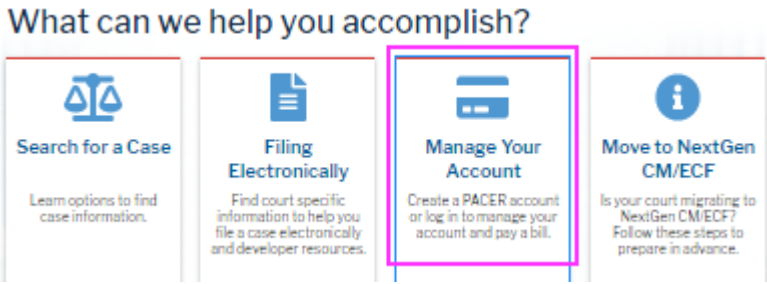
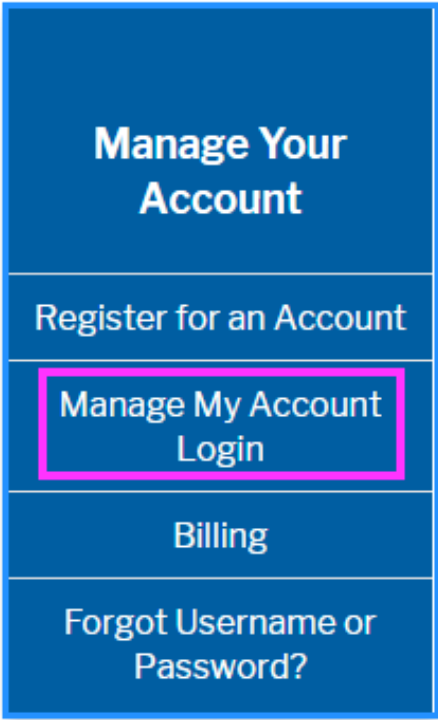



How to Become an E-Filer (For Attorneys who already have a PACER account)

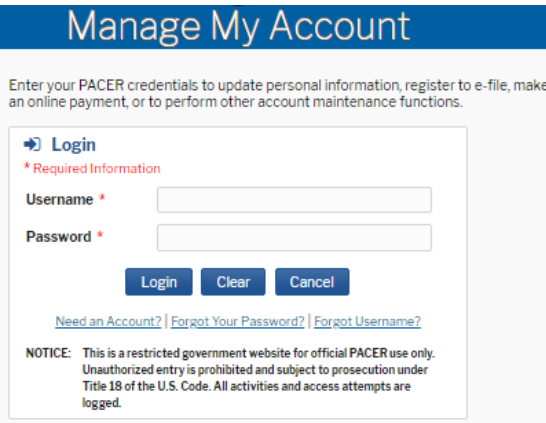

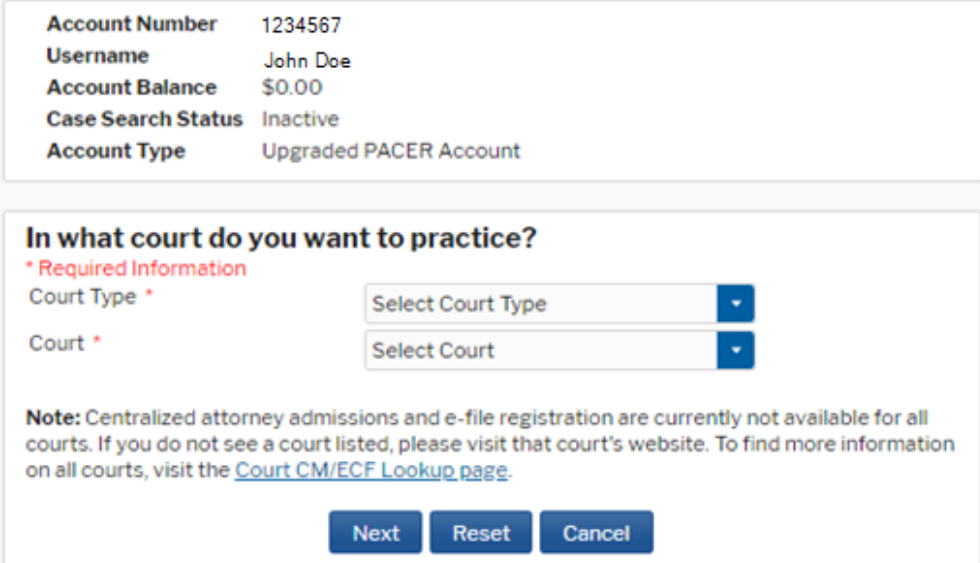
Your PACER username and password will be used for e-filing.

Requirements that must be completed **before** Registering: [Click here for detailed instructions.](#)

1. Admission to the District Court for the W.D.N.Y. (attorneys employed by a federal agency may skip this step)
2. Admission to the Bankruptcy Court for the W.D.N.Y. (attorneys employed by a federal agency may skip this step)
3. Training is required for ALL attorneys, except Pro Hac Vice.
4. Have your own individual PACER account. (You cannot use a shared PACER account)

1	Go to www.pacer.uscourts.gov
2	<p>What can we help you accomplish?</p> <p>Hover over: Manage Your Account</p>  <p>What can we help you accomplish?</p> <ul style="list-style-type: none">Search for a Case Learn options to find case information.Filing Electronically Find court specific information to help you file a case electronically and developer resources.Manage Your Account Create a PACER account or log in to manage your account and pay a bill.Move to NextGen CM/ECF Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.
3	<p>Click: Manage My Account Login</p>  <p>Manage Your Account</p> <ul style="list-style-type: none">Register for an AccountManage My Account LoginBillingForgot Username or Password?
	<p>Click: Log in to Manage My Account</p>  <p>Log in to Manage My Account</p>

How to Become an E-Filer (For Attorneys who already have a PACER account)

<p>4</p>	<p>Enter your PACER Username and Password Click: Login</p>	 <p>Manage My Account</p> <p>Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.</p> <p>Login</p> <p>* Required Information</p> <p>Username * <input type="text"/></p> <p>Password * <input type="password"/></p> <p>Login Clear Cancel</p> <p>Need an Account? Forgot Your Password? Forgot Username?</p> <p>NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.</p>
<p>5</p>	<p>Click on the Maintenance tab Click: Attorney Admissions / E-File Registration</p>	 <p>Settings Maintenance Payments Usage</p> <p>Update Personal Information Attorney Admissions / E-File Registration</p> <p>Update Address Information Non-Attorney E-File Registration</p> <p>Update E-Filer Email Noticing and Frequency Check E-File Status</p> <p>Display Registered Courts E-File Registration/Maintenance History</p>
<p>6</p>	<p>In what court do you want to practice?</p> <ul style="list-style-type: none"> - Select: Court Type - Select: Court - Click: Next <p>*** NOTE *** If <u>NYWB</u> is missing from the drop down list, you already have an e-filing account with this Court. Registering cannot continue.</p>	 <p>Account Number 1234567 Username John Doe Account Balance \$0.00 Case Search Status Inactive Account Type Upgraded PACER Account</p> <p>In what court do you want to practice?</p> <p>* Required Information</p> <p>Court Type * <input type="text" value="Select Court Type"/></p> <p>Court * <input type="text" value="Select Court"/></p> <p>Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the Court CM/ECF Lookup page.</p> <p>Next Reset Cancel</p>

How to Become an E-Filer (For Attorneys who already have a PACER account)

7 **What would you like to apply/register for?**

- **Federal Attorney** is for attorneys employed by a Federal Agency.
- **Pro Hac Vice**
 - training is not required.

- Please read the Court specific details shown here

What would you like to apply/register for?

E-File Registration Only

Pro Hac Vice

Federal Attorney

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

****TRAINING IS REQUIRED FOR ATTORNEYS**** Allow 7-10 days for processing. CLICK THE LINK ABOVE THIS BOX FOR INSTRUCTIONS. All parties participating in electronic filing should review this Court's Local Bankruptcy Rules and the Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers Electronically. *ATTORNEYS may either: (1) get admitted or apply for Pro Hac Vice status to have full access e-filing privileges; or (2) apply for a Limited Access e-filing account. *NON-ATTORNEYS may request a Limited Access E-Filing Account. To apply for a Limited Access e-filing account, you must be an Attorney, Creditor(non-individual), Creditor's Authorized Agent, or a Financial Course Provider. *DEBTORS AND INDIVIDUAL CREDITORS MUST file in paper and will not be issued a login.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

****TRAINING IS REQUIRED FOR ATTORNEYS**** Allow 7-10 days for processing. Attorneys must: (1) be admitted to the District Court for the Western District of NY. Contact the District Court at 716-551-1700 or www.nywd.uscourts.gov; (2) be admitted to Bankruptcy Court. The Admission To Practice Petition Form can be found at www.nywb.uscourts.gov, under the heading: For Attorneys > Admission to Practice. There is NO fee. See our website for PRO HAC VICE instructions.

Back

Cancel

How to Become an E-Filer (For Attorneys who already have a PACER account)

8 Complete all sections of E-File Registration

- fields with an asterisk (*) are mandatory

Complete all sections of E-File Registration

Filer Information

*** Required Information**

Role in Court Attorney
 Title ▼
 Name

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. ***

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Additional Filer Information

Already Admitted at Court ▼
 Court Bar ID
 Other Names Used
 Most Recent Case (in court where you are registering)
 State Bar ID
 State ▼

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email *
 Confirm Email *
 Email Frequency * ▼
 Email Format * ▼

[Next](#) [Back](#) [Reset](#) [Cancel](#)

9 Payment Information

- this section is optional
 - scroll down, click: **Next**

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

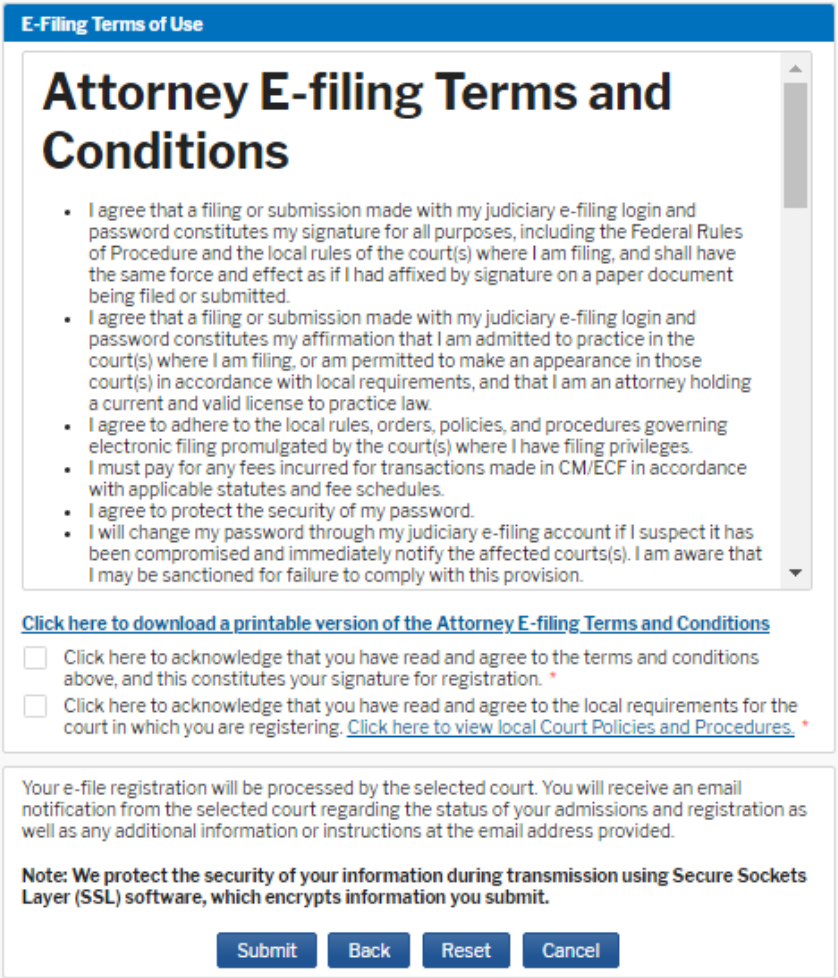
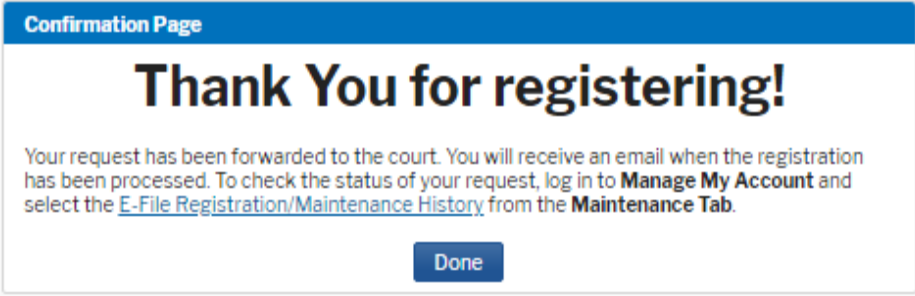
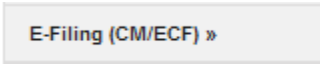
This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

[Add Credit Card](#) [Add ACH Payment](#)

How to Become an E-Filer (For Attorneys who already have a PACER account)

<p>10</p>	<p>Attorney E-filing Terms and Conditions</p> <ul style="list-style-type: none">- Acknowledge the e-filing terms and conditions- Acknowledge the local requirements- Click: Submit <p>NOTE: Your e-file registration will be processed by the selected court.</p> <p>You will receive an email notification regarding the status of your registration.</p> <p>Sender: do_not_reply@psc.uscourts.gov Subject: PACER Account Registration Created</p>	
<p>11</p>	<p>Confirmation Page</p> <p>Please note that you cannot e-file yet. The court will confirm the submission of the proper paperwork first; ie: Petition for Admission to Practice and Training.</p> <p>You are done for now.</p>	
<p>12</p>	<p>After the Court processes your request, you will receive an email notification. You can e-file now.</p> <p>Email Sender: do_not_reply@psc.uscourts.gov Email Subject: NextGen CM/ECF Registration Status</p> <p>To e-file, go to: www.nywb.uscourts.gov > Click on: Use your PACER username and password to e-file.</p>	 <p>on the left side of the screen.</p>

How to Become an E-Filer (For Attorneys who already have a PACER account)

SAMPLE EMAIL: NextGen CM/ECF Registration Status

From: <do_not_reply@psc.uscourts.gov>
Date: Wed, Jul 22, 2020 at 11:10 AM
Subject: NextGen CM/ECF Registration Status
To: <johndoe@johndoeatty.com>

This email is notification that your NextGen CM/ECF electronic filing registration has been processed. You may check your E-Filing Status by visiting the "Manage My Account" section of the PACER web site and selecting "Check E-File Status" option from the "Maintenance" tab or use this link, <https://pacer.psc.uscourts.gov/pscof/manage/efileStatus.jsf>.

Account Number: 1234567
Court: NEW YORK WESTERN BANKRUPTCY COURT
Date/Time Submitted: 07/22/2020 09:52:57 CDT
Transaction ID: 12751
Request: Registration
Transaction Status: Processed
Comment: [additional comment sent by the court]

NOTE: Please do not reply to this message. This is an automated message sent from an unmonitored mailbox. If you have questions or comments, please email them to nextgen_help@nywb.uscourts.gov.