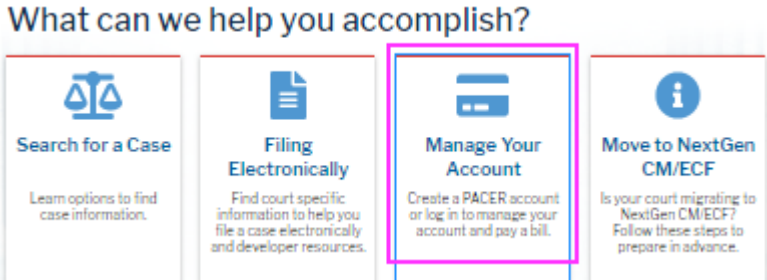
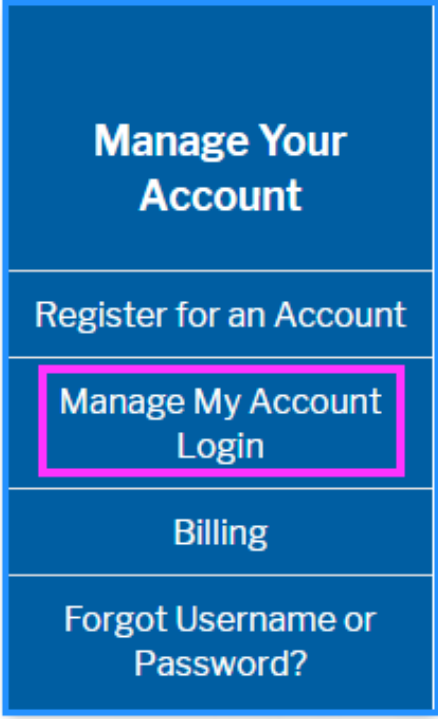



How to Become an E-Filer (For Attorneys who already have a PACER account)

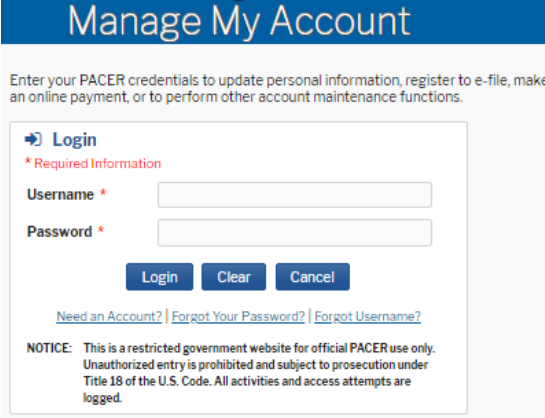

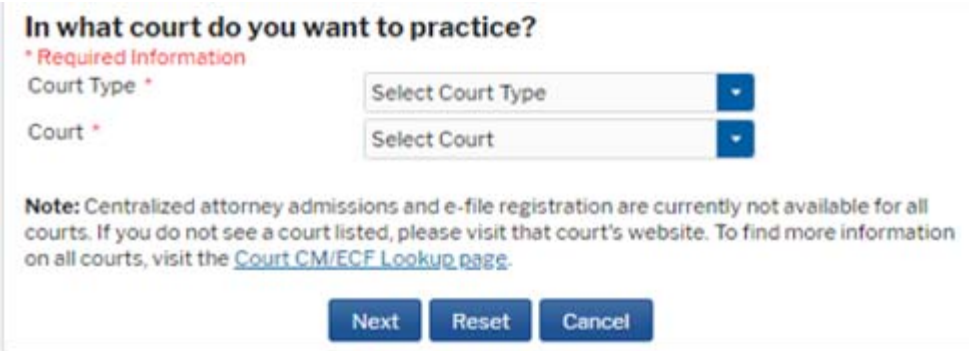
Your **PACER** username and password will be used for e-filing.

Requirements that must be completed **before** Registering:

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. Read and familiarize yourself with the CM/ECF Electronic Learning Modules.
4. Have your own individual PACER account. (You cannot use a shared PACER account)

1	Go to https://pacer.uscourts.gov
2	<p>What can we help you accomplish?</p> <p>Hover over: Manage Your Account</p> 
3	<p>Click: Manage My Account Login</p> 
4	<p>Click: Log in to Manage My Account</p> 

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<p>5</p>	<p>Enter your <u>PACER</u> Username and Password</p> <p>Click: Login</p>	
<p>6</p>	<p>Click on the Maintenance tab</p> <p>Click: Attorney Admissions / E-File Registration</p>	
<p>7</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>	

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8 What would you like to apply/register for?

- **Federal Attorney** is for attorneys employed by a Federal Agency.

- 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](#)

NEF'S ARE ONLY AVAILABLE FOR ATTORNEYS WHO REGISTER FOR A FULL ACCESS E-FILING ACCOUNT. Allow 7-10 days for processing. Click the link above this box to review this Court's Local Bankruptcy Rules, Policies and Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers Electronically. You must be an Attorney, Creditor's Authorized Agent, Creditor(non-individual) or Financial Course Provider. *DEBTORS AND INDIVIDUAL CREDITORS MUST FILE IN PAPER and will not be issued an e-filing login.

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

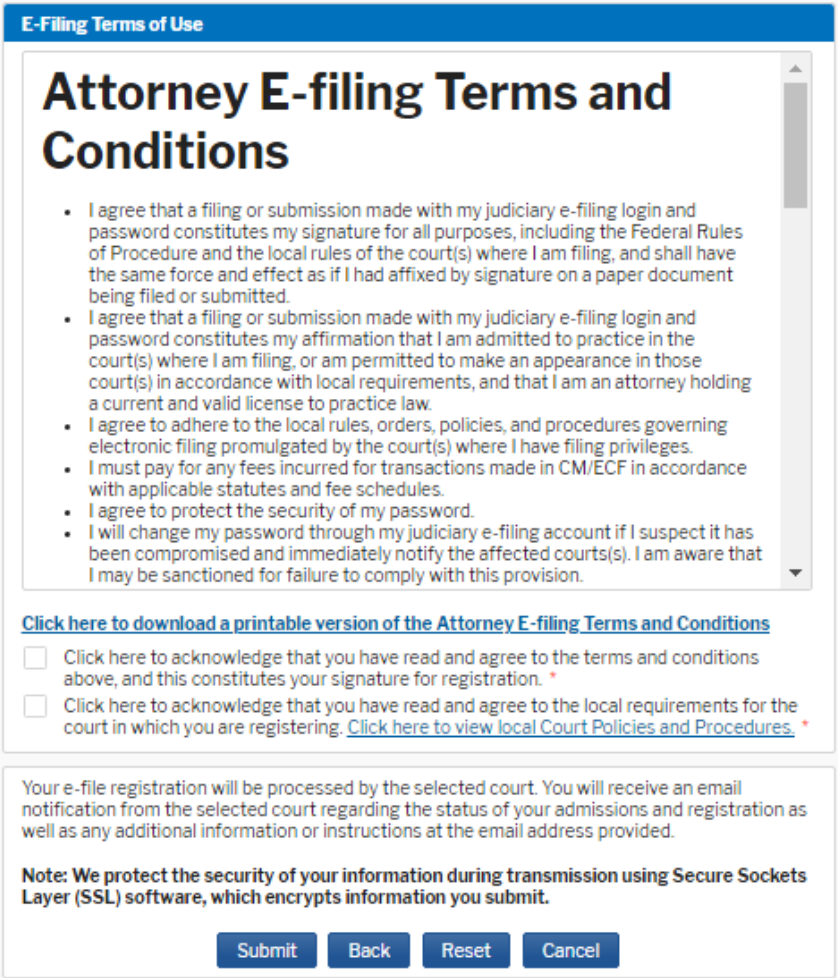
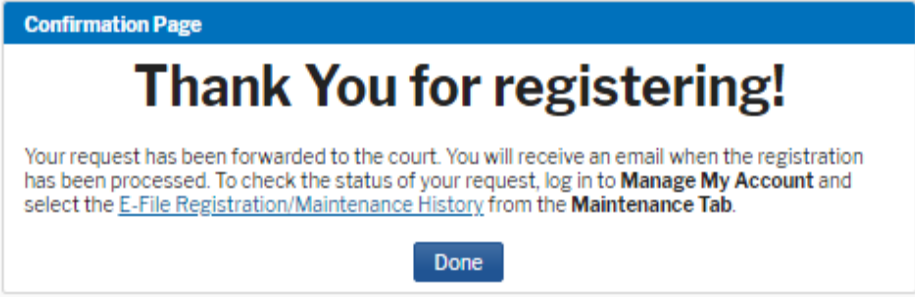

Allow 7-10 days for processing. Attorneys must (1) be admitted to the District Court for the Western District of NY. Contact the District Court at 716-551-1700; (2) be admitted to the Bankruptcy Court. Admission To Practice Petition Form can be found at www.nywb.uscourts.gov, under the heading: For Attorneys. See our website for PRO HAC VICE instructions.

[Back](#) [Cancel](#)

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

<p>9</p> <p>Filer Information</p> <ul style="list-style-type: none"> - fields with an asterisk (*) are mandatory - acknowledge that you are submitting the e-file registration for the individual listed above - Delivery Method and Formatting are mandatory fields - Click: Next 	<div style="border: 1px solid black; padding: 10px;"> <h3 style="text-align: center; margin: 0;">Complete all sections of E-File Registration</h3> <div style="background-color: #0070C0; color: white; padding: 5px; margin-bottom: 10px;">Filer Information</div> <p>* Required Information</p> <p>Role in Court: Attorney Title: <input type="text" value="Bankruptcy Counsel"/> ▼ Name: John Doe</p> <p><input checked="" type="checkbox"/> 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. *</p> <p>Please verify your address. You may also enter a different address from the one provided for your CSO account.</p> <div style="background-color: #0070C0; color: white; padding: 5px; margin-top: 10px;">Additional Filer Information</div> <p>Already Admitted at Court: <input type="text" value="Select Court"/> ▼ Court Bar ID: <input type="text"/> Other Names Used: <input type="text"/> Most Recent Case (in court where you are registering): <input type="text"/> State Bar ID: <input type="text"/> State: <input type="text" value="Select State"/> ▼</p> <div style="background-color: #0070C0; color: white; padding: 5px; margin-top: 10px;">Delivery Method and Formatting</div> <p><input type="checkbox"/> Use a different email. Checking this will clear the primary email fields below.</p> <p>Primary Email *: <input type="text" value="johndoe@johndoeatty.com"/> Confirm Email *: <input type="text" value="johndoe@johndoeaty.com"/> Email Frequency *: <input type="text" value="At The Time of Filing (One"/> ▼ Email Format *: <input type="text" value="Text"/> ▼</p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Next"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </div> </div>
<p>10</p> <p>Payment Information</p> <ul style="list-style-type: none"> - this section is optional - scroll down, click: Next 	<div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0070C0; color: white; padding: 5px; margin-bottom: 10px;">Payment Information</div> <div style="background-color: #FFF9C4; padding: 10px; margin-bottom: 10px;"> <p>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.</p> </div> <p>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.</p> <p>Select your method of payment from the Add Credit Card and Add ACH Payment options below. You may store up to three payment methods.</p> <p>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.</p> <div style="text-align: center; margin-top: 10px;"> Add Credit Card Add ACH Payment </div> </div>

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<p>11</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>12</p>	<p>Confirmation Page</p> <p>You cannot e-file yet.</p> <p>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>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:</p>	<p> on the left side of the screen.</p> <p>Use your <u>PACER</u> username and password to e-file.</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.