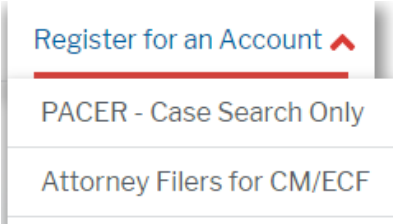

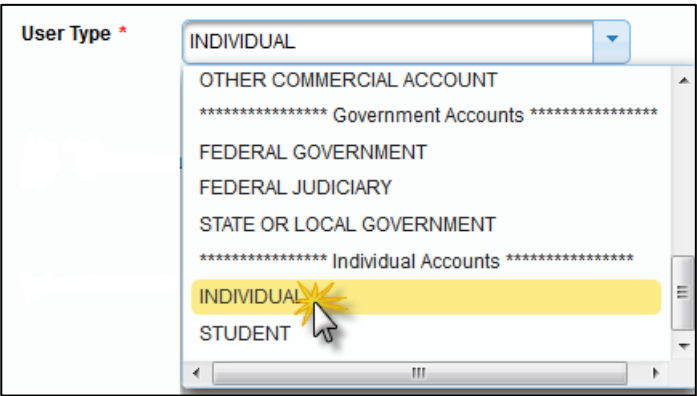
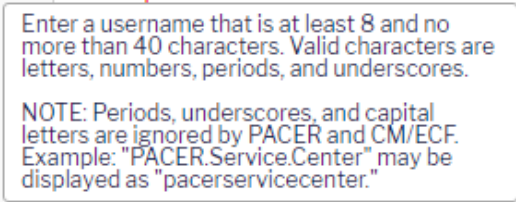
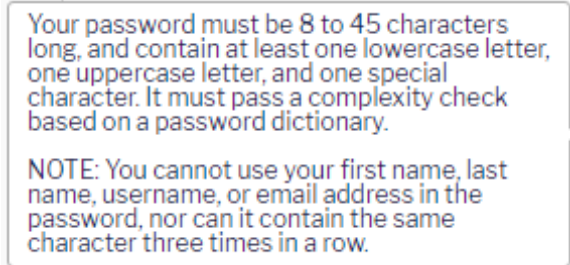


How to Become an E-Filer (For Attorneys who need a PACER account)

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>Click: Register for an Account Click: Attorney Filers for CM/ECF</p> 
3	<p>Click: Register for a PACER account</p> 
4	<p>Complete the PACER registration form</p> <ul style="list-style-type: none"> • Fields with an asterisk (*) are mandatory. • Choose the User Type that best describes your situation. <p>Click: Next</p> 
5	<p>Create a Username Review the username requirements shown here</p> <p>** Jot down your username, it will be used for e-filing</p> 
6	<p>Create a Password Review the password requirements shown here</p> <p>** Jot down your password, it will be used for e-filing</p> 

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7	Select security questions and answers
8	<p>Enter Payment Information, if desired.</p> <p>**Please note that if you do not supply a credit card, there will be a delay in the activation of your account.</p> <p>For immediate access to court records, provide a credit card during registration. If you do not provide a credit card, an activation code will be sent by U.S. mail to the address you provided on the registration form. Please allow 7-10 business days for mail delivery. For security reasons, activation codes cannot be emailed, faxed, or given over the phone.</p>
9	<p>Read and acknowledge the policies and procedures</p> <p>Click: Submit</p>
10	Your PACER account is created!
11	<p>To register for e-filing:</p> <p>- click: Continue</p> <div data-bbox="639 751 1507 1062" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">Attorney Admissions and/or E-File Registration</p> <p style="text-align: center;">Click Continue to complete the attorney admissions and/or e-file registration.</p> <p>Your PACER account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the Continue button below. You may also apply for attorney admissions and/or register to e-file at any time through the Manage My Account link located in the upper right corner of the PACER Service Center website.</p> <p style="text-align: center;">Continue</p> </div>
12	<p>In what court do you want to practice?</p> <p>- Select: Court Type</p> <p>- Select: Court</p> <p>- Click: Next</p> <p>*** NOTE ***</p> <p>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> <div data-bbox="583 1213 1560 1570" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>In what court do you want to practice?</p> <p><i>* Required Information</i></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 style="text-align: center;">Next Reset Cancel</p> </div>

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

13 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.

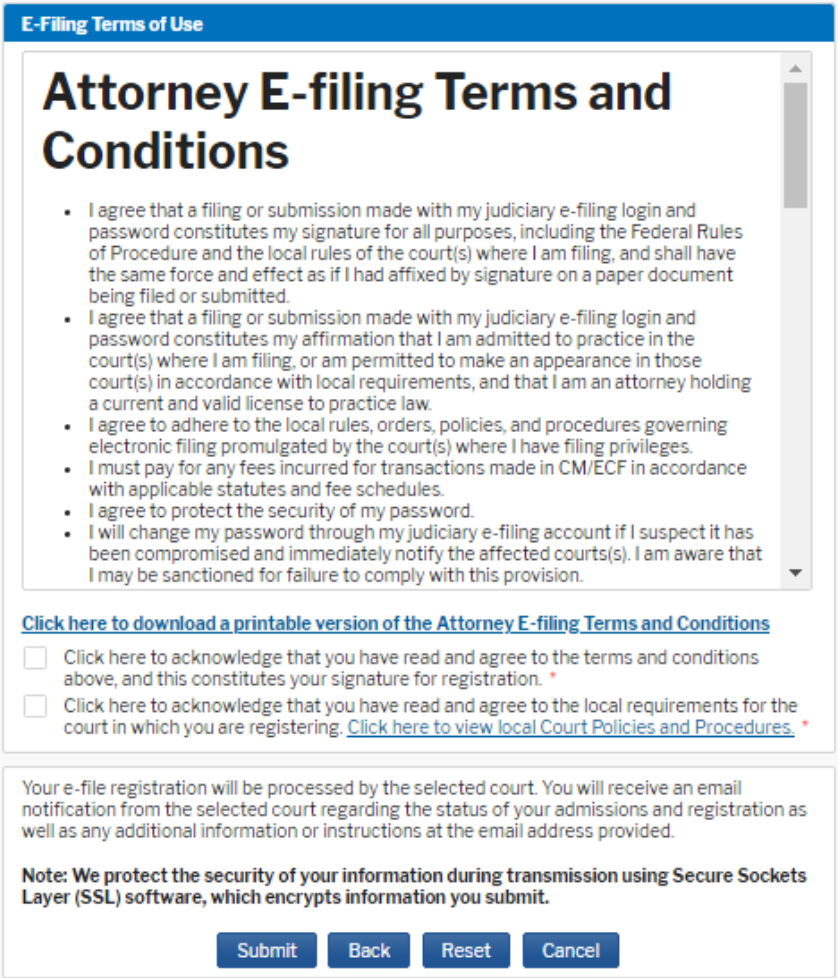
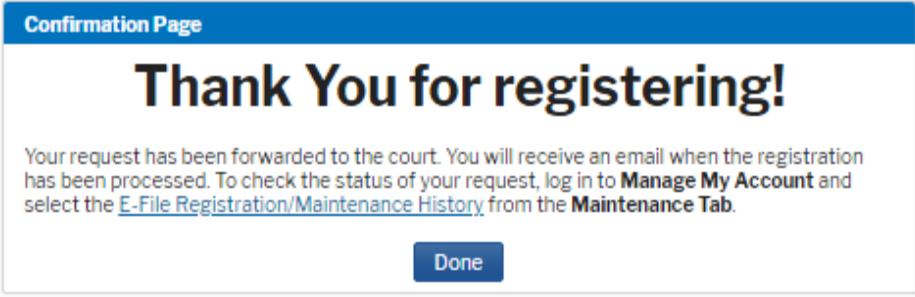
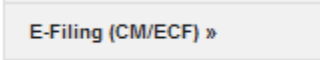
[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

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 need a PACER account)

<p>16</p>	<p>E-Filing Terms of Use</p> <ul style="list-style-type: none"> - Acknowledge the e-filing terms and conditions - Acknowledge the local requirements - Click: Submit 	
<p>17</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 style="text-align: center;">  </p> <p style="text-align: right;">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 need a PACER account)

SAMPLE EMAIL: PACER Account Registration Created

From: <do_not_reply@psc.uscourts.gov>
 Date: Wed, Jul 22, 2020 at 10:22 AM
 Subject: PACER Account Registration Created
 To: <johndoe@johndoeatty.com>



Your PACER account has been created. Please ensure the information below is correct:

Account Number	1234567
Contact Name	John Doe
User Name	JohnDoe
Account Status	Under Review: You will receive an email when the review is complete. You may also check the status of your account by logging in at Manage My Account .

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 pacer@psc.uscourts.gov or call the PACER Service Center at (800) 676-6856 between 8 AM and 6 PM CT Monday through Friday.

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.