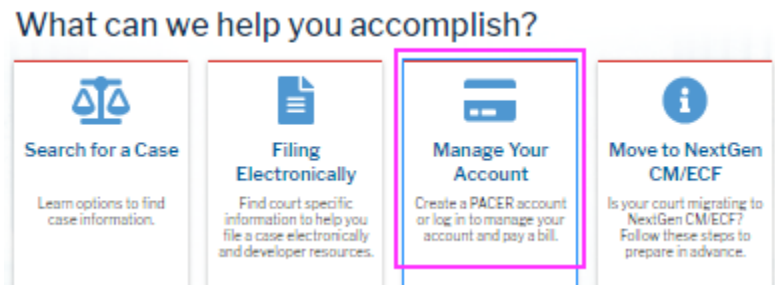
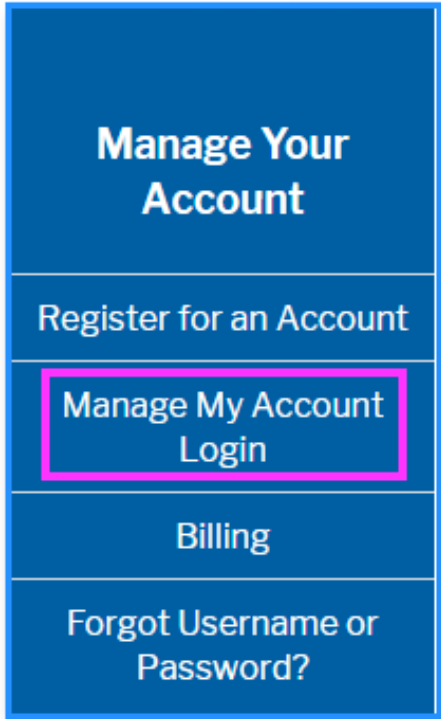



## How to Become an E-Filer (For Non-Attorneys (Limited Access) who already have a PACER account)

- Your **PACER** username and password will be used for e-filing.
- You must have your own individual PACER account. You cannot use a shared PACER account for e-filing.

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

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

5	<div>Enter your <b>PACER</b> Username and Password</div> <div>Click: <b>Login</b></div>	<div><div>Manage My Account</div><div>Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.</div><div><div>Login</div><div>* Required Information</div><div>Username *<input type="text"/></div><div>Password *<input type="password"/></div><div><div>Login</div><div>Clear</div><div>Cancel</div></div><div><a href="#">Need an Account?</a>   <a href="#">Forgot Your Password?</a>   <a href="#">Forgot Username?</a></div><div><div>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.</div></div></div></div>
6	<div>Click on the <b>Maintenance</b> tab</div> <div>Click: <b>Non-Attorney E-File Registration</b></div>	<div><div><div>SettingsMaintenancePaymentsUsage</div><div><div><a href="#">Update Personal Information</a><a href="#">Update Address Information</a><a href="#">Update E-Filer Email Noticing and Frequency</a><a href="#">Display Registered Courts</a></div><div><a href="#">Attorney Admissions / E-File Registration</a><a href="#">Non-Attorney E-File Registration</a><a href="#">Check E-File Status</a><a href="#">E-File Registration/Maintenance History</a></div></div></div></div>

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

### 7 Filer Information

- fields with an asterisk (\*) are mandatory

- Select: **Court Type**
- Select: **Court**

\*\*\* NOTE \*\*\*

If NYWB is missing from the drop down list, you already have an e-filing account with this Court. Registering cannot continue.

- **Role in Court: Creditor**

- acknowledge that you are submitting the e-file registration for the individual listed above

- **Delivery Method and Formatting** are mandatory fields

- Click: **Next**

### Complete all sections of E-File Registration

#### Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

#### \* Required Information

Court Type \* U.S. Bankruptcy Courts  
Court \* New York Western Bankruptcy Cou

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

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.

Role in Court Creditor  
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

Other Names Used  
Most Recent Case (in court where you are registering)

#### Delivery Method and Formatting

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

Primary Email \* nywbtester@gmail.com  
Confirm Email \* nywbtester@gmail.com  
Email Frequency \* Select Email Frequency  
Email Format \* Select Email Format

Next

Reset

Cancel

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

### 8 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](#)

### 9 E-filing Terms of Use

- Acknowledge the e-filing terms and conditions
- Acknowledge the local requirements
- Click: **Submit**

#### E-Filing Terms of Use

## Non-Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

- ☐ Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. \*
- ☐ Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) \*

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

**Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.**

[Submit](#)

[Back](#)

[Reset](#)

[Cancel](#)

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

10	<div data-bbox="131 224 391 258"><b>Confirmation Page</b></div> <div data-bbox="131 304 428 338"><b>You cannot e-file yet.</b></div> <div data-bbox="131 390 605 455"><b>NOTE:</b> Your e-file registration will be processed by the selected court.</div> <div data-bbox="131 506 418 537">You are done for now.</div> <div data-bbox="646 247 1559 546"><div>Confirmation Page</div><div>Thank You for registering!</div><div>Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to <b>Manage My Account</b> and select the <a href="#">E-File Registration/Maintenance History</a> from the <b>Maintenance Tab</b>.</div><div>Done</div></div>
	<div data-bbox="131 653 1477 686"><b>After the Court</b> processes your request, you will receive an <b>email notification</b>. <b>You can e-file now.</b></div> <div data-bbox="131 737 756 804">Email Sender: <a href="mailto:do_not_reply@psc.uscourts.gov">do_not_reply@psc.uscourts.gov</a> Email Subject: <a href="#">NextGen CM/ECF Registration Status</a></div> <div data-bbox="131 848 1468 879">To e-file, go to: <a href="http://www.nywb.uscourts.gov">www.nywb.uscourts.gov</a> &gt; Click on: <div data-bbox="802 848 990 875">E-Filing (CM/ECF) »</div> on the left side of the screen.</div> <div data-bbox="131 926 857 961">Use your <b>PACER</b> username and password to e-file.</div>
	<div data-bbox="131 1001 956 1035"><b>SAMPLE EMAIL: NextGen CM/ECF Registration Status</b></div> <div data-bbox="118 1066 609 1199">From: &lt;<a href="mailto:do_not_reply@psc.uscourts.gov">do_not_reply@psc.uscourts.gov</a>&gt; Date: Wed, Jul 22, 2020 at 11:10 AM Subject: NextGen CM/ECF Registration Status To: &lt;johndoe@johndoeatty.com&gt;</div> <div data-bbox="118 1241 1520 1339">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, <a href="https://pacer.psc.uscourts.gov/pscof/manage/efileStatus.jsf">https://pacer.psc.uscourts.gov/pscof/manage/efileStatus.jsf</a>.</div> <div data-bbox="131 1379 677 1617">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]</div> <div data-bbox="118 1646 1547 1709">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 <a href="mailto:nextgen_help@nywb.uscourts.gov">nextgen_help@nywb.uscourts.gov</a>.</div>