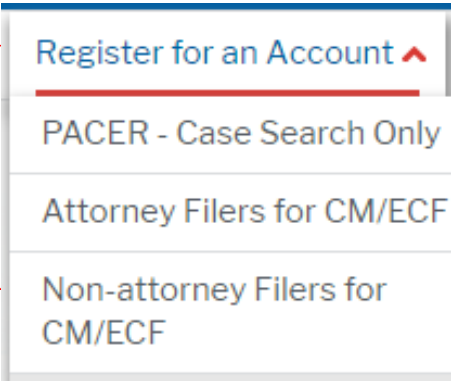

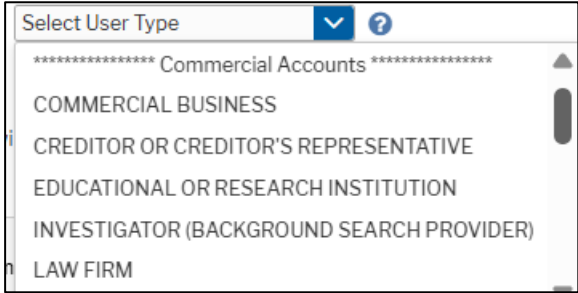
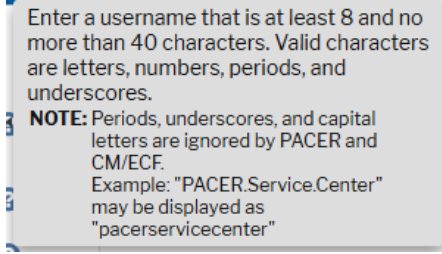
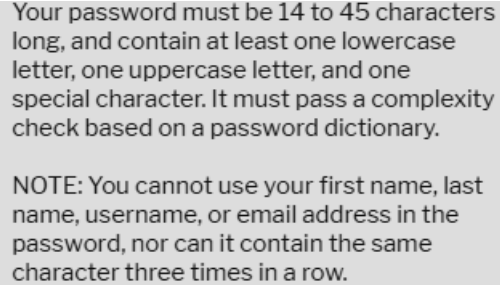


How to Become an E-Filer (For Non-Attorneys (Limited Access) who need a PACER account)

- 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 https://pacer.uscourts.gov	
2	Click: Register for an Account Click: Non-attorney Filers for CM/ECF	 <p>The screenshot shows a dropdown menu with the following options: 'Register for an Account' (highlighted with a red line), 'PACER - Case Search Only', 'Attorney Filers for CM/ECF', and 'Non-attorney Filers for CM/ECF'. Red arrows point from the text in the instruction to the corresponding buttons in the screenshot.</p>
3	Click: Register for a PACER account	 <p>The screenshot shows a blue button with the text 'Register for a PACER account'.</p>
4	Complete the PACER registration form <ul style="list-style-type: none"> • Fields with an asterisk (*) are mandatory. • Choose the User Type that best describes your situation. • Click: Next 	 <p>The screenshot shows a dropdown menu titled 'Select User Type' with a list of user types: 'COMMERCIAL BUSINESS', 'CREDITOR OR CREDITOR'S REPRESENTATIVE', 'EDUCATIONAL OR RESEARCH INSTITUTION', 'INVESTIGATOR (BACKGROUND SEARCH PROVIDER)', and 'LAW FIRM'. The 'COMMERCIAL BUSINESS' option is selected.</p>
5	Create a Username Review the username requirements shown here ** Jot down your username, it will be used for e-filing	 <p>The screenshot shows the following text: 'Enter a username that is at least 8 and no more than 40 characters. Valid characters are letters, numbers, periods, and underscores. NOTE: Periods, underscores, and capital letters are ignored by PACER and CM/ECF. Example: "PACER.Service.Center" may be displayed as "pacerservicecenter"'. A red arrow points from the instruction to this text.</p>
6	Create a Password Review the password requirements shown here ** Jot down your password, it will be used for e-filing	 <p>The screenshot shows the following text: 'Your password must be 14 to 45 characters long, and contain at least one lowercase letter, one uppercase letter, and one special character. It must pass a complexity check based on a password dictionary. NOTE: You cannot use your first name, last name, username, or email address in the password, nor can it contain the same character three times in a row.' A red arrow points from the instruction to this text.</p>

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7	Select security questions and answers
8	<p>Enter Payment Information, if desired.</p> <p>**Please note that if <u>you do not supply a credit card</u>, there <u>will be a delay</u> 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	<p>Your PACER account is created! See No. 11 to register for e-filing.</p>
11	<p>To register for e-filing:</p> <p>- click: Continue</p> <p>NOTE: Debtor's and individual creditors must file in paper and <u>will not</u> be issued an e-filing login. Do Not Continue.</p> <div><p>Non-Attorney E-File Registration</p><p>Click Continue to complete the non-attorney e-file registration.</p><p>Your PACER account has been created. Now you may register to e-file by clicking the Continue button below. You may also 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>Continue</p></div>

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

12 Filer Information

- 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.

Please read the Court specific details shown here

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 *

Court *

[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 a login.

Role in Court
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 *

Confirm Email *

Email Frequency *

Email Format *

Next

Reset

Cancel

- **Delivery Method and Formatting** are mandatory

Click: **Next**

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

13	Payment Information <ul style="list-style-type: none"> - this section is optional - scroll down, click: Next 	<div> <div>Payment Information</div> <div> <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> <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> Add Credit Card Add ACH Payment </div> </div> </div>
14	E-Filing Terms of Use <ul style="list-style-type: none"> - Acknowledge the e-filing terms and conditions - Acknowledge the local requirements - Click: Submit 	<div> <div>E-Filing Terms of Use</div> <div> <h3>Non-Attorney E-filing Terms and Conditions</h3> <ul style="list-style-type: none"> • 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. <p>Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions</p> <p><input type="checkbox"/> Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *</p> <p><input type="checkbox"/> 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. *</p> <p>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.</p> <p>Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.</p> <div> Submit Back Reset Cancel </div> </div> </div>

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15	<div><div>Confirmation Page</div><div><div>You cannot e-file yet.</div><div>Your request has been forwarded to the court. You will receive an email when the registration has been processed.</div><div>You are done for now.</div></div></div> <div><div>Confirmation Page</div><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 Manage My Account and select the E-File Registration/Maintenance History from the Maintenance Tab.</div><div>Done</div></div></div>
	<div><div>After the Court processes your request, you will receive an email notification. You can e-file now.</div><div>Email Sender: do_not_reply@psc.uscourts.gov Email Subject: NextGen CM/ECF Registration Status</div><div>To e-file, go to: www.nywb.uscourts.gov > Click on: <div>E-Filing (CM/ECF) »</div> on the left side of the screen.</div><div>Use your PACER username and password to e-file.</div></div>

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

SAMPLE EMAIL: PACER Account Registration Created

From: <do_not_reply@psc.uscourts.gov>
Date: Wed, Jul 22, 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.