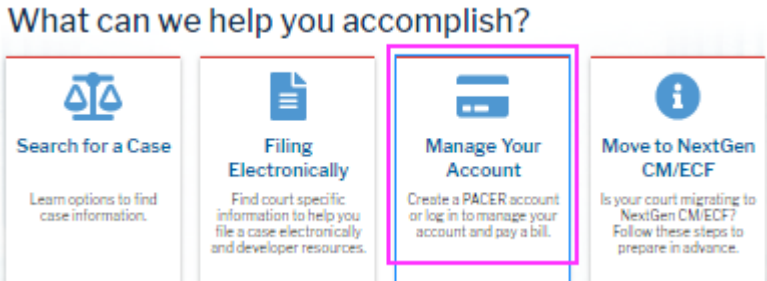
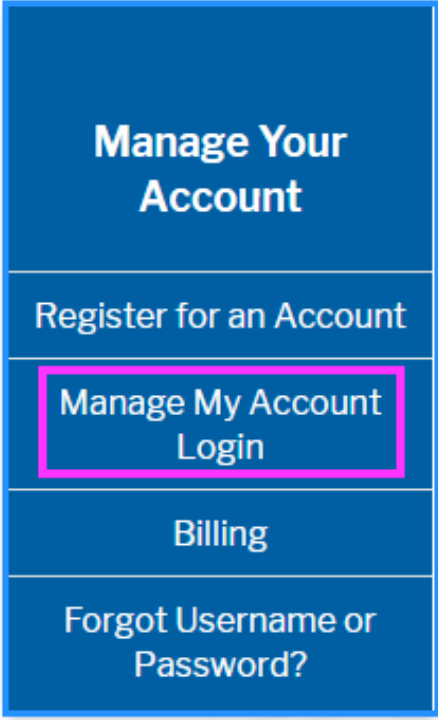



## How to Become an E-Filer (For Non-Attorneys who already have a PACER account)

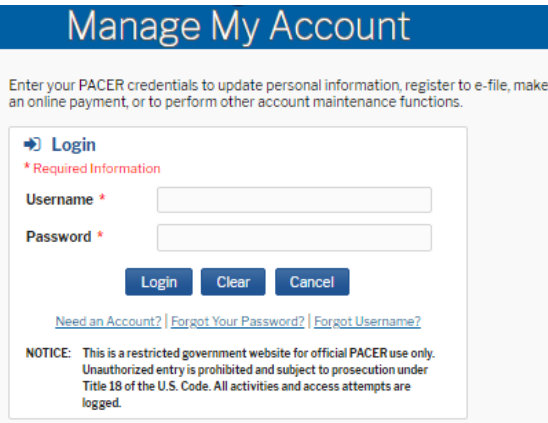
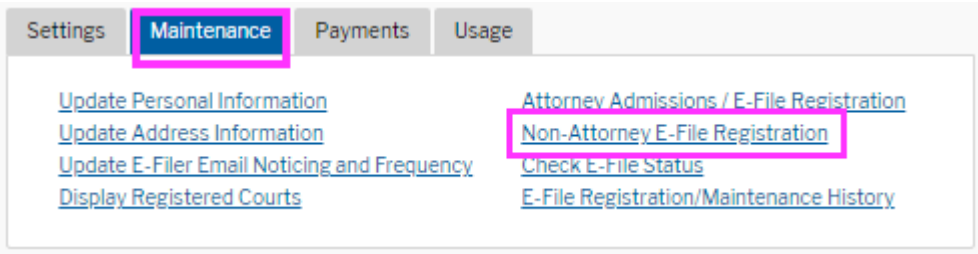
- Your **PACER** username and password will be used for e-filing.
- Notifications of Electronic Filing (NEF) are not available.

### Requirement that must be completed before registering to be an e-filer:

1. Have your own individual PACER account. (You cannot use a shared PACER account)

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 who already have a PACER account)

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

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

## 7 Filer Information

- fields with an asterisk (\*) are mandatory

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

- **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 \*

Court \*

[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.

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 \*

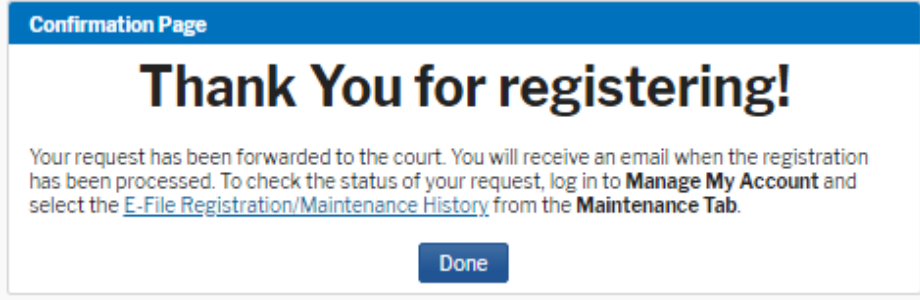

Email Frequency \*

Email Format \*

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

<p>8</p>	<p><b>Payment Information</b></p> <ul style="list-style-type: none"> <li>- this section is optional</li> <li>- scroll down, click: <b>Next</b></li> </ul>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Payment Information</b></p> <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; margin-bottom: 10px;"> <p><b>NOTE:</b> 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 <b>Make One-Time PACER Fee Payment</b> option under the <b>Payments</b> tab.</p> <p>Select your method of payment from the <b>Add Credit Card</b> and <b>Add ACH Payment</b> 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 <b>Set default</b> link in the box(es) below. To remove the card as a default, click the <b>Turn off</b> link.</p> <div style="text-align: center; margin-top: 10px;"> <a href="#">Add Credit Card</a>   <a href="#">Add ACH Payment</a> </div> </div>
<p>9</p>	<p><b>E-filing Terms of Use</b></p> <ul style="list-style-type: none"> <li>- Acknowledge the e-filing terms and conditions</li> <li>- Acknowledge the local requirements</li> <li>- Click: <b>Submit</b></li> </ul>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>E-Filing Terms of Use</b></p> <h3 style="margin-top: 0;">Non-Attorney E-filing Terms and Conditions</h3> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.</li> <li>• I agree to protect the security of my password.</li> <li>• 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.</li> </ul> <p><a href="#">Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions</a></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. <a href="#">Click here to view local Court Policies and Procedures.</a> *</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><b>Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.</b></p> <div style="text-align: center; margin-top: 10px;"> <span style="border: 1px solid #000; padding: 2px 10px; margin: 0 5px;">Submit</span> <span style="border: 1px solid #000; padding: 2px 10px; margin: 0 5px;">Back</span> <span style="border: 1px solid #000; padding: 2px 10px; margin: 0 5px;">Reset</span> <span style="border: 1px solid #000; padding: 2px 10px; margin: 0 5px;">Cancel</span> </div> </div>

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

<p>10</p>	<p><b>Confirmation Page</b></p> <p>You cannot e-file yet.</p> <p><b>NOTE:</b> Your e-file registration will be processed by the selected court.</p> <p>You are done for now.</p> 
	<p><b>After the Court</b> processes your request, you will receive an <b>email notification</b>. <b>You can e-file now.</b></p> <p>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></p> <p>To e-file, go to: <a href="http://www.nywb.uscourts.gov">www.nywb.uscourts.gov</a> &gt; Click on:  on the left side of the screen.</p> <p>Use your <b>PACER</b> username and password to e-file.</p>
	<p><b>SAMPLE EMAIL: NextGen CM/ECF Registration Status</b></p> <p>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;<a href="mailto:johndoe@johndoeatty.com">johndoe@johndoeatty.com</a>&gt;</p> <p>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>.</p> <p>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]</p> <p>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>.</p>