
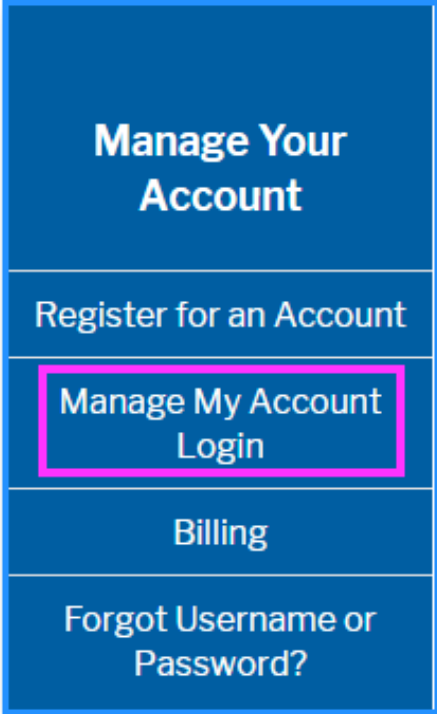



## How to Become an E-Filer (For Pro Hac Vice Attorneys who already have a PACER account)

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

Requirements that must be completed **before** Registering: [Click here for detailed instructions.](#)

1. Send an email to: [lisa\\_czaja@nywb.uscourts.gov](mailto:lisa_czaja@nywb.uscourts.gov) The email should state that you intend to be admitted to practice pro hac vice; and should contain the case number.
2. Have your own individual PACER account. (You cannot use a shared PACER account)

1	Go to <a href="http://www.pacer.uscourts.gov">www.pacer.uscourts.gov</a>
2	<p><b>What can we help you accomplish?</b></p> <p>Hover over: <b>Manage Your Account</b></p>  <p>The screenshot shows a navigation menu with four options: 'Search for a Case', 'Filing Electronically', 'Manage Your Account', and 'Move to NextGen CM/ECF'. The 'Manage Your Account' option is highlighted with a pink border. Below each option is a brief description of the service.</p>
3	<p>Click: <b>Manage My Account Login</b></p>  <p>The screenshot shows a vertical dropdown menu with five options: 'Manage Your Account', 'Register for an Account', 'Manage My Account Login', 'Billing', and 'Forgot Username or Password?'. The 'Manage My Account Login' option is highlighted with a pink border. A red arrow points from the text 'Click: Manage My Account Login' to the highlighted option.</p>
4	<p>Click: <b>Log in to Manage My Account</b></p>  <p>The screenshot shows a blue button with the text 'Log in to Manage My Account' in white.</p>

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5 Enter your **PACER** Username and Password

Click: **Login**

6 Click on the **Maintenance** tab

Click: **Attorney Admissions / E-File Registration**

7 In what court do you want to practice?

- Select: **Court Type**
- Select: **Court**
- Click: **Next**

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

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

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8 **What would you like to apply/register for?**

- Click: **Pro Hac Vice**
- training is not required.

- 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](#)

**\*\*TRAINING IS REQUIRED FOR ATTORNEYS\*\*** Allow 7-10 days for processing. CLICK THE LINK ABOVE THIS BOX FOR INSTRUCTIONS. All parties participating in electronic filing should review this Court's Local Bankruptcy Rules and the Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers Electronically. \*ATTORNEYS may either: (1) get admitted or apply for Pro Hac Vice status to have full access e-filing privileges; or (2) apply for a Limited Access e-filing account. \*NON-ATTORNEYS may request a Limited Access E-Filing Account. To apply for a Limited Access e-filing account, you must be an Attorney, Creditor(non-individual), Creditor's Authorized Agent, or a Financial Course Provider. \*DEBTORS AND INDIVIDUAL CREDITORS MUST file in paper and will not be issued a login.

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

**\*\*TRAINING IS REQUIRED FOR ATTORNEYS\*\*** 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 or [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov); (2) be admitted to Bankruptcy Court. The Admission To Practice Petition Form can be found at [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov), under the heading: For Attorneys > Admission to Practice. There is NO fee. See our website for PRO HAC VICE instructions.

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Cancel

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

### 9 Filer Information

- 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**

#### Complete all sections of E-File Registration

##### Filer Information

###### \* Required Information

Role in Court Attorney  
 Title Bankruptcy Counsel

Name John Doe

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

Already Admitted at Court Select Court

Court Bar ID

Other Names Used

Most Recent Case (in court where you are registering)

State Bar ID

State Select State

##### Delivery Method and Formatting

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

Primary Email \* johndoe@johndoeatty.com

Confirm Email \* johndoe@johndoeatty.com

Email Frequency \* At The Time of Filing (One)

Email Format \* Text

Next

Back

Reset

Cancel

### 10 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](#)

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

### 11 E-Filing Terms of Use

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

#### E-Filing Terms of Use

## 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 by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for 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 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.**

### 12 Confirmation Page

You cannot e-file yet.

Your request has been forwarded to the court. You will receive an email when the registration has been processed.

You are done for now.

#### Confirmation Page

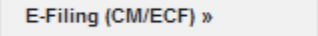
## Thank You for registering!

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**.

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

**After the Court processes your request, you will receive an email notification. You can e-file now.**

Email Sender: [do\\_not\\_reply@psc.uscourts.gov](mailto:do_not_reply@psc.uscourts.gov)  
Email Subject: NextGen CM/ECF Registration Status

To e-file, go to: [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov) > Click on:  on the left side of the screen.

Use your PACER username and password to e-file.

E-file an Ex Parte Motion and Proposed Order to Appear Pro Hac Vice.

### SAMPLE EMAIL: NextGen CM/ECF Registration Status

From: <[do\\_not\\_reply@psc.uscourts.gov](mailto: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](mailto: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](mailto:nextgen_help@nywb.uscourts.gov).