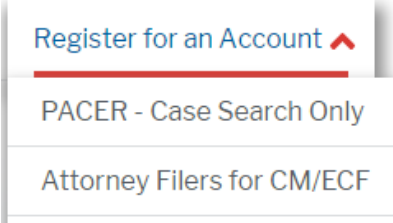

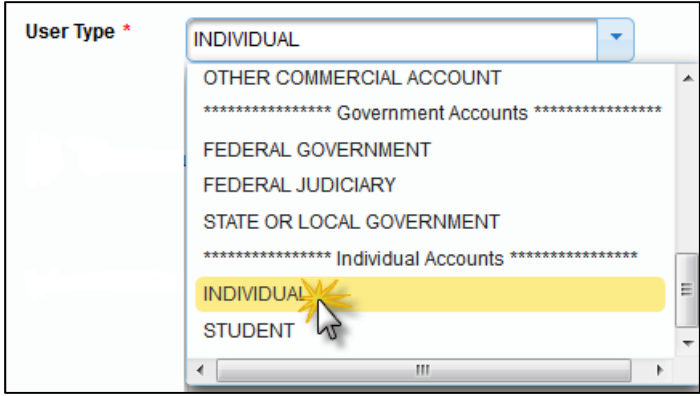
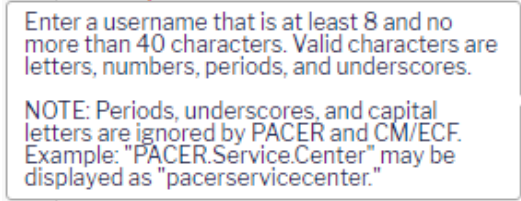
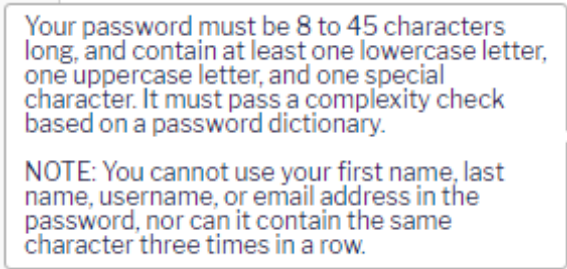


How to Become an E-Filer (For Pro Hac Vice Attorneys who need a PACER account)

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

Requirements that must be completed before Registering:

1. Send an email to: 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. (You cannot use a shared PACER account)

1	Go to www.pacer.uscourts.gov
2	<p>Click: Register for an Account</p> <p>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</p> <p>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</p> <p>Review the password requirements shown here</p> <p>** Jot down your password, it will be used for e-filing</p> 

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

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 Pro Hac Vice Attorneys who need a PACER account)

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

Select: **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; (2) be admitted to Bankruptcy Court. The Admission To Practice Petition Form can be found at www.nywb.uscourts.gov, under the heading: For Attorneys > Admission to Practice. There is NO fee. See our website for PRO HAC VICE instructions.

Back

Cancel

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

14 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@johndoeaty.com

Email Frequency * At The Time of Filing (One

Email Format * Text

Next

Back

Reset

Cancel

15 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.

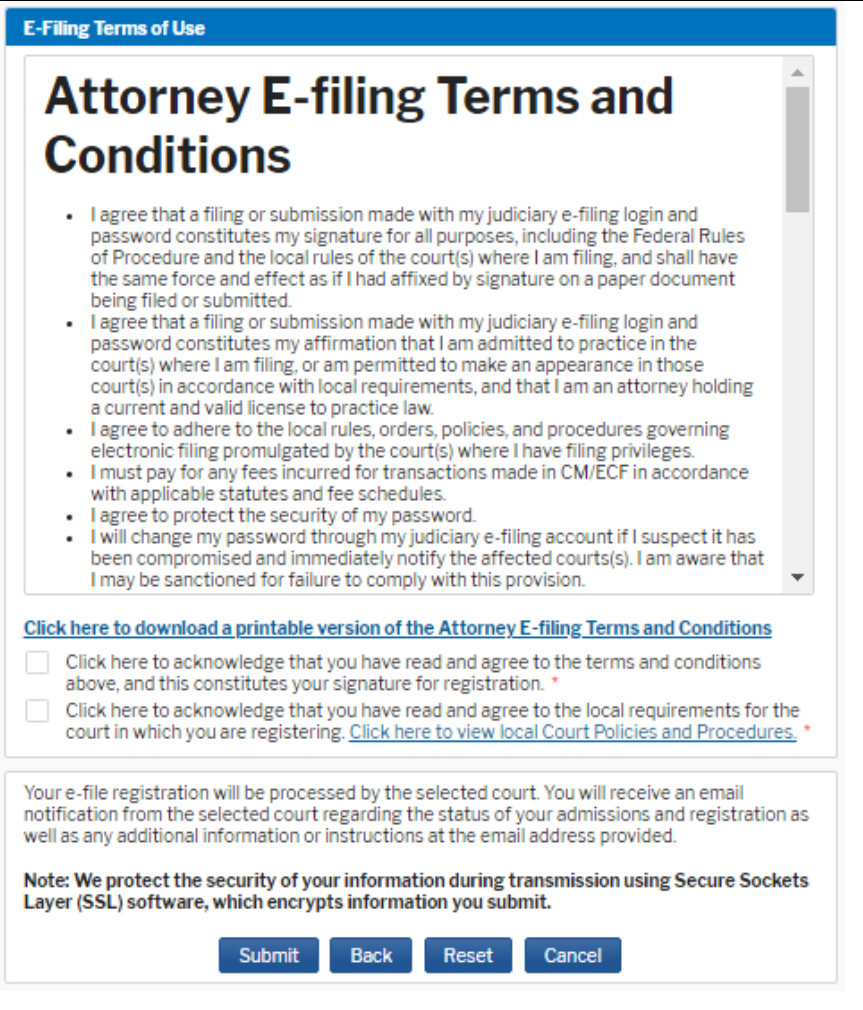
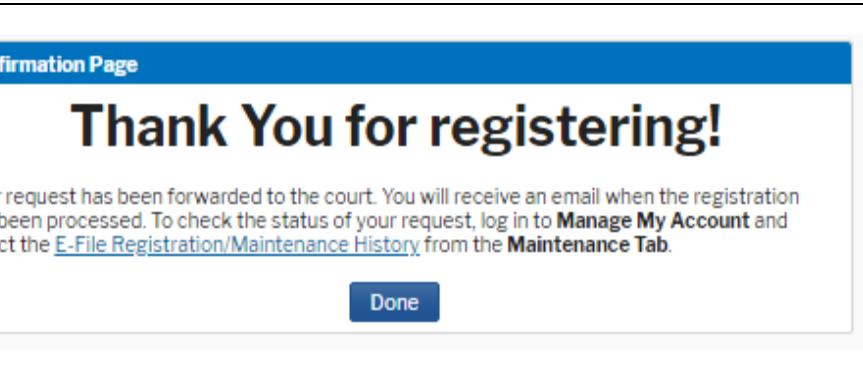
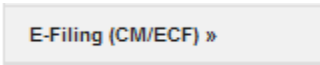
This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

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 need a PACER account)

<p>16</p>	<h3>E-Filing Terms of Use</h3> <ul style="list-style-type: none">- Acknowledge the e-filing terms and conditions- Acknowledge the local requirements- Click: Submit	
<p>17</p>	<h3>Confirmation Page</h3> <p>You cannot e-file yet.</p> <p>Your request has been forwarded to the court. You will receive an email when the registration has been processed.</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:  on the left side of the screen.</p> <p>Use your PACER username and password to e-file.</p> <p>E-file an Ex Parte Motion and Proposed Order to Appear Pro Hac Vice.</p>		

How to Become an E-Filer (For Pro Hac Vice 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.