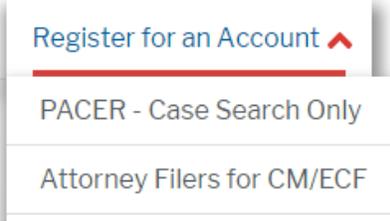
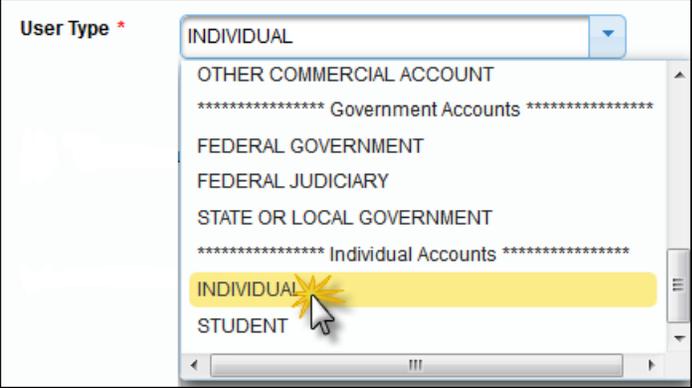
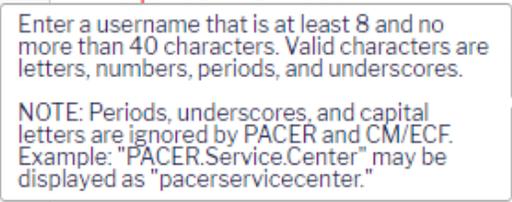
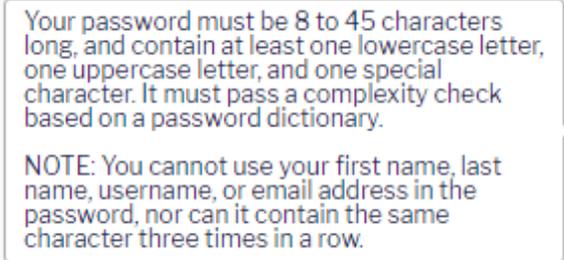


## How to Become an E-Filer (For Pro Hac Vice Attorneys who need a PACER account)

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](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. Do not wait for a response.
2. Read and familiarize yourself with the CM/ECF Electronic Learning Modules.
3. 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>Click: <b>Register for an Account</b>                  Click: <b>Attorney Filers for CM/ECF</b></p> 
3	<p>Click: <b>Register for a PACER account</b></p> 
4	<p><b>Complete the PACER registration form</b></p> <ul style="list-style-type: none"> <li>• Fields with an asterisk (*) are mandatory.</li> <li>• Choose the <b>User Type</b> that best describes your situation.</li> </ul> <p>Click: <b>Next</b></p> 
5	<p>Create a <b>Username</b>                  Review the username requirements shown here</p> <p><b>** Jot down your username, it will be used for e-filing</b></p> 
6	<p>Create a <b>Password</b>                  Review the password requirements shown here</p> <p><b>** Jot down your password, it will be used for e-filing</b></p> 

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

7	Select <b>security questions and answers</b>
8	<p>Enter <b>Payment Information</b>, if desired.</p> <p><b>**Please note that if you do not supply a credit card, there will be a delay in the activation of your account.</b></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. <b>For security reasons, activation codes cannot be emailed, faxed, or given over the phone.</b></p>
9	<p>Read and <b>acknowledge</b> the policies and procedures</p> <p>Click: <b>Submit</b></p>
10	<b>Your PACER account is created!</b>
11	<p><b>To register for e-filing:</b></p> <p>- click: <b>Continue</b></p> <div data-bbox="639 751 1507 1062" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"><b>Attorney Admissions and/or E-File Registration</b></p> <p style="text-align: center;"><b>Click Continue to complete the attorney admissions and/or e-file registration.</b></p> <p>Your PACER account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the <b>Continue</b> button below. You may also apply for attorney admissions and/or register to e-file at any time through the <b>Manage My Account</b> link located in the upper right corner of the PACER Service Center website.</p> <p style="text-align: center;"><a href="#">Continue</a></p> </div>
12	<p><b>In what court do you want to practice?</b></p> <p>- Select: <b>Court Type</b></p> <p>- Select: <b>Court</b></p> <p>- Click: <b>Next</b></p> <p><b>*** NOTE ***</b></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><b>In what court do you want to practice?</b></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><b>Note:</b> 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 <a href="#">Court CM/ECF Lookup page</a>.</p> <p style="text-align: center;"><a href="#">Next</a> <a href="#">Reset</a> <a href="#">Cancel</a></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**

- 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](#)

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.

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

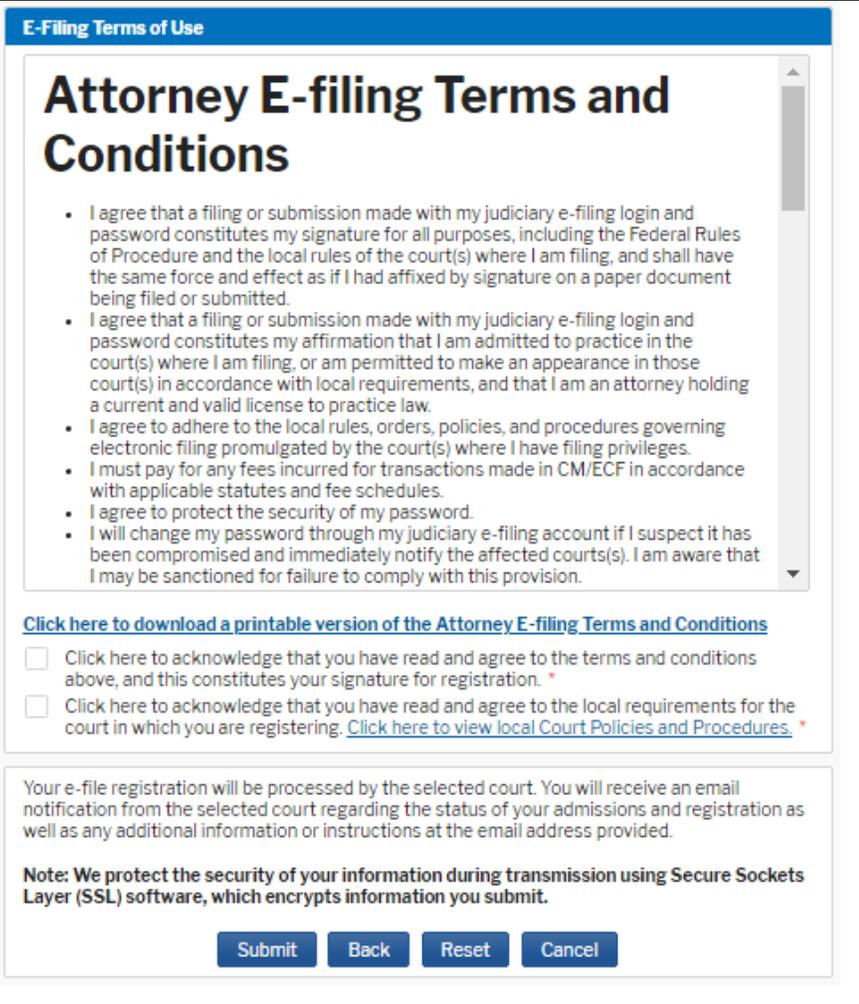
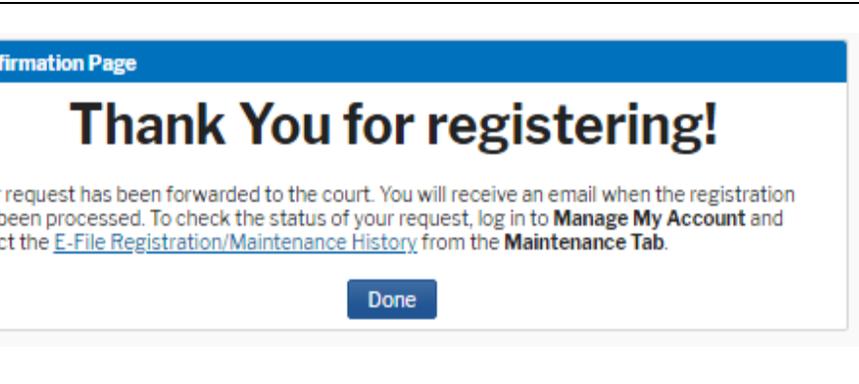
Allow 7-10 days for processing. Attorneys must (1) be admitted to the District Court for the Western District of NY. Contact the District Court at 716-551-1700; (2) be admitted to the Bankruptcy Court. Admission To Practice Petition Form can be found at [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov), under the heading: For Attorneys. 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)

<p>16</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>	 <p><b>E-Filing Terms of Use</b></p> <h3>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 by signature on a paper document being filed or submitted.</li> <li>• 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.</li> <li>• 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.</li> <li>• I must pay for 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 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> <p><b>Submit</b> <b>Back</b> <b>Reset</b> <b>Cancel</b></p>
<p>17</p>	<p><b>Confirmation Page</b></p> <p><b>You cannot e-file yet.</b></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><b>Confirmation Page</b></p> <h2>Thank You for registering!</h2> <p>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>.</p> <p><b>Done</b></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><b>Use your PACER username and password to e-file.</b></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](mailto:do_not_reply@psc.uscourts.gov)>  
 Date: Wed, Jul 22, 2020 at 10:22 AM  
 Subject: PACER Account Registration Created  
 To: <[johndoe@johndoeatty.com](mailto:johndoe@johndoeatty.com)>



Your PACER account has been created. Please ensure the information below is correct:

<b>Account Number</b>	1234567
<b>Contact Name</b>	John Doe
<b>User Name</b>	JohnDoe
<b>Account Status</b>	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 <a href="#">Manage My Account</a> .

**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](mailto: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](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).