

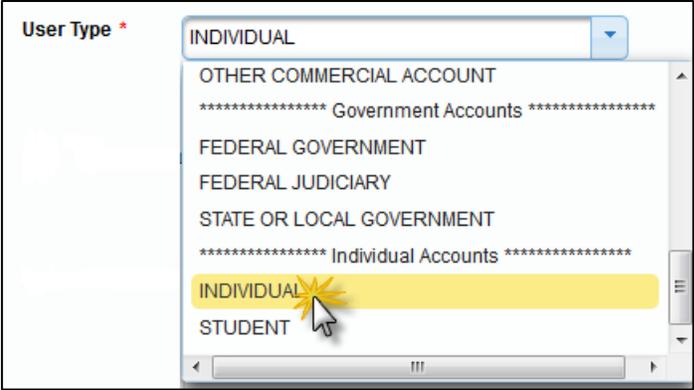
How to Become an E-Filer (For Attorneys)

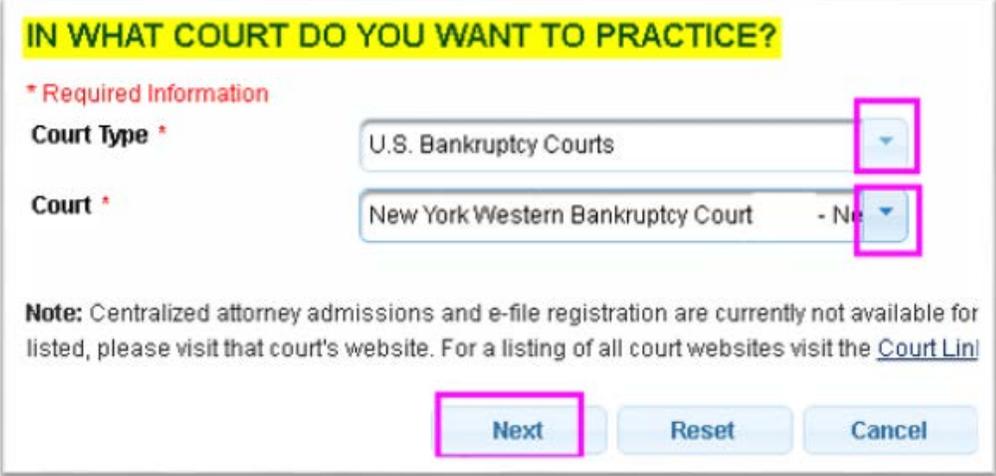
Requirements that must be completed **before** Registering: [Click here for detailed instructions.](#)

1. Admission to the District Court for the W.D.N.Y.
2. Admission to the Bankruptcy Court for the W.D.N.Y.
3. Training.
4. Have your own individual PACER account. (You cannot use a shared PACER account)

If you DO NOT have your own PACER account, start with STEP 1.

If you already have your own PACER account, skip to STEP 10.

1	Go to www.pacer.gov
2	Select REGISTER from the menu bar 
3	On the left side, under Register, click on PACER - Case Search Only 
4	<p>In the middle of the page, click on: </p> <p>PACER allows read-only access for viewing, searching, and printing. This option <u>does not</u> allow you to electronically file documents. It is <u>not</u> exclusive to attorneys and is available to everyone.</p>
5	<p>Complete the PACER registration form. Choose the user type that best describes your situation. Select Next.</p> 
6	<p>Create a Username & Password, select Security Questions, and then select Next. - Jot down your Username & Password.</p>
7	<p>Enter Payment Information, if desired. **Please note that if you do not supply a credit card, there will be a delay in the activation of your account. 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>
8	Read and acknowledge the policies and procedures

9	<p>Your account is created! This account is for viewing documents only, not for e-filing. <u>After</u> the court goes live on NextGen CM/ECF, you will link your new PACER account to your CM/ECF filing account. You will then use your PACER username and password to access CM/ECF.</p>
10	<p>Login to PACER, click on: Manage My Account</p>
11	<p>Select the Maintenance tab on the top</p> 
12	<p>Select Attorney Admissions/E-File Registration</p> 
13	<p>Using the drop down boxes, select the:</p> <ul style="list-style-type: none"> - Court type - Court - click Next. 
14	<p>Select One:</p> <p>Please note the links to our Court's local policies on e-filing & attorney admissions</p> 

15 Click the Acknowledgments, then click Submit.

[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.

16 Confirmation Page, click Done. Please note that you cannot e-file yet.

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**.

The court will confirm the submission of the proper paperwork first; ie: Admission to Practice, Training. You will receive another email when the registration has been processed. Once your account is activated you can begin e-filing by going to www.nywb.uscourts.gov and selecting E-Filing (CM/ECF) on the left hand side panel. You will use your PACER login to file electronically.