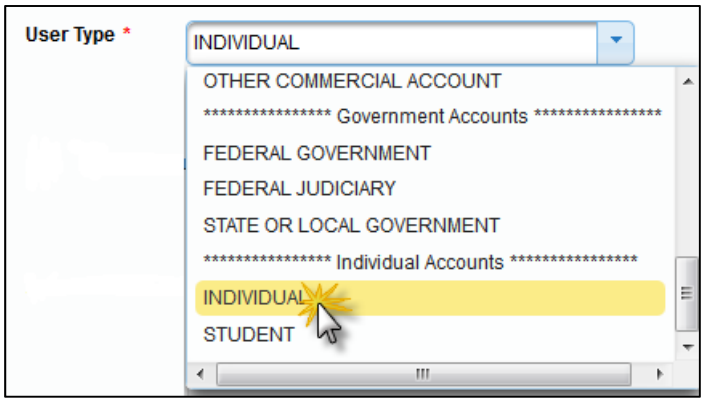
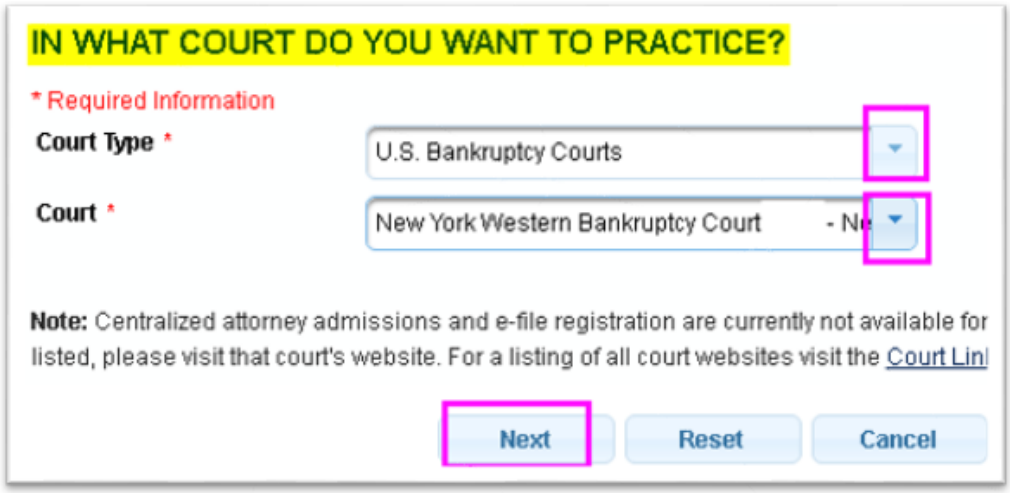
How to Become an E-Filer (For Attorneys)

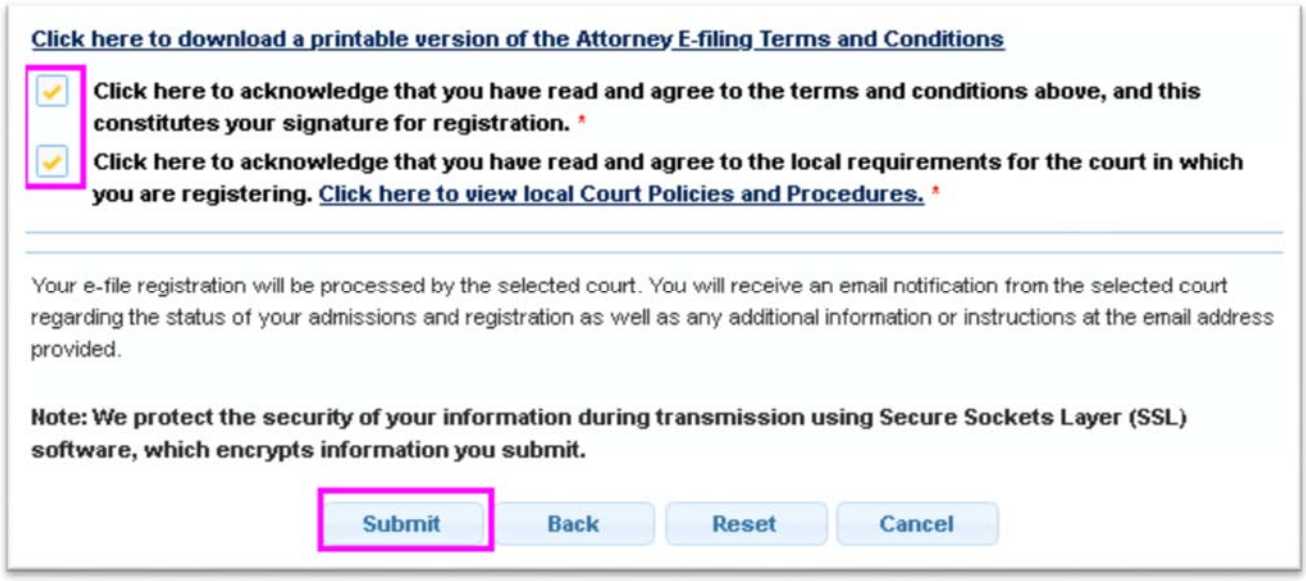
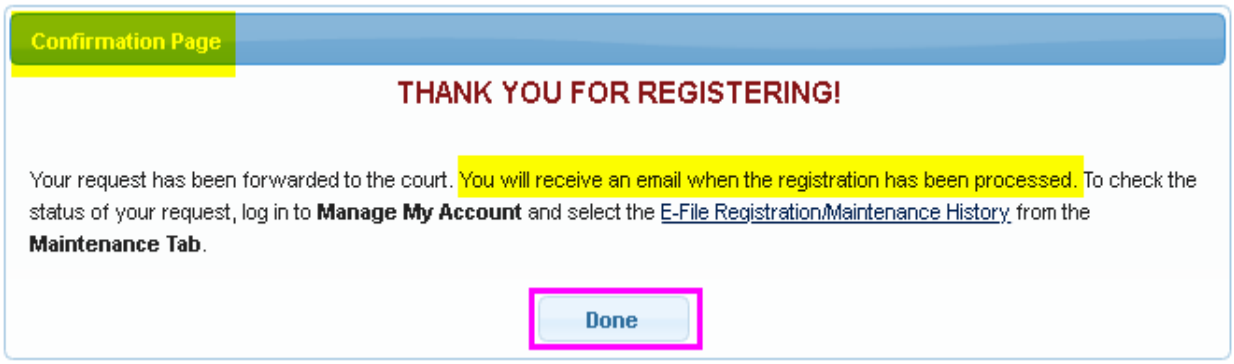
Requirements that must be completed **before** Registering: Click here for detailed instructions.

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	**In the middle of the page, click on:** **Register for a PACER Account Now** PACER allows read-only access for viewing, searching, and printing. This option does not allow you to electronically file documents. It is not exclusive to attorneys and is available to everyone.
5	Complete the PACER registration form. Choose the **user type** that best describes your situation. Select **Next.** 
6	Create a **Username** & **Password**, select Security Questions, and then select **Next.** **- Jot down your Username & Password.**
7	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.**
8	Read and **acknowledge** the policies and procedures

9	**Your account is created! This account is for viewing documents only, not for e-filing.** After 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.
10	Login to PACER, click on: **Manage My Account**
11	Select the **Maintenance** tab on the top
12	Select **Attorney Admissions/E-File Registration**
13	Using the drop down boxes, select the: Court type & Court. Then 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. *** 
14	Select One: Please note the links to our Court's local policies on e-filing & attorney admissions

15	Click the Acknowledgments, then click Submit. 
16	Confirmation Page, click Done. Please note that you cannot e-file yet.  **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.