



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK ECF NEWSLETTER

Our mission is to provide an opportunity for debtors to receive a fresh economic start and for creditors to be paid in accordance with the law, and to promote public confidence in the judiciary, by serving the public and all of our constituencies in the fair and just resolution of cases within our jurisdiction.

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United States Bankruptcy Court
Eastern District of New York

COUNTDOWN
TO



“GO LIVE DAY”

January 19, 2021

ECF NEWSLETTER

CENTRAL SIGN-ON
WHAT YOU NEED TO KNOW AND DO BEFORE
NEXTGEN “GO LIVE DAY”



“GO LIVE DAY”
January 19, 2021

The United States Bankruptcy Court for the Eastern District of New York will begin upgrading its Case Management/Electronic Case Filing System (CM/ECF) to the Next Generation of CM/ECF (NextGen). **This will require CM/ECF to be offline from 5:00 p.m. on Thursday, January 14, 2021, through Monday, January 18, 2021.** During this time access to Querying and Docketing will be unavailable. The Court’s Electronic Document Upload Program will be available at <https://www.nyeb.uscourts.gov/content/pro-se-electronic-document-upload-program>.

One of the great features of this upgrade is Central Sign-On. Central Sign-On provides users with one login and password to access any federal NextGen courts, including appellate, district, and bankruptcy, through Public Access to Court Electronic Records (PACER). PACER provides a centralized website for public users to register for a PACER account, upgrade existing PACER accounts; register for e-filing privileges; and register for attorney admission to the district court. Admission to practice law in the district court is admission to practice in the bankruptcy court. Despite these requests being made through PACER, individual courts continue to either grant e-filing privileges and permissions, reject or hold requests for more information before completing processing the request. Whatever the outcome, an email notification giving the status will be sent to the requester.

In order to prepare for the conversion to NextGen, the user must complete a few preliminary steps. Your PACER account will be the login entry point for both PACER and NextGen CM/ECF. Therefore, you must have an individual PACER Account. Completing **Steps 1-3** now, will make **Step 4** a breeze on “Go Live Day!”

Step One:

Obtain your individual PACER account **if you do not already have one or if you are sharing a PACER account with others in your office.** More detailed information will be provided later.

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Step Two:

Filers whose individual PACER accounts were created prior to August 11, 2014, or whose PACER login has six or fewer characters, must upgrade their accounts before filing electronically in a NextGen court. Users who have already upgraded their PACER account to access another court's NextGen server, do not need to upgrade again. More detailed information will be provided on how to create and upgrade your PACER accounts.

Step Three:

Users must know their current CM/ECF login and password. This is the login and password all filers used to customarily file documents in this court. Filers who do not know their passwords, are strongly advised to use the **ECF Password Reset Program** on the current **CM/ECF Filer or PACER Login** screen (*If you have lost or forgotten your password, [click here.](#)*). In order to use the ECF Password Reset Program, users must know their login and must use the email address currently attached to their profile in **Maintain Your ECF Account**.

Filers who do not remember their login and password should send a written email on their firm's letterhead to the Court's Helpdesk at ECF_Helpdesk@nyeb.uscourts.gov. Those who call the Court's Helpdesk to update their profile in **Maintain Your ECF Account** or to request their logins will be directed to also send a written email request on the firm's letterhead to the court's Helpdesk.

Step Four:

On or after “Go Live Day”, you must complete step four in order to file electronically in our Court. Filer must link their existing CM/ECF (United States Bankruptcy Court, Eastern District of New York) account to your upgraded PACER account to access the filing system. Linking is a one-time process that can be completed only after the court has officially converted to NextGen CM/ECF. No filer will be able to file documents with this court if their CM/ECF password is not linked to their PACER account. More detailed information will be provided on the steps to take to link accounts as we get closer to the upgrade weekend.

CONTACT INFORMATION



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PACER Service Center – 800-676-6856 <https://pacer.uscourts.gov/>

The Court's website address is: <http://www.nyeb.uscourts.gov/>.

Email non-emergency procedural and NextGen questions to: ECF_Helpdesk@nyeb.uscourts.gov.

[Click here](#) to visit the ECF Newsletters to access NextGen CM/ECF editions

Each week the court will publish a similar newsletter, with helpful features, tips and procedures pertaining to NextGen. Bookmark these newsletters for easy access to the NextGen information.