



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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CENTRAL SIGN-ON
ATTORNEY
REGISTER FOR A PACER ACCOUNT

United States Bankruptcy Court
Eastern District of New York

COUNTDOWN
TO



“GO LIVE DAY”

January 19, 2021

Only if you do not have one, follow the procedure
below to register for an Individual PACER
account.

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REGISTER FOR A PACER ACCOUNT



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STEP 1. Open the PACER website at <https://pacer.uscourts.gov/> and click the **Register for an Account** tab.



STEP 2. Click **Attorney Filers for CM/ECF** option.



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STEP 3: Click Register for a PACER Account.

A screenshot of the PACER website. The header shows 'PACER Public Access to Court Electronic Records'. The navigation bar includes links like 'Register for an Account', 'Find a Case', 'File a Case', 'My Account & Billing', 'Pricing', 'Help', and 'Search'. The main content area is titled 'Attorney Filers for CM/ECF' and contains text explaining that attorneys must first register for a PACER account. It lists two options: 'NextGen CM/ECF' and 'CurrentGen CM/ECF'. At the bottom, there is a blue button labeled 'Register for a PACER account'. A red arrow points to this button from the left side of the page.

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STEP 4. Complete at least the **Required Information***. (Continued on the next page).

Attorney Admissions and/or E-File Registration

Account Information

* Required Information

Prefix	Select Prefix
First Name *	Margaret
Middle Name	USBC
Last Name *	Clarke
Generation	Select Generation
Suffix	Select Suffix
Date of Birth *	01/01/2000
Firm/Office	
Unit/Department	
Address *	200 Fed Plaza
Room/Suite	
City *	Islip
State *	New York
County *	SUFFOLK
Zip/Postal Code *	11721
Country *	United States of America
Primary Phone *	631-712-6200
Alternate Phone	
Text Phone	
Fax Number	

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STEP 5. From the **User Type** list, scroll to the **Individual Accounts** section and select **INDIVIDUAL** from the dropdown list. For **User Verification** check the Captcha box, **I am not a robot**. Click **Next**.

The image shows a registration form for CM ECF NextGen. The form is enclosed in a red border. It contains the following fields and elements:

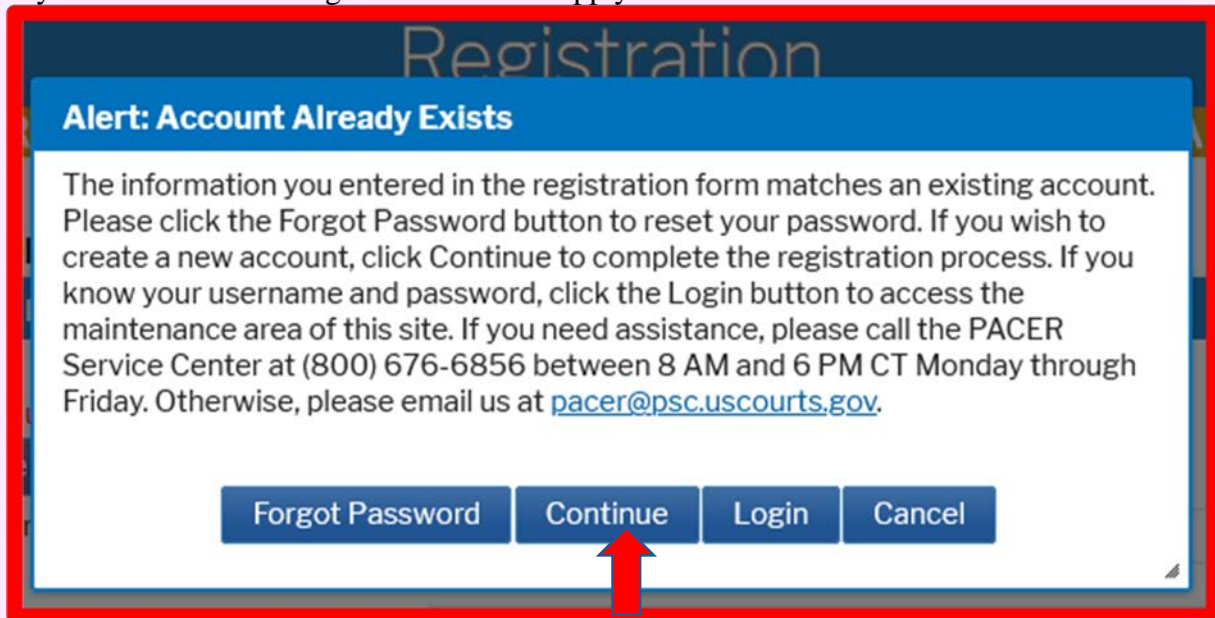
- Email ***: marclarke9@gmail.com
- Confirm Email ***: marclarke9@gmail.com
- User Type ***: A dropdown menu with "INDIVIDUAL" selected. A red arrow points to the dropdown arrow.
- ☐ Check here if this account will be used by an attorney appointed to the CJA Attorney Panel
- User Verification ***: A section with a green checkmark and the text "I'm not a robot". To the right is a reCAPTCHA logo with links for "Privacy" and "Terms".
- Next**, **Reset**, and **Cancel** buttons at the bottom. A red arrow points to the "Next" button.

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STEP 6. If you receive this message and it does not apply click **Continue**.



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STEP 7. Create your new PACER Username and Password. This will be your official PACER login and password. Answer the two **Security Questions** selected from the dropdown list. This will be your official PACER login and password. Click **Next**.

A screenshot of the PACER website's registration page for attorneys. The page has a blue header with the PACER logo and the text 'Public Access To Court Electronic Records'. Below the header, the word 'Registration' is displayed in large white letters on a blue background. The main section is titled 'Attorney Admissions and/or E-File Registration' and contains a 'User Information' form. The form includes fields for Username, Password, Confirm Password, Security Question 1, Security Answer 1, Security Question 2, and Security Answer 2. A red arrow points to the 'Next' button at the bottom of the form. The 'Username' field contains 'margclarke7', the 'Password' field is masked with dots, and the 'Security Question 1' dropdown is set to 'In what city or town was your first job?'. The 'Security Answer 1' field contains 'NewYork'. The 'Security Question 2' dropdown is set to 'What is your best friend's first name?' and the 'Security Answer 2' field contains 'YorkNew'. There are also buttons for 'Generate Username', 'Check Username Available', 'Back', 'Reset', and 'Cancel'.

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OPTIONAL

STEP 8. Payment Information screen is optional. If you do not complete this screen, click Next.

Attorney Admissions and/or E-File Registration





Payment Information

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of PACER systems will generate a \$.10 per-page charge and is capped at \$3.00 for single documents and case-specific reports that are more than 30 pages (e.g., docket reports, creditor listings, and claims register). NOTE: The \$3.00 cap does not apply to search returns, reports that are not case specific, lists of cases, or transcripts.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.
- Judicial opinions accessed via PACER will not generate a charge.
- If your usage does not exceed \$30 in a quarter, fees are waived.

Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.

**** Credit card data is optional here. However, if you do provide a credit card, the marked fields below are required.**

Account Holder Name *

Card Type *

Account Number *

Card Expiration Date * /

☒ Use billing address

Address *

City *

State *

Zip/Postal Code *

Country *

☒ I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

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STEP 9. This **Acknowledgment of Policies and Procedures** refers to fees incurred while using PACER. Review, print and acknowledge by checking the **Required information** box that you have read and understand the policies and procedures set forth by PACER. Click **Submit**.

Attorney Admissions and/or E-File Registration

Acknowledgment of Policies and Procedures

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of the PACER system will generate a \$.10 per-page charge.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.

Acknowledgment of Policies and Procedures

I understand that:

- There is a charge for accessing information in PACER. See the Fee Information section above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.
- Certain accounts may be designated, under Judicial Conference policy, as exempt from fees. If my account is exempt from the fee, it is my responsibility to use the account only within the scope of the fee exemption.
- I must alert the PACER Service Center to any errors in billing within 90 days of the date of the

[Click here to download a printable version of the Policies and Procedures](#)

*** Required Information**

☐

Click here to acknowledge you have read and understand the policies and procedures listed above. *

If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.

Submit

Back

Reset

Cancel

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**YOUR UPGRADED PACER ACCOUNT
HAS BEEN CREATED**

Attorney Admissions and/or E-File Registration

Click Continue to complete the attorney admissions and/or e-file registration.

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.

[Continue](#)

CONTACT INFORMATION



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January 19, 2021**

United States Bankruptcy Court
Eastern District of New York
Conrad B. Duberstein United States Bankruptcy Courthouse
271-C Cadman Plaza East, Suite 1595
Brooklyn, NY 11201-1800
(347) 394-1700 press 6

United States Bankruptcy Court
Eastern District of New York
Alfonse M. D’Amato United States Bankruptcy Courthouse
290 Federal Plaza
Central Islip, NY 11722
(631) 712-6200
Help Desk: (631) 712-6200, press 6

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

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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.