



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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UPGRADE YOUR PACER ACCOUNT

United States Bankruptcy Court
Eastern District of New York

COUNTDOWN
TO



“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>.

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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 upgraded their PACER account to access another court's NextGen server do not need to upgrade again.

STEP 1. Go to <https://pacer.uscourts.gov/> and select **My Account & Billing**.

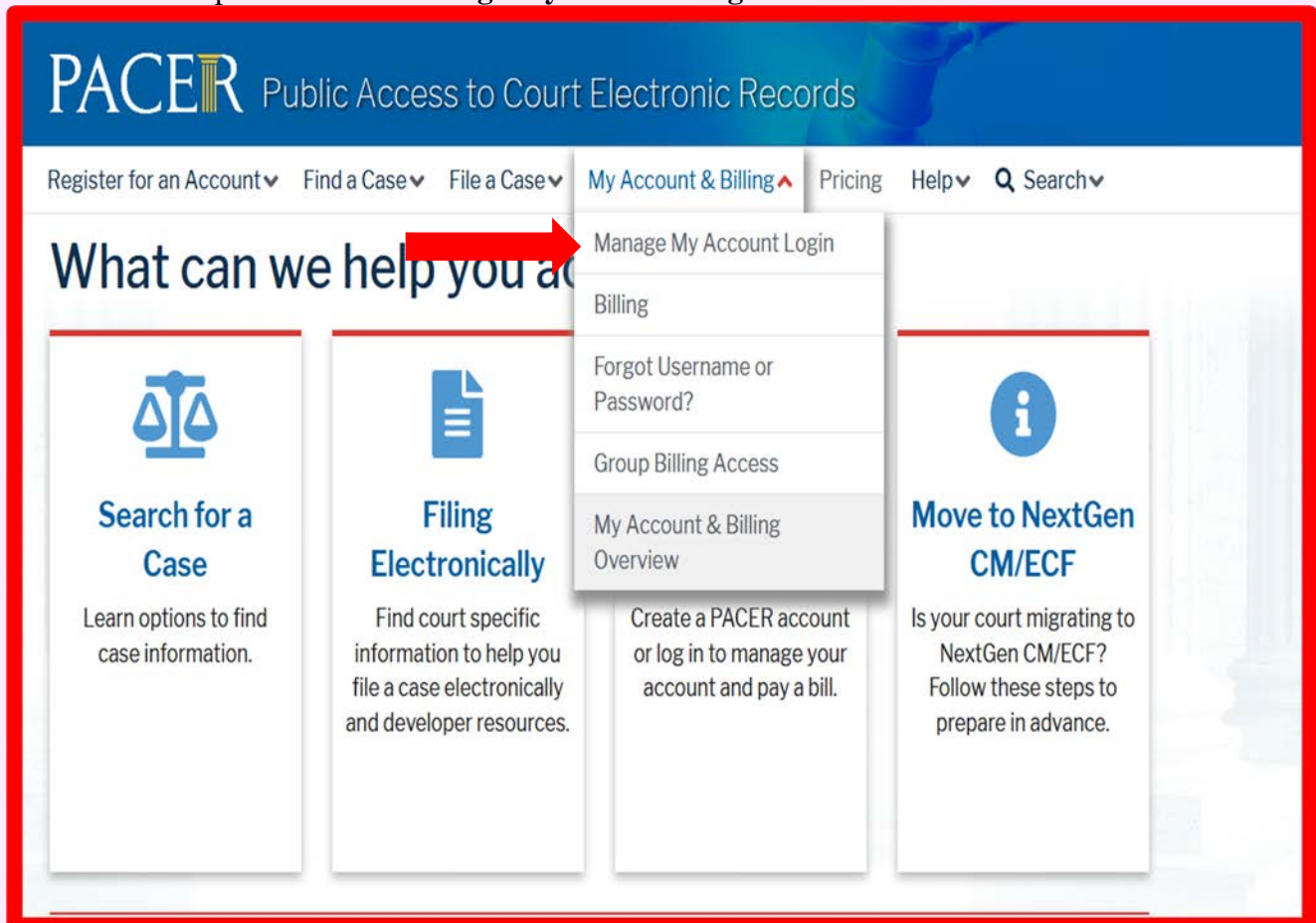
A screenshot of the PACER website homepage, enclosed in a red rectangular border. The header is blue with the PACER logo and the text "Public Access to Court Electronic Records". Below the header is a navigation bar with links: "Register for an Account", "Find a Case", "File a Case", "My Account & Billing" (which is highlighted with a red box and a red arrow), "Pricing", "Help", and "Search". The main content area is white and features the heading "What can we help you accomplish?". Below this heading are four white boxes with blue icons and text. The first box has a scales icon and is titled "Search for a Case". The second box has a document icon and is titled "Filing Electronically". The third box has a card icon and is titled "Manage Your Account". The fourth box has an information icon and is titled "Move to NextGen CM/ECF". Each box contains a brief description of the service.

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STEP 2. From the drop down select **Manage My Account Login**.

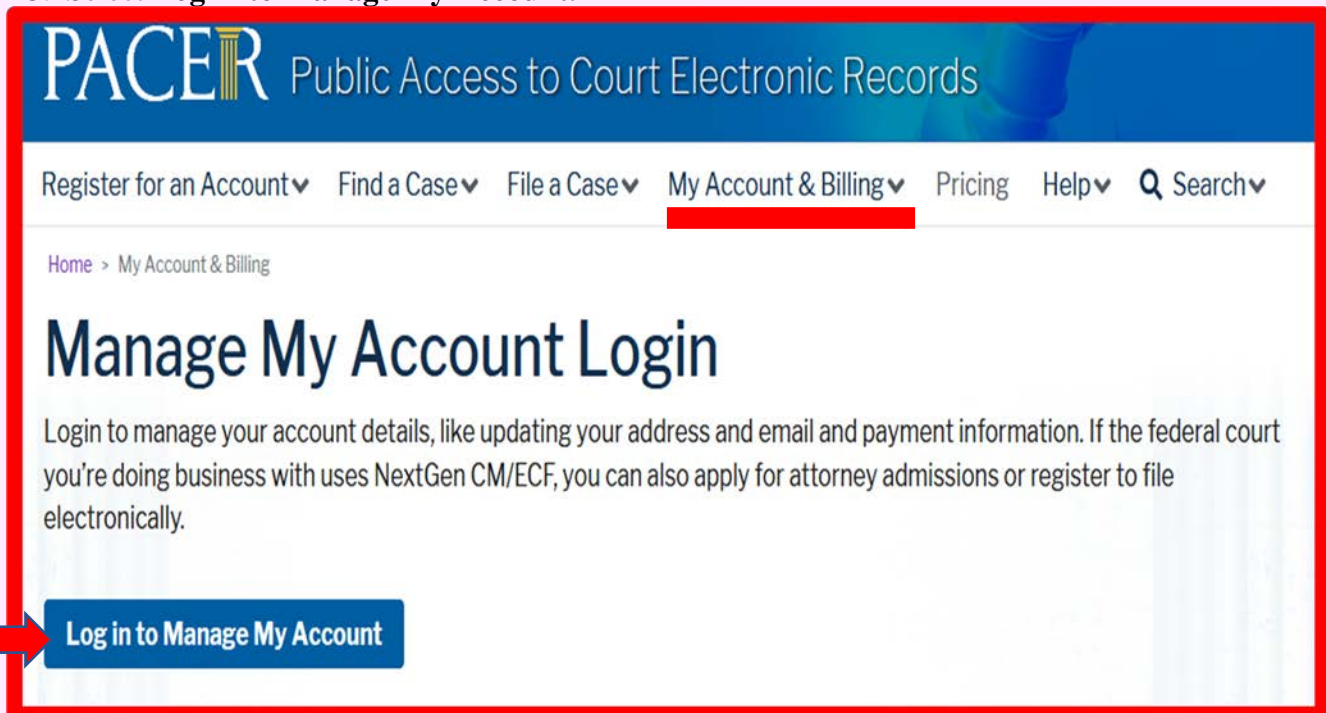


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STEP 3. Select **Log in to Manage My Account.**



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STEP 4. Enter your Username and Password and select Login.

A screenshot of the PACER "Manage My Account" login page. The page has a blue header with the PACER logo and the text "Public Access To Court Electronic Records". Below the header is a blue bar with the text "Manage My Account". The main content area is white and contains a login form. The form has a "Login" button with a red arrow pointing to it. The form also includes fields for "Username" (containing "TR6376") and "Password" (masked with dots). Below the form are links for "Need an Account?", "Forgot Your Password?", and "Forgot Username?". A "NOTICE" section at the bottom states that the website is for official PACER use only and that unauthorized entry is prohibited.

PACER
Public Access To Court Electronic Records

Manage My Account

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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STEP 5. If your account type is listed as **Upgraded PACER Account**, you already have an upgraded account.

A screenshot of the CM ECF NextGen account settings page, enclosed in a thick red border. At the top, there are three tabs: "Settings" (highlighted in blue), "Maintenance", and "Usage". Below the tabs is a table of account information. A red arrow points to the "Account Type" field, which displays "Upgraded PACER Account". Below the table, there are two columns of links. The left column contains "Change Username", "Change Password", and "Set Security Information". The right column contains "Update PACER Billing Email" and "Set PACER Billing Preferences".

Account Number	7041039
Username	maggiemark
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

[Change Username](#)[Update PACER Billing Email](#)

[Change Password](#)[Set PACER Billing Preferences](#)

[Set Security Information](#)

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STEP 6. If your **Account Type** is listed as **Legacy PACER Account**, click on the **Upgrade** hyperlink.

Account Number	7006375
Username	TR6375
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account (Upgrade)

Settings

Maintenance

Payments

Usage

Change Username	Update PACER Billing Email
Change Password	Set PACER Billing Preferences
Set Security Information	

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STEP 7. At the **Person** tab verify and/or enter at least, the required information. Select a **User Type** from the dropdown list.

Upgrade PACER Account

Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account.

You currently have a legacy PACER account, and the action you have requested requires you to upgrade. This upgraded PACER account will allow you to access information within the court and perform different procedures without needing to use multiple logins. **NOTE:** This process will take your legacy PACER username out of existence. When you upgrade your PACER account, your username/password will change and you will no longer be able to share your account with other users.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday.

Person Address Security

*** Required Information**

Prefix	Select Prefix
First Name *	John
Middle Name	Q.
Last Name *	Public
Generation	Select Generation
Suffix	Select Suffix
Date of Birth *	12/04/2002
Email *	john.q.public@yourdomain.com
Confirm Email *	john.q.public@yourdomain.com
User Type *	Select User Type

Next Reset Cancel

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STEP 8. Scroll down to the **Individual Accounts** section. (Continues on the next page)

The screenshot shows the "Person" tab of the account setup form. The "Required Information" section includes fields for Prefix, First Name, Middle Name, Last Name, Generation, Suffix, Date of Birth, Email, Confirm Email, and User Type. The "Prefix" dropdown is set to "Select Prefix". The "First Name" field contains "John". The "Last Name" field is empty. The "User Type" dropdown is open, showing a list of options: "FEDERAL JUDICIARY", "STATE OR LOCAL GOVERNMENT", "***** Individual Accounts *****", "INDIVIDUAL", "STUDENT", "PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE", and "ATTORNEY". A red arrow points to the "***** Individual Accounts *****" option. The "Next", "Reset", and "Cancel" buttons are at the bottom.

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STEP 9. Select **INDIVIDUAL** as User Type. Click Next

Upgrade PACER Account

Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account.

You currently have a legacy PACER account, and the action you have requested requires you to upgrade. This upgraded PACER account will allow you to access information within the court and perform different procedures without needing to use multiple logins. **NOTE:** This process will take your legacy PACER username out of existence. When you upgrade your PACER account, your username/password will change and you will no longer be able to share your account with other users.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday.

Person Address Security

*** Required Information**

Prefix	Select Prefix
First Name *	John
Middle Name	Q.
Last Name *	Public
Generation	Select Generation
Suffix	Select Suffix
Date of Birth *	
Email *	john.q.public@yourdomain.com
Confirm Email *	john.q.public@yourdomain.com
User Type *	INDIVIDUAL

Next Reset Cancel

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STEP 10. Verify and/or update the address information. After selecting **State**, select **County**. Click **Next**.

A screenshot of the 'Address' tab in a user profile form. The form has three tabs: 'Person', 'Address' (selected), and 'Security'. Under the 'Address' tab, there is a section for '* Required Information'. The fields and their values are: Firm/Office (Law Offices of John Q. Public), Unit/Department (empty), Address (123 Any Street), Room/Suite (empty), City (Your Town), State (New York), County (NEW YORK), Zip/Postal Code (10022), and Country (United States of America). There are also fields for Primary Phone (555-555-3232), Alternate Phone, Text Phone, and Fax Number, all of which are empty. At the bottom of the form are four buttons: Next, Back, Reset, and Cancel.

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STEP 11. At the **Security** tab, create a new PACER Username and Password. This will be your official PACER login and password. Answer the **Security Questions** you selected from the dropdown list. Click **Submit**.

The screenshot shows the 'Upgrade PACER Account' web form. At the top, a blue header bar contains the text 'Upgrade PACER Account'. Below this, a yellow box contains instructions: 'Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account.' followed by a paragraph explaining the upgrade process and a note about the legacy account being removed. A contact number for the PACER Service Center is also provided. Below the yellow box are three tabs: 'Person', 'Address', and 'Security', with 'Security' being the active tab. The 'Security' tab contains several fields: 'Username' (filled with 'marclarke'), 'Password' (filled with dots), 'Confirm Password' (filled with dots), 'Security Question 1' (dropdown menu with 'In what city or town was your first job?'), 'Security Answer 1' (text field with 'TestUser'), 'Security Question 2' (dropdown menu with 'What is your best friend's first name?'), and 'Security Answer 2' (text field with 'UserTest'). At the bottom of the form are four buttons: 'Submit', 'Back', 'Reset', and 'Cancel'. A red arrow points to the 'Submit' button.

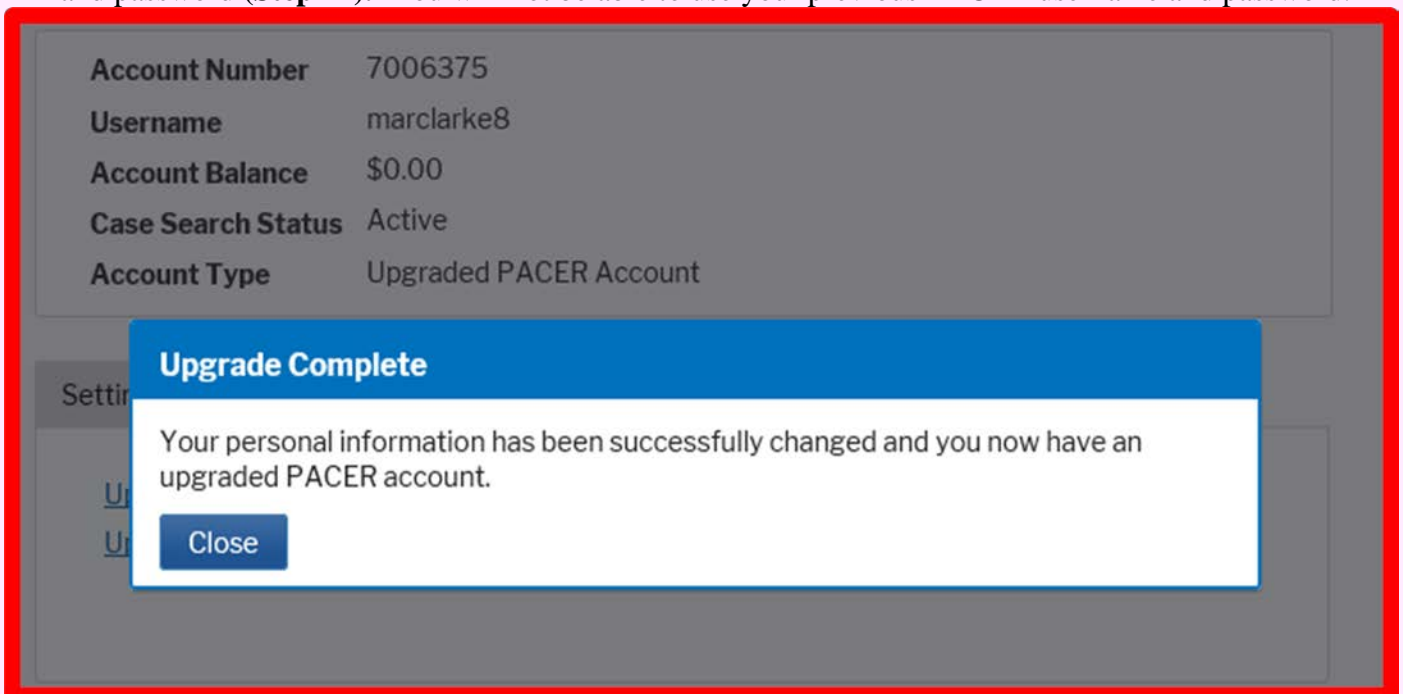
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**YOUR PACER ACCOUNT IS NOW
UPGRADED**

STEP 12. The dialog box displays that your PACER Account is upgraded. You have a new PACER username and password (**Step 11**). You will not be able to use your previous PACER username and password.



CONTACT INFORMATION



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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

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.