



# 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.*

## CONTENTS

N  
E  
X  
T  
G  
E  
N  
  
C  
M  
E  
C  
F

CENTRAL SIGN-ON  
ATTORNEY  
REQUEST E-FILING PRIVILEGES

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>.

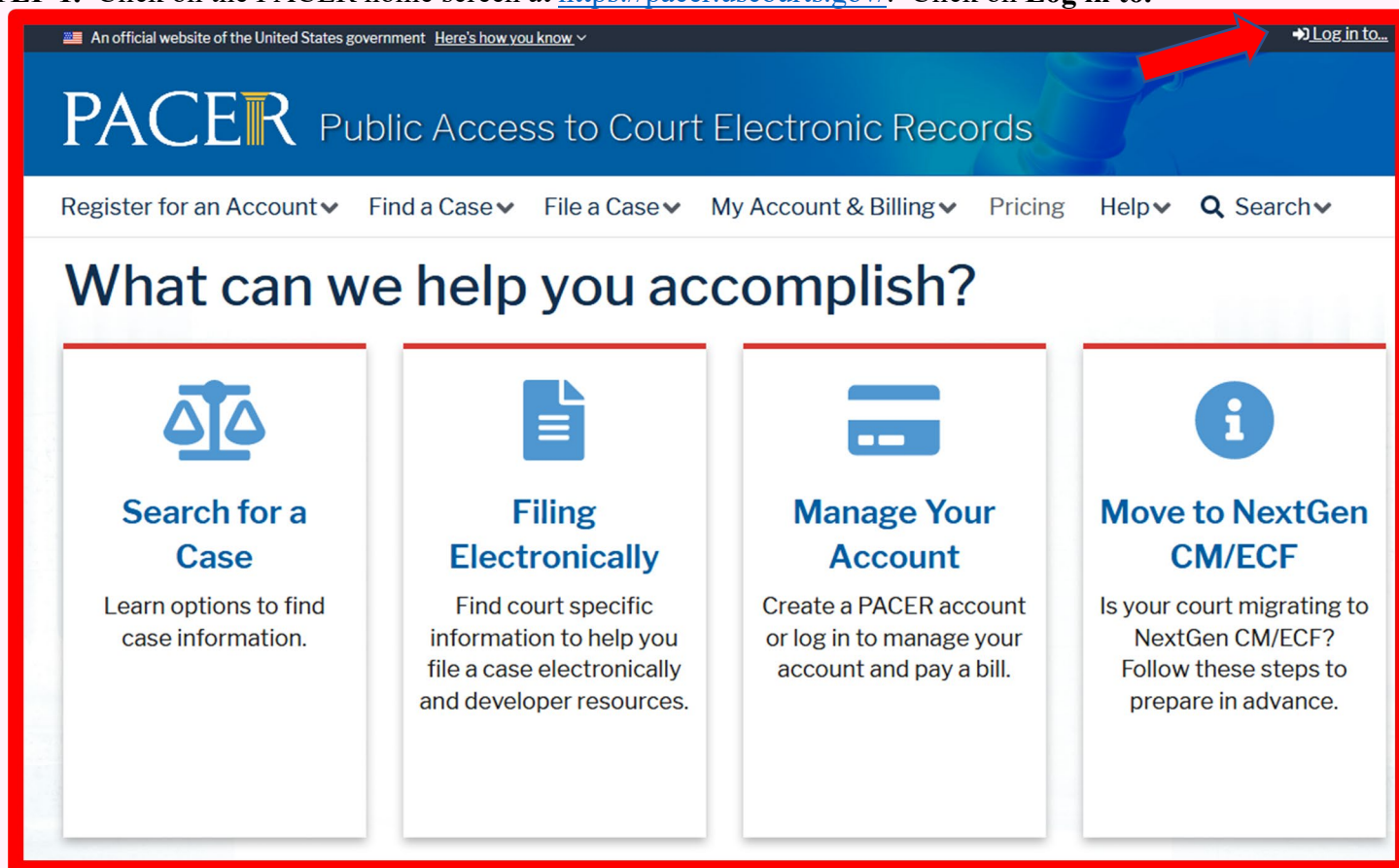
**CENTRAL SIGN-ON**  
**ATTORNEY**  
**REQUEST E-FILING PRIVILEGES**



## **“Go Live Day” January 19, 2021**

If you have never electronically filed documents in this Court and/or do not have an ECF password to docket, follow these steps through PACER to request e-filing privileges to this court. You must have an Upgraded PACER Account before you can request e-filing privilege. You may either create a new PACER Account or Upgrade a former PACER Account.

**STEP 1.** Click on the PACER home screen at <https://pacer.uscourts.gov/>. Click on **Log in to.**



**CENTRAL SIGN-ON**  
**ATTORNEY**  
**REQUEST E-FILING PRIVILEGES**



**“Go Live Day”**  
**January 19, 2021**

**STEP 2. Click on Manage PACER Account.**

A screenshot of the PACER website interface. A red rectangular box highlights the top navigation bar and the main content area. In the top navigation bar, the button "Manage PACER Account" is highlighted. A red arrow points down to this button. Below the navigation bar, the main content area features a header "What can we help you accomplish?" followed by four tiles. The fourth tile, "Move to NextGen CM/ECF", is highlighted with a red border. The tiles contain icons and text describing various services: "Search for a Case", "Filing Electronically", "Manage Your Account", and "Move to NextGen CM/ECF".

Log in to the federal Judiciary's electronic public access services. Close X

PACER Case Locator PACER Log in **Manage PACER Account**

An official website of the United States government Here's how you know Log in to...

**PACER** Public Access to Court Electronic Records

Register for an Account Find a Case File a Case My Account & Billing Pricing Help Search

**What can we help you accomplish?**

**Search for a Case**

Learn options to find case information.

**Filing Electronically**

Find court specific information to help you file a case electronically and developer resources.

**Manage Your Account**

Create a PACER account or log in to manage your account and pay a bill.

**Move to NextGen CM/ECF**

Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

**CENTRAL SIGN-ON**  
**ATTORNEY**  
**REQUEST E-FILING PRIVILEGES**



**“Go Live Day”**  
**January 19, 2021**

**STEP 3.** Enter your Upgraded PACER Username and Password and click **Login**.

A screenshot of the PACER "Manage My Account" login page, enclosed in a red rectangular border. At the top is the PACER logo with the tagline "Public Access To Court Electronic Records". Below this is a blue banner with the text "Manage My Account". A paragraph of text instructs users to enter their PACER credentials to update personal information, register to e-file, make an online payment, or perform other account maintenance functions. The login section contains a "Login" heading with a right-pointing arrow icon, followed by a red asterisk and the text "Required Information". There are two input fields: "Username \*" with the text "parkerjones" and "Password \*" with masked characters. Below these fields are three buttons: "Login", "Clear", and "Cancel". At the bottom of the login section are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". A "NOTICE" section at the very bottom states that this is a restricted government website for official PACER use only, with unauthorized entry prohibited and subject to prosecution under Title 18 of the U.S. Code.



**CENTRAL SIGN-ON**  
**ATTORNEY**  
**REQUEST E-FILEING PRIVILEGES**



**“Go Live Day”**  
**January 19, 2021**

STEP 4. Click the **Maintenance** tab.

<b>Account Number</b>	7041037
<b>Username</b>	parkerjones
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

**Settings** **Maintenance** Usage

[Change Username](#)  
[Change Password](#)  
[Set Security Information](#)

[Update PACER Billing Email](#)  
[Set PACER Billing Preferences](#)

STEP 5. Select **Attorney Admissions/E-file Registration**.

<b>Account Number</b>	7041037
<b>Username</b>	parkerjones
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

Settings **Maintenance** Usage

[Update Personal Information](#)  
[Update Address Information](#)

[Attorney Admissions / E-File Registration](#)  
[Non-Attorney E-File Registration](#)

## ECF NEWSLETTER

**CENTRAL SIGN-ON**  
**ATTORNEY**  
**REQUEST E-FILING PRIVILEGES**



**“Go Live Day”**  
**January 19, 2021**

**STEP 6.** Review the **Note** section before selecting **Court Type** and **Court** from the pull-down menus.  
(Continued on the next page.)

**Account Number** 7041037  
**Username** parkerjones  
**Account Balance** \$0.00  
**Case Search Status** Inactive  
**Account Type** Upgraded PACER Account

**In what court do you want to practice?**

**\* Required Information**

**Court Type \***

Select Court Type

**Court \***

Select Court

**Note:** Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

Next

Reset

Cancel

**CENTRAL SIGN-ON**  
**ATTORNEY**  
**REQUEST E-FILING PRIVILEGES**



**“Go Live Day”**  
**January 19, 2021**

STEP 7. Select U.S. Bankruptcy Courts from the Select Court Type dropdown list.

Account Number	7041037
Username	parkerjones
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

**In what court do you want to practice?**  
*\* Required Information*

Court Type \*

Court \*

**Note:** Centralized attorney admission is not available for all courts. If you do not see a court listed, visit the [Court CM/ECF](#) and more information

Select Court Type

Select Court Type

U.S. Appellate Courts

U.S. District Courts

U.S. Bankruptcy Courts

Next Reset Cancel

**CENTRAL SIGN-ON**  
**ATTORNEY**  
**REQUEST E-FILING PRIVILEGES**



## “Go Live Day” January 19, 2021

**STEP 8.** This step is optional. To eliminate scrolling to search for **Court**, click on **Court CM/ECF Lookup** (See **NOTE in STEP 5**) and define your search by one of or all the following: Search by **court name**, **court type**, and **circuit**. Then click **Apply**.

### OPTIONAL

#### Court CM/ECF Lookup

Type the name of a federal court to find links to login to CM/ECF and other information unique to that court, like their contact information, RSS feed, county codes, and flag definitions. You may also filter results by court type or circuit.

Search by court name

New York Eastern

Select a court type

- Any -

Select a circuit

- Any -

Apply

Reset

Court Name

Court Type

Circuit

CM/ECF Login

[New York Eastern Bankruptcy Court\(test\)](#)

Bankruptcy

02

[NextGen](#)

[New York Eastern Bankruptcy Court\(train\)](#)

Bankruptcy

02

[NextGen](#)

[New York Eastern District Court \(test\)](#)

District

[NextGen](#)

[New York Eastern District Court \(train\)](#)

District

[NextGen](#)



UNITED STATES BANKRUPTCY COURT | EASTERN DISTRICT OF NEW YORK  
ECF NEWSLETTER

**CENTRAL SIGN-ON**  
**ATTORNEY**  
**REQUEST E-FILING PRIVILEGES**



**“Go Live Day”**  
**January 19, 2021**

**STEP 9.** For **Court Type**, select **U.S Bankruptcy Courts** from dropdown list; and for **Court**, select **New York Eastern Bankruptcy Court** from the dropdown list. Click **Next**.

<b>Account Number</b>	7041036
<b>Username</b>	monclark
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

**In what court do you want to practice?**

\* Required Information

Court Type \*

U.S. Bankruptcy Courts

Court \*

New York Eastern Bankruptcy Cour

**Note:** Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

Next

Reset

Cancel

ECF NEWSLETTER

**CENTRAL SIGN-ON**  
**ATTORNEY**  
**REQUEST E-FILEING PRIVILEGES**



**“Go Live Day”**  
**January 19, 2021**

**STEP 11.** Review the local Policies and Procedures on Electronic Filing by clicking the hyperlink, prior to selecting **E-File Registration Only**.

<b>Account Number</b>	7041036
<b>Username</b>	monclark
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

**What would you like to apply/register for?**

E-File Registration Only

Pro Hac Vice

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

Please see Electronic Filing Procedures General Order 559 on the court's website at: [www.nyeb.uscourts.gov/sites/nyeb/files/general-ordes/ord\\_559\\_0.pdf](http://www.nyeb.uscourts.gov/sites/nyeb/files/general-ordes/ord_559_0.pdf) for procedures for filing, signing and verification of documents by electronic means.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

After submitting your e-filing request, an attorney must upload evidence that he/she is a valid member of any state bar in the U.S. via the court's website at <https://ecf.nyeb.uscourts.gov/cgi-bin/registration.pl> in order to receive e-filing access. Your application will be rejected if you fail to comply with this court.

Back

Cancel

## ECF NEWSLETTER

**CENTRAL SIGN-ON**  
**ATTORNEY**  
**REQUEST E-FILEING PRIVILEGES**



## “Go Live Day” January 19, 2021

**STEP 12.** In the **Filer Information** section, complete, at least, the required information. For **Role in Court**, select **Attorney**. Acknowledge by checking the box that you are an individual listed. Filer (Continued on the next page).

<b>Account Number</b>	7041036
<b>Username</b>	monclark
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

### Complete all sections of E-File Registration

**Filer Information**

**\* Required Information**

Role in Court \* Attorney

Title Select Role in Court

Name Attorney

☒ I acknowledge the above. Note: If not an individual listed, you must create a new PACER account, if she or he does not already have one. \*

**Please verify your address. You may also enter a different address from the one provided for your CSO account.**

☐ Use a different address. Checking this will clear the address fields below.

Firm/Office	<input type="text"/>
Unit/Department	<input type="text"/>
Address *	<input type="text" value="333 MNO Street"/>
	<input type="text"/>
Room/Suite	<input type="text"/>
City *	<input type="text" value="Rvc"/>
State *	<span style="border: 1px solid black; padding: 2px;">New York</span>
County *	<span style="border: 1px solid black; padding: 2px;">NASSAU</span>
Zip/Postal Code *	<input type="text" value="11575"/>
Country *	<span style="border: 1px solid black; padding: 2px;">United States of America</span>
Primary Phone *	<input type="text" value="516-353-4445"/>
Alternate Phone	<input type="text"/>
Text Phone	<input type="text"/>
Fax Number	<input type="text"/>

**CENTRAL SIGN-ON**  
**ATTORNEY**  
**REQUEST E-FILING PRIVILEGES**



**“Go Live Day”**  
**January 19, 2021**

**STEP 13.** Complete **Additional Filer Information** where applicable. Complete **Delivery Method and Formatting**. Click **Next**.

**Additional Filer Information**

Already Admitted at Court

Select Court

Court Bar ID

Other Names Used

Most Recent Case  
(in court where you are registering)

State Bar ID

State

Select State

**Delivery Method and Formatting**

☐ Use a different email. Checking this will clear the primary email fields below.

Primary Email \*

nyebcourt+pjones@gmail.com

Confirm Email \*

nyebcourt+pjones@gmail.com

Email Frequency \*

At The Time of Filing (One |

Email Format \*

HTML

Next

Back

Reset

Cancel

## ECF NEWSLETTER

**CENTRAL SIGN-ON**  
**ATTORNEY**  
**REQUEST E-FILING PRIVILEGES**



**“Go Live Day”**  
**January 19, 2021**

**STEP 14.** Review the **Payment Information** screen. If you are not entering payment information click **Next**. **Add and/or Update Payment Information.**

**Payment Information**

**NOTE:** Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

☒ Autobill PACER fees  
☐ E-filing fees default  
☐ Admissions fees default  
  
XXXXXXXXXXXX4747  
01/2039  
  
Parker Jones  
111 PRQ Street  
Corona, NY  
11435  
  
**Update**

[Add Credit Card](#)  
[Add ACH Payment](#)

**Next** **Back** **Cancel**



**CENTRAL SIGN-ON**  
**ATTORNEY**  
**REQUEST E-FILING PRIVILEGES**



**“Go Live Day”**  
**January 19, 2021**

**STEP 15.** Review and then acknowledge the terms and conditions by checking the boxes, and then click the **Submit** button.

A screenshot of the "Attorney E-filing Terms and Conditions" page. The page has a blue header with the text "E-Filing Terms of Use". Below the header, the title "Attorney E-filing Terms and Conditions" is displayed in large, bold, black font. A list of seven terms and conditions follows, each preceded by a bullet point. Below the list, there is a link: "Click here to download a printable version of the Attorney E-filing Terms and Conditions". Two checkboxes are present, each with a blue arrow pointing to it from the left. The first checkbox is labeled "Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. \*". The second checkbox is labeled "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. \*". Below the checkboxes, a paragraph states: "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." A note follows: "Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit." At the bottom, there are four buttons: "Submit", "Back", "Reset", and "Cancel". A red arrow points to the "Submit" button.

**CENTRAL SIGN-ON**  
**ATTORNEY**  
**REQUEST E-FILING PRIVILEGES**



**“Go Live Day”**  
**January 19, 2021**

**STEP 16.** You have completed your request through PACER to e-file in the Bankruptcy Court, EDNY.  
Proceed to **STEP 17.**

<b>Account Number</b>	7041037
<b>Username</b>	parkerjones
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

**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**.

Done

**STEP 17. Certificate of Good Standing**

Before the Court grants e-filing privilege, you will receive an email requesting the Certificate of Good Standing from the United States District Court for the Eastern or Southern District of New York. Kindly, respond to the email by attaching the Certificate... Do not send the Certificate of Good Standing until you receive an email from the person processing the request.

Your request for e-filing privilege will be rejected if you do not comply with this Court requirement.

UNITED STATES BANKRUPTCY COURT | EASTERN DISTRICT OF NEW YORK  
ECF NEWSLETTER

**CONTACT INFORMATION**



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](mailto: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.