



# 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**

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>.

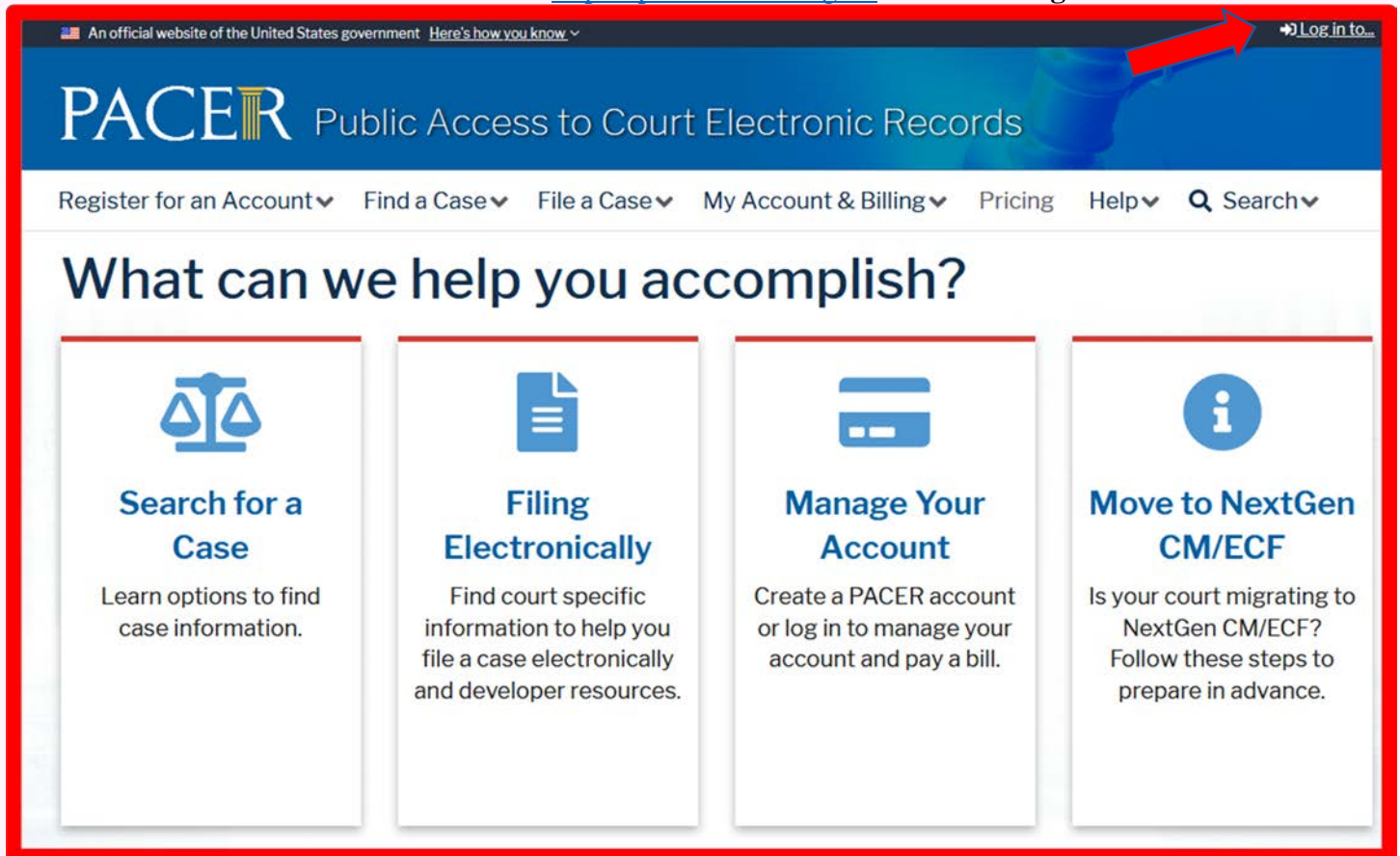
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If you have never electronically filed documents in this Court and/or do not have an ECF password to docket, follow these steps through PACER to request e-filing privileges to this court. You must have an Upgraded PACER Account before you can request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



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

A screenshot of the PACER website interface. At the top, there is a navigation bar with a "Log in to the federal Judiciary's electronic public access services." link and a "Close" button. Below this are three buttons: "PACER Case Locator", "PACER Log in", and "Manage PACER Account". A red arrow points to the "Manage PACER Account" button. The main header features the "PACER" logo and the text "Public Access to Court Electronic Records". Below the header is a navigation menu with links: "Register for an Account", "Find a Case", "File a Case", "My Account &amp; Billing", "Pricing", "Help", and "Search". The main content area is titled "What can we help you accomplish?" and contains four cards. The first card is "Search for a Case" with a scales icon. The second card is "Filing Electronically" with a document icon. The third card is "Manage Your Account" with a card icon. The fourth card is "Move to NextGen CM/ECF" with an information icon. The "Move to NextGen CM/ECF" card contains the text: "Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance."

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

A screenshot of the PACER "Manage My Account" login page. The page has a white header with the PACER logo and the text "Public Access To Court Electronic Records". Below this is a blue banner with the text "Manage My Account". The main content area is white and contains a login form. The form has a "Login" heading with a blue 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 the fields are three buttons: "Login", "Clear", and "Cancel". At the bottom of the form are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". A "NOTICE" section at the very bottom states: "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." The entire screenshot is framed by a thick red border.



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

This screenshot shows the 'Maintenance' tab selected in the CM ECF NextGen interface. At the top, account details are listed: Account Number 7041037, Username parkerjones, Account Balance \$0.00, Case Search Status Inactive, and Account Type Upgraded PACER Account. Below this is a navigation bar with three tabs: 'Settings' (highlighted in blue), 'Maintenance' (highlighted with a red box and a red arrow), and 'Usage'. Under the 'Maintenance' tab, 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'.

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

This screenshot shows the same 'Maintenance' tab interface as the previous one. The 'Maintenance' tab is highlighted with a red box and a red arrow. Below the navigation bar, the links are the same as in the previous screenshot. A red arrow points down to the link 'Attorney Admissions / E-File Registration' in the right column.

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**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

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

The screenshot shows a web form for requesting e-filing privileges. At the top, account information is displayed: Account Number 7041037, Username parkerjones, Account Balance \$0.00, Case Search Status Inactive, and Account Type Upgraded PACER Account. Below this is a section titled "In what court do you want to practice?" with a red asterisk indicating required information. It contains a "Court Type \*" dropdown menu. A red double-headed arrow points from the "Court" label to the dropdown. The dropdown menu is open, showing options: "Select Court Type" (highlighted in blue), "U.S. Appellate Courts", "U.S. District Courts", and "U.S. Bankruptcy Courts". A red arrow points to "U.S. Bankruptcy Courts". To the right of the dropdown, text states "not available for all courts and more information". At the bottom are three buttons: "Next", "Reset", and "Cancel".

**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 \*** ↔ **Select Court Type**

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

**Select Court Type**  
U.S. Appellate Courts  
U.S. District Courts  
U.S. Bankruptcy Courts

**Next** **Reset** **Cancel**

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**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](#)



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**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

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**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

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**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"/>

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

The screenshot shows a registration form with two main sections: "Additional Filer Information" and "Delivery Method and Formatting".

**Additional Filer Information**

- Already Admitted at Court:** A dropdown menu labeled "Select Court" with a red arrow pointing to it.
- Court Bar ID:** A text input field.
- Other Names Used:** A text input field.
- Most Recent Case (in court where you are registering):** A text input field.
- State Bar ID:** A text input field with a red arrow pointing to it.
- State:** A dropdown menu labeled "Select State" with a red arrow pointing to it.

**Delivery Method and Formatting**

- ☐ Use a different email. Checking this will clear the primary email fields below.
- Primary Email \***: A text input field containing "nyebcourt+pjones@gmail.com".
- Confirm Email \***: A text input field containing "nyebcourt+pjones@gmail.com".
- Email Frequency \***: A dropdown menu labeled "At The Time of Filing (One" with a red arrow pointing to it.
- Email Format \***: A dropdown menu labeled "HTML" with a red arrow pointing to it.

At the bottom of the form are four buttons: **Next**, **Back**, **Reset**, and **Cancel**.



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**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**

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**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 "E-Filing Terms of Use". The main title is "Attorney E-filing Terms and Conditions". Below the title is a list of seven terms and conditions. At the bottom of the terms list is a link: "Click here to download a printable version of the Attorney E-filing Terms and Conditions". Below the link are two checkboxes, both of which are checked. Red arrows point to these checkboxes from the left. Below the checkboxes is a paragraph of text: "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." Below this paragraph is a note: "Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit." At the bottom of the form are four buttons: "Submit", "Back", "Reset", and "Cancel". A red arrow points to the "Submit" button from the left.

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**STEP 16.** You have completed your request through PACER to e-file in the Bankruptcy Court, EDNY.  
Proceed to **STEP 17** to upload your Certificate of Good Standing from your State bar.

<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.** Upload your Good Standing Certificate from your State bar

<https://www.nyeb.uscourts.gov/register-online-logins-and-passwords-electronically-file-documents-usbc-edny>.

Your e-filing request will be rejected if you fail to comply with this Court requirement.

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**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

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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

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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](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.