

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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<u>CENTRAL SIGN-ON</u> <u>LIMITED ACCESS CREDITOR</u> <u>REGISTER FOR A PACER ACCOUNT</u>

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.

January 2021 Volume 20 Issue 9

ECF NEWSLETTER CENTRAL SIGN-ON LIMITED ACCESS CREDITOR **REGISTER FOR A PACER ACCOUNT** NextGen > "GO LIVE DAY" **January 19, 2021** STEP 1. Open the PACER website at https://pacer.uscourts.gov/ and click the Register for an Account tab. PACER Public Access to Court Electronic Records Register for an Account 🔨 Find a Case 🗸 File a Case 🖌 My Account & Billing 🗸 Pricing PACER - Case Search Only help you accomplish? Attorney Filers for CM/ECF Non-attorney Filers for CM/ECF **Group Billing** Filing Manage Your **Register for an Account** Overview Electronically Account Learn options to find Find court specific Create a PACER account information to help you case information. or log in to manage your file a case electronically account and pay a bill. and developer resources. STEP 2. Click Non-attorney Filers for CM/ECF option. PACER Public Access to Court Electronic Records Register for an Account Find a Case File a Case My Account & Billing Pricing PACER - Case Search Only help you accomplish? Attorney Filers for CM/ECF Non-attorney Filers for CM/FCF

Group Billing

Register for an Account Overview

Learn options to find case information.



Find court specific information to help you file a case electronically and developer resources. Create a PACER account or log in to manage your account and pay a bill.

Manage Your

Account

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STEP 3: Click Register for a PACER Account.

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

Home > Register for an Account

Non-attorney Filers for CM/ECF

Non-attorneys filing federal court records electronically must first register. Non-attorneys are considered: pro se filers, court reporters, interested parties, filing agents, creditors, trustees, or U.S. Trustees. Not all courts accept non-attorney filers and some only accept specific types of non-attorney filers.

Registration will give non-attorneys access to view case information and documents. Courts are using one of two versions of CM/ECF – NextGen or CurrentGen.

- NextGen CM/ECF: Register through this site if the court you want to file in uses NextGen CM/ECF. First time users will be prompted to register for a PACER account, followed by the electronic filing registration for the selected court.
- CurrentGen CM/ECF: First you need to register for a PACER account. Then, register with each district and/or bankruptcy court who uses CurrentGenCM/ECF.

Register for a PACER account

Visit the main PACER website (pacer.uscourts.gov) for more information on non-attorney filers registering for an account.

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January 19, 2021 STEP4. Complete at least the Required* Account Information. Proceed to the next page.

Ion-Attorney E-F	File Registration
Account Information	
* Required Information Prefix	Select Prefix
First Name *	Public
Middle Name	
Last Name *	Joann
Generation	Select Generation
Suffix	Select Suffix
Date of Birth *	01/01/2000
Firm/Office	
Unit/Department	
Address *	4 Anywhere Street
Room/Suite	
City *	Second Floor
City	Central Islip
State *	New York
County *	SUFFOLK
Zip/Postal Code *	11722
Country *	United States of America
Duine and Discuss	
Primary Phone	631-712-6200
Alternate Phone	
Text Phone	
Fax Number	
Email *	marclarke9@gmail.com
Confirm Email *	marclarke9@gmail.com

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

Email *	marclarke9@gmail.com		
Confirm Email *	marclarke9@gmail.com		
User Type *			
Check here if this account will be used by an attorney appointed to the CJA Attorney Panel			
User Verification *	'm not a robot reCAPTCHA Privacy - Terms		
	Next Reset Cancel		

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STEP 6. Review the Alert. Click Continue if applicable.

Registration

Alert: Account Already Exists

The information you entered in the registration form matches an existing account. Please click the Forgot Password button to reset your password. If you wish to create a new account, click Continue to complete the registration process. If you know your username and password, click the Login button to access the maintenance area of this site. If you need assistance, please call the PACER Service Center at (800) 676-6856 between 8 AM and 6 PM CT Monday through Friday. Otherwise, please email us at <u>pacer@psc.uscourts.gov</u>.

Forgot Password

Continue Login

Cancel

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STEP 7. Complete the User Information. Generate your new PACER Username and Password. This will be your official PACER login and Password. If the username entered is not available, you will be prompted by Check Username Available to enter a different username. Answer the two Security Questions selected from the dropdown list then click Next.

Non-Attorney E-File Registration				
User Information				
* Required Information Generate Username	Check Username Available			
Username *	margaretclarke8910			
	Medium			
Password *	••••••			
Confirm Password *	•••••			
Security Question 1 *	In what city or town was your first job?			
Security Answer 1 *	TestUser			
Security Question 2 *	What is your best friend's first name?			
Security Answer 2 *	UserTest			
,	Next Back Reset Cancel			

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

Non-Attorney 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
- 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.

Account Holder Name *	Margaret Clarke
Card Type *	Visa
Account Number *	4747474747474747
Card Expiration Date	⁶ 01 – / 2039 –
Use billing addres	SS
Address *	100 Federal Plaza
City *	Central Islip
State *	New York
Zip/Postal Code *	11520
Country *	United States of America
 I authorize the PA any PACER fees of 	ACER Service Center to charge the above credit card once a quar due. *
lote: We protect the s ayer (SSL) software,	security of your information during transmission using Secure s 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 that you have read and understand the policies and procedures set forth by PACER, then click **Submit**.

Non-Attorney 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 			
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.			

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YOUR LIMITED ACCESS CREDITOR PACER ACCOUNT HAS BEEN CREATED



Do not select the **Continue** button below if you do not want to request e-filing privilege in this Court.

Non-Attorney E-File Registration

Click Continue to complete the non-attorney e-file registration.

Your PACER account has been created. Now you may register to e-file by clicking the **Continue** button below. You may also 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

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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: <u>http://www.nyeb.uscourts.gov/.</u>

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

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.