



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

**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 **Non-attorney Filers for CM/ECF** option.



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STEP 3: Click Register for a PACER Account.

A screenshot of the CM/ECF NextGen website interface, enclosed in a red border. At the top, there is a navigation bar with links: "Register for an Account", "Find a Case", "File a Case", "My Account & Billing", "Pricing", and "Help". Below the navigation bar, the breadcrumb "Home > Register for an Account" is visible. The main heading is "Non-attorney Filers for CM/ECF". The text explains that non-attorneys filing federal court records electronically must first register and lists the types of filers accepted. It also states that registration provides access to case information and documents. Two bullet points describe the registration process for NextGen and CurrentGen. A blue button labeled "Register for a PACER account" is prominently displayed, with a red arrow pointing to it from the left. At the bottom, a footer text directs users to the main PACER website for more information.

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

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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STEP4. Complete at least the **Required*** Account Information. Proceed to the next page.

Non-Attorney E-File Registration	
Account Information	
* Required Information	
Prefix	Select Prefix <input type="button" value="v"/>
First Name *	Public
Middle Name	
Last Name *	Joann
Generation	Select Generation <input type="button" value="v"/>
Suffix	Select Suffix <input type="button" value="v"/>
Date of Birth *	01/01/2000 <input type="button" value="calendar"/>
Firm/Office	
Unit/Department	
Address *	4 Anywhere Street
Room/Suite	Second Floor
City *	Central Islip
State *	New York <input type="button" value="v"/>
County *	SUFFOLK <input type="button" value="v"/>
Zip/Postal Code *	11722
Country *	United States of America <input type="button" value="v"/>
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**.

A screenshot of a registration form with a red border. The form contains the following fields and elements: "Email *" with the value "marclarke9@gmail.com"; "Confirm Email *" with the value "marclarke9@gmail.com"; "User Type *" with a dropdown menu showing "INDIVIDUAL" and a red double-headed arrow pointing to it; a checkbox labeled "Check here if this account will be used by an attorney appointed to the CJA Attorney Panel" which is unchecked; "User Verification *" with a green checkmark and the text "I'm not a robot", and a reCAPTCHA logo with "reCAPTCHA Privacy - Terms" below it; and three buttons at the bottom: "Next", "Reset", and "Cancel". A red arrow points to the "Next" button.

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

A screenshot of a web browser window showing a registration alert. The window has a dark blue header with the word "Registration" in a light, semi-transparent font. Below the header is a blue bar with the text "Alert: Account Already Exists" in white. The main body of the window is white and contains the following text: "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 pacer@psc.uscourts.gov." Below the text are four blue buttons: "Forgot Password", "Continue", "Login", and "Cancel". A red arrow points down to the "Continue" button. The entire dialog box is framed by a thick red border.

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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.
- 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.

Next Back Reset Cancel

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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.

Submit

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Reset

Cancel

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**YOUR LIMITED ACCESS CREDITOR
PACER ACCOUNT HAS BEEN CREATED**

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](#)

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.