



# 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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CENTRAL SIGN-ON  
LIMITED ACCESS CREDITOR  
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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**Limited Access Creditors** with individual PACER accounts that 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**.

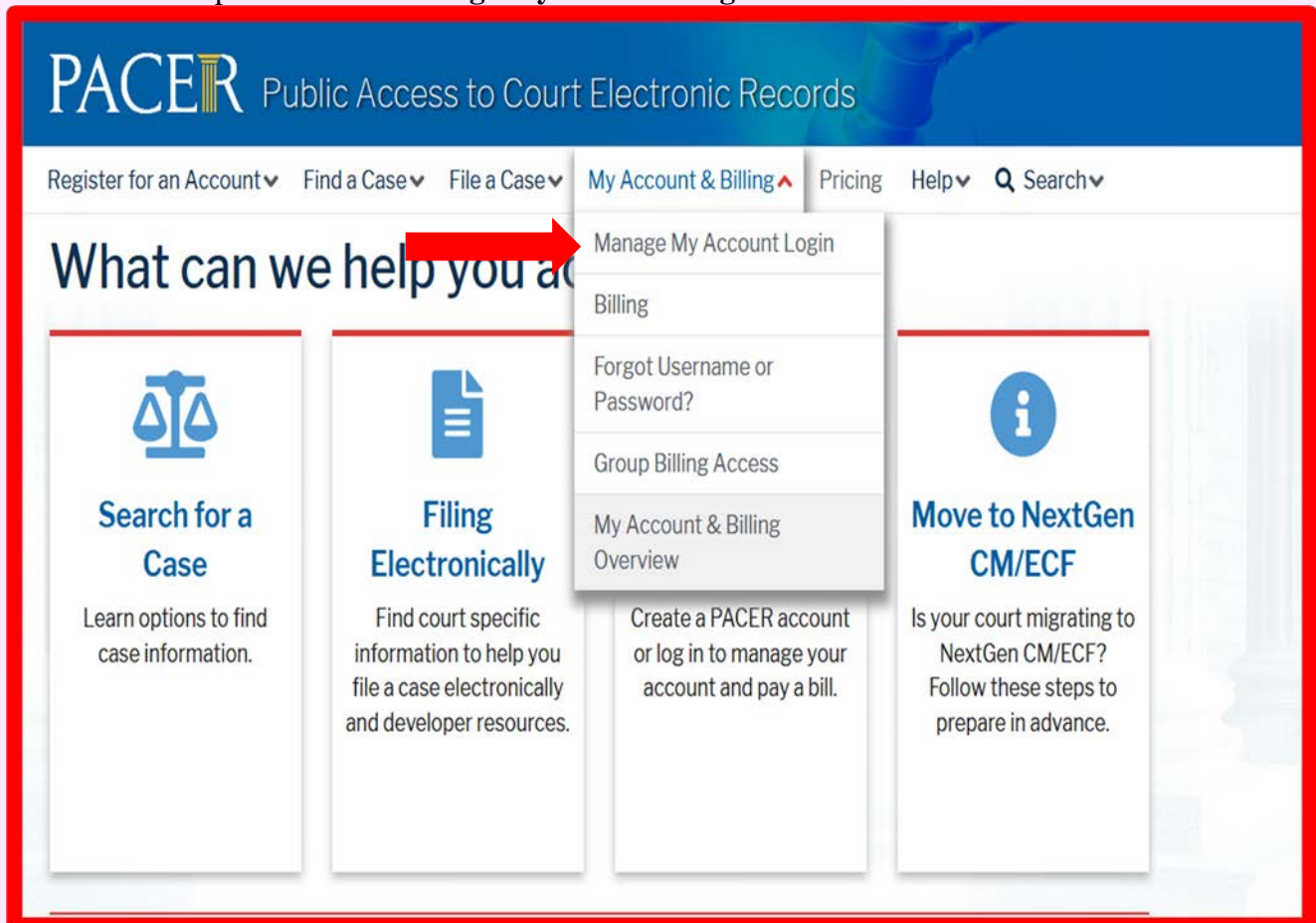
A screenshot of the PACER website homepage, enclosed in a red rectangular border. The header features the PACER logo and the text "Public Access to Court Electronic Records". Below the header is a navigation bar with links: "Register for an Account", "Find a Case", "File a Case", "My Account &amp; Billing" (highlighted with a red box), "Pricing", "Help", and "Search". The main content area is titled "What can we help you accomplish?" and contains four white boxes with blue icons and text: 1. "Search for a Case" with a scales icon, "Learn options to find case information." 2. "Filing Electronically" with a document icon, "Find court specific information to help you file a case electronically and developer resources." 3. "Manage Your Account" with a card icon, "Create a PACER account or log in to manage your account and pay a bill." 4. "Move to NextGen CM/ECF" with an information icon, "Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance."

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**STEP 2.** From the dropdown select **Manage My Account Login**.

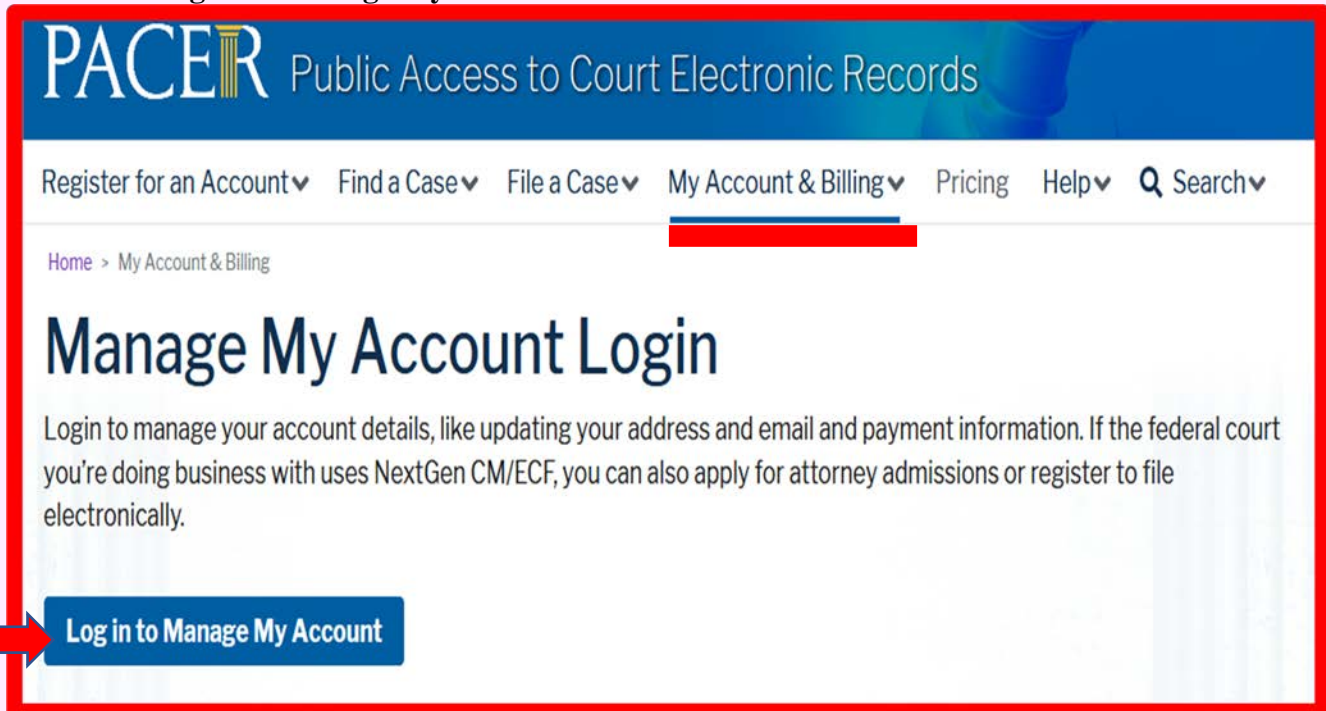


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**STEP 3. Select **Log in to Manage My Account**.**





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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, the title "Manage My Account" is displayed. 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 includes a "Login" link with a right-pointing arrow, followed by the text "\* Required Information". There are two input fields: "Username \*" with the value "TR6376" and "Password \*" with masked characters. Below the fields are three buttons: "Login", "Clear", and "Cancel". A red arrow points to the "Login" button. Below the buttons are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". At the bottom, a "NOTICE" states that this is a restricted government website for official PACER use only, and unauthorized entry is prohibited.

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

A screenshot of the CM ECF account management interface, enclosed in a thick red border. At the top, there is a table with account details: Account Number (7041039), Username (maggiemark), Account Balance (\$0.00), Case Search Status (Inactive), and Account Type (Upgraded PACER Account). A red arrow points to the 'Upgraded PACER Account' text. Below the table are three tabs: 'Settings' (highlighted in blue), 'Maintenance', and 'Usage'. Under the 'Settings' tab, there are five links: 'Change Username', 'Change Password', 'Set Security Information', 'Update PACER Billing Email', and 'Set PACER Billing Preferences'.

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

Account Number	7006375
Username	TR6375
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account ( <a href="#">Upgrade</a> )

Settings

Maintenance

Payments

Usage

<a href="#">Change Username</a>	<a href="#">Update PACER Billing Email</a>
<a href="#">Change Password</a>	<a href="#">Set PACER Billing Preferences</a>
<a href="#">Set Security Information</a>	

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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.

The screenshot shows the 'Upgrade PACER Account' form. At the top, a blue header bar contains the text 'Upgrade PACER Account'. Below this is a yellow box with 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.' The text continues: '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.' It also provides contact information for the PACER Service Center. Below the text are three tabs: 'Person', 'Address', and 'Security'. A red arrow points to the 'Person' tab. The 'Person' tab is active and shows a form with the following fields: 'Prefix' (a dropdown menu), 'First Name' (text input with 'John'), 'Middle Name' (text input with 'Q.'), 'Last Name' (text input with 'Public'), 'Generation' (a dropdown menu), 'Suffix' (a dropdown menu), 'Date of Birth' (text input with '12/04/2002' and a calendar icon), 'Email' (text input with 'john.q.public@yourdomain.com'), 'Confirm Email' (text input with 'john.q.public@yourdomain.com'), and 'User Type' (a dropdown menu). A red arrow points to the 'User Type' dropdown menu. At the bottom of the form are three buttons: 'Next', 'Reset', and 'Cancel'.



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**STEP 8.** From the **Select User Type** dropdown list scroll down to **Individual Accounts** category.

A screenshot of the CM ECF NextGen user registration form, specifically the "Person" tab. The form includes fields for Prefix, First Name, Middle Name, Last Name, Generation, Suffix, Date of Birth, Email, Confirm Email, and User Type. The "User Type" dropdown menu 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 "User Type" label is also highlighted with a red double-headed arrow. At the bottom of the form are buttons for "Next", "Reset", and "Cancel".

Person Address Security

\* Required Information

Prefix Select Prefix

First Name \* John

Middle Name

Last Name \*

Generation

Suffix

Date of Birth \*

Email \*

Confirm Email \*

User Type \* Select User Type

FEDERAL JUDICIARY

STATE OR LOCAL GOVERNMENT

\*\*\*\*\* Individual Accounts \*\*

INDIVIDUAL

STUDENT

PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE

ATTORNEY

Next Reset Cancel

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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, at least, the required address information. After selecting **State**, select **County** and click **Next**.

A screenshot of a web form for updating address information. The form has three tabs: "Person", "Address" (which is selected and highlighted with a red border), and "Security". Under the "Address" tab, there is a section titled "\* Required Information". The form contains the following fields: "Firm/Office" (Bank of America), "Unit/Department" (Finance Department), "Address \*" (123 Any Street), "Room/Suite", "City \*" (Your Town), "State \*" (New York), "County \*" (NEW YORK), "Zip/Postal Code \*" (10022), "Country \*" (United States of America), "Primary Phone \*" (555-555-3232), "Alternate Phone", "Text Phone", and "Fax Number". At the bottom of the form, there are four buttons: "Next", "Back", "Reset", and "Cancel". A red arrow points to the "Next" button.

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**STEP 11.** At the **Security** tab, create a new PACER username, password, and answer the **Security Questions** you selected from the dropdown list. Click **Submit**.

A screenshot of the "Upgrade PACER Account" form. The form has a blue header with the title "Upgrade PACER Account". Below the header, there is a yellow box with 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. Below this, there is a section for "Person", "Address", and "Security" tabs. The "Security" tab is selected and highlighted with a red arrow. Below the tabs, there is a section for "\* Required Information" with fields for Username (marclarke), Password (Medium), 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?), and Security Answer 2 (UserTest). At the bottom, there are buttons for Submit, Back, Reset, and Cancel. A red arrow points to the Submit button.

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**YOUR LIMITED ACCESS CREDITOR  
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.

A screenshot of a web application interface showing account details and a confirmation dialog box. The background is a grey panel with a red border. It contains a table of account information and a blue dialog box with a white message and a 'Close' button.

Account Number	7006375
Username	marclarke8
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

**Upgrade Complete**

Your personal information has been successfully changed and you now have an upgraded PACER account.

Close



**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.