



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 TRUSTEE REGISTER FOR A PACER ACCOUNT

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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TRUSTEE
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 **Attorney Filers for CM/ECF** option.



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STEP 3: Click Register for a PACER Account.

A screenshot of the PACER website. The header shows 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 & Billing', 'Pricing', 'Help', and 'Search'. The main content area is titled 'Attorney Filers for CM/ECF' and contains a paragraph explaining that attorneys must first register for a PACER account. Below this is a list of two bullet points: 'NextGen CM/ECF' and 'CurrentGen CM/ECF'. At the bottom of the page, there is a blue button labeled 'Register for a PACER account'. A red arrow points to this button.

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STEP 4. Complete at least the **Required Information***. Proceed to the next page.

Attorney Admissions and/or E-File Registration

Account Information

*** Required Information**

Prefix	Select Prefix
First Name *	Margaret
Middle Name	USBC
Last Name *	Clarke
Generation	Select Generation
Suffix	Select Suffix
Date of Birth *	01/01/2000
Firm/Office	
Unit/Department	
Address *	200 Fed Plaza
Room/Suite	
City *	Islip
State *	New York
County *	SUFFOLK
Zip/Postal Code *	11721
Country *	United States of America
Primary Phone *	631-712-6200
Alternate Phone	
Text Phone	
Fax Number	

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

A screenshot of the registration form for CM ECF NextGen. The form is enclosed in a red border. It contains the following fields and elements:

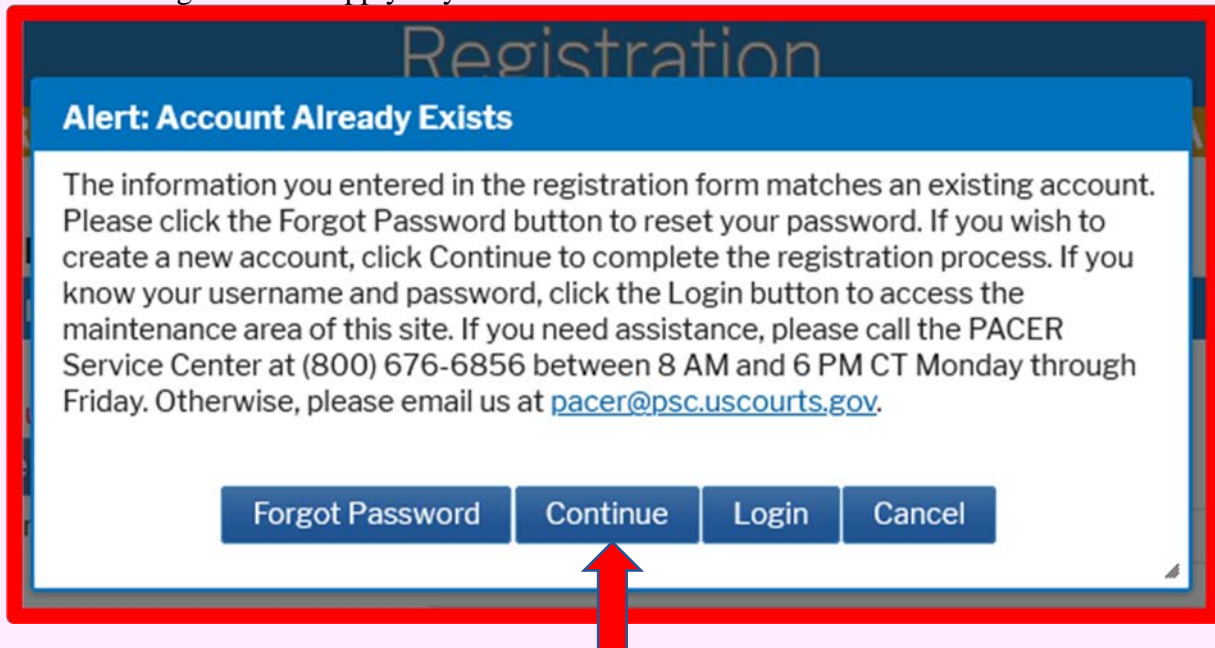
- Email ***: marclarke9@gmail.com
- Confirm Email ***: marclarke9@gmail.com
- User Type ***: A dropdown menu showing "INDIVIDUAL". A red arrow points to the dropdown arrow on the right.
- ☐ Check here if this account will be used by an attorney appointed to the CJA Attorney Panel
- User Verification ***: A section with a green checkmark and the text "I'm not a robot", and a reCAPTCHA logo with links for "Privacy" and "Terms".
- At the bottom, there are three buttons: "Next", "Reset", and "Cancel". A red arrow points to the "Next" button.

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STEP 6. If this message does not apply to you click **Continue**.



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STEP 7. Create your new PACER Username and Password. This will be your official PACER login and password. Answer the two **Security Questions** selected from the dropdown list. This will be your official PACER login and password. Click **Next**.

The screenshot shows the PACER Registration page for Attorney Admissions and/or E-File Registration. The page has a blue header with the PACER logo and the text 'Public Access To Court Electronic Records'. Below the header, the word 'Registration' is displayed in large white letters on a blue background. The main content area is titled 'Attorney Admissions and/or E-File Registration' and contains a 'User Information' section. This section includes a red asterisk indicating required information, a 'Generate Username' button, and a 'Check Username Available' button. The form fields are: Username (margclarke7), Password (Medium strength), Confirm Password, Security Question 1 (In what city or town was your first job?), Security Answer 1 (NewYork), Security Question 2 (What is your best friend's first name?), and Security Answer 2 (YorkNew). At the bottom, there are four buttons: Next, Back, Reset, and Cancel. A red arrow points to the 'Next' button.

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OPTIONAL

STEP 8. Review the **Payment Information** section. Click **Next** if you are not entering payment information. **Add and/or Update Payment Information.** Click **Next**.

A screenshot of the PACER account setup interface, enclosed in a red border. At the top, account details are listed: Account Number 7041654, Username DonnaPartomarci, Account Balance \$0.00, Case Search Status Inactive, and Account Type Upgraded PACER Account. Below this is the "Payment Information" section, highlighted with a blue header. A yellow note states: "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." Below the note, text explains that this section is optional and provides instructions on selecting payment methods (Credit Card or ACH) and designating defaults. At the bottom of the form, there are links for "Add Credit Card" and "Add ACH Payment". A red arrow points from the left margin to the "Payment Information" header, and another red arrow points to the "Next" button at the bottom right of the form.

Account Number	7041654
Username	DonnaPartomarci
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

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.

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

Next **Back** **Cancel**

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STEP 9. This **Acknowledgment of Policies and Procedures** refers to fees incurred while using PACER. Review, print and acknowledge by checking the **Required information** box that you have read and understand the policies and procedures set forth by PACER. Click **Submit**.

Attorney Admissions and/or 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 from fees. If my account is exempt from the fee, it is my responsibility to use the account only within the scope of the fee exemption.
- I must alert the PACER Service Center to any errors in billing within 90 days of the date of the

[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

Back

Reset

Cancel

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**YOUR UPGRADED PACER ACCOUNT
HAS BEEN CREATED**

Attorney Admissions and/or E-File Registration

Click Continue to complete the attorney admissions and/or e-file registration.

Your PACER account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the **Continue** button below. You may also apply for attorney admissions and/or 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

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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.