



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.

CONTENTS

N
E
X
T
G
E
N

C
M
E
C
F

CENTRAL SIGN-ON
TRUSTEE
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>.

ECF NEWSLETTER

CENTRAL SIGN-ON

TRUSTEE

UPGRADE YOUR PACER ACCOUNT



“Go Live Day” January 19, 2021

Filers whose individual PACER accounts 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 & Billing" (which is highlighted with a red underline), "Pricing", "Help", and a search icon. The main content area is titled "What can we help you accomplish?" and contains four white boxes with blue icons and text. The first box is "Search for a Case" with a scales icon. The second is "Filing Electronically" with a document icon. The third is "Manage Your Account" with a credit card icon. The fourth is "Move to NextGen CM/ECF" with an information icon. Each box contains a brief description of the service.

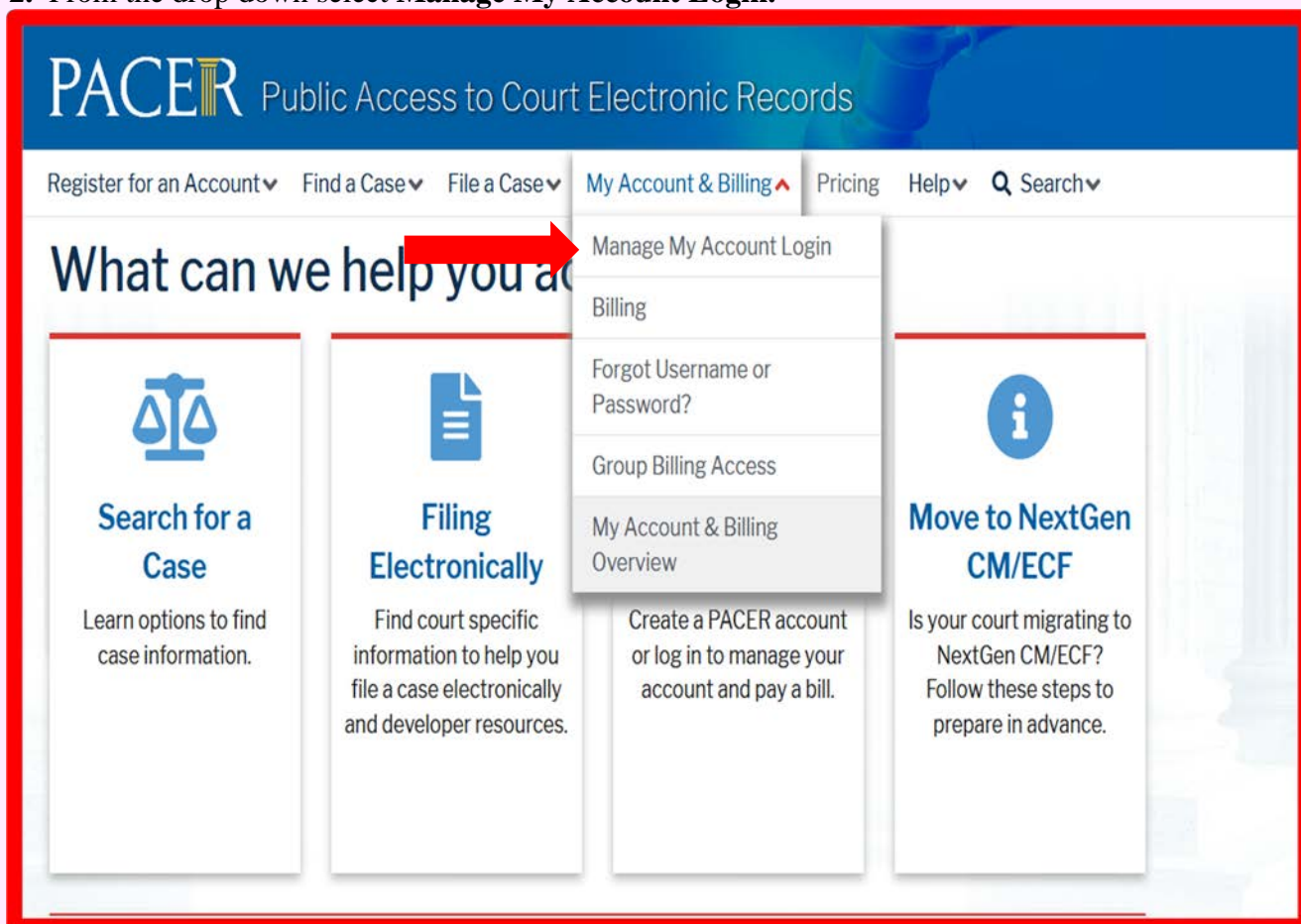
ECF NEWSLETTER

CENTRAL SIGN-ON
TRUSTEE
UPGRADE YOUR PACER ACCOUNT



“Go Live Day”
January 19, 2021

STEP 2. From the drop down select **Manage My Account Login**.

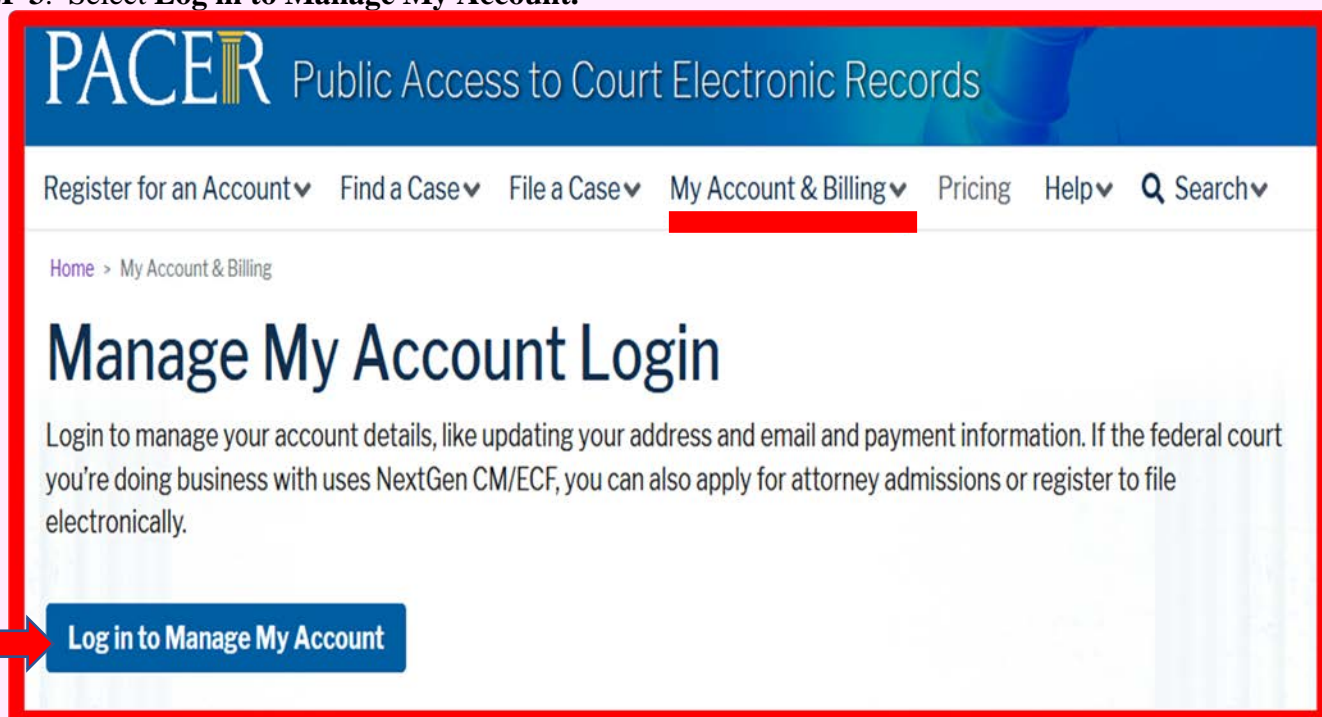


CENTRAL SIGN-ON
TRUSTEE
UPGRADE YOUR PACER ACCOUNT



“Go Live Day”
January 19, 2021

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



CENTRAL SIGN-ON
TRUSTEE
UPGRADE YOUR PACER ACCOUNT



“Go Live Day”
January 19, 2021

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 is a blue bar with the text "Manage My Account". The main content area is white and contains a login form. The form has a "Login" button with a red arrow pointing to it. The form also includes fields for "Username" (containing "TR6376") and "Password" (masked with dots). Below the form are links for "Need an Account?", "Forgot Your Password?", and "Forgot Username?". A "NOTICE" section at the bottom states that the website is for official PACER use only and that unauthorized entry is prohibited.

PACER
Public Access To Court Electronic Records

Manage My Account

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: 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.

CENTRAL SIGN-ON
TRUSTEE
UPGRADE YOUR PACER ACCOUNT



“Go Live Day”
January 19, 2021

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

A screenshot of the CM ECF NextGen account management page. The page is 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, there are three tabs: Settings (active), 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.

CENTRAL SIGN-ON
TRUSTEE
UPGRADE YOUR PACER ACCOUNT



“Go Live Day”
January 19, 2021

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

Account Number	7006375
Username	TR6375
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account (Upgrade)

Settings

Maintenance

Payments

Usage

Change Username	Update PACER Billing Email
Change Password	Set PACER Billing Preferences
Set Security Information	

ECF NEWSLETTER

CENTRAL SIGN-ON
TRUSTEE
UPGRADE YOUR PACER ACCOUNT



“Go Live Day”
January 19, 2021

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 explains that the user has a legacy PACER account and that upgrading will change their username/password. A note states that the process will take the legacy username out of existence. Contact information for the PACER Service Center is provided at the bottom of the yellow box. Below the yellow box are three tabs: "Person", "Address", and "Security". A red arrow points to the "Person" tab. The "Person" tab is active and contains a section titled "* Required Information". This section includes fields for Prefix (a dropdown menu), First Name (text input: "John"), Middle Name (text input: "Q."), Last Name (text input: "Public"), Generation (a dropdown menu), Suffix (a dropdown menu), Date of Birth (text input: "12/04/2002" with a calendar icon), Email (text input: "john.q.public@yourdomain.com"), Confirm Email (text input: "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". A red arrow points to the "Next" button.

CENTRAL SIGN-ON
TRUSTEE
UPGRADE YOUR PACER ACCOUNT



“Go Live Day”
January 19, 2021

STEP 8. Scroll down to the **Individual Accounts** section. (Continued on next page)

The screenshot shows a web form for creating a user account. At the top, there are three tabs: 'Person' (selected), 'Address', and 'Security'. Below the tabs, there is a section titled '* Required Information'. This section contains several input fields: 'Prefix' (a dropdown menu), 'First Name' (text input with 'John' entered), 'Middle Name' (text input), 'Last Name' (text input), 'Generation' (text input), 'Suffix' (text input), 'Date of Birth' (text input), 'Email' (text input), 'Confirm Email' (text input), and 'User Type' (a dropdown menu). The 'User Type' dropdown is open, showing a list of options: 'FEDERAL JUDICIARY', 'STATE OR LOCAL GOVERNMENT', '***** Individual Accounts ***' (which is highlighted by a red arrow), 'INDIVIDUAL', 'STUDENT', 'PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE', and 'ATTORNEY'. At the bottom of the form, there are three buttons: 'Next', 'Reset', and 'Cancel'.

CENTRAL SIGN-ON
TRUSTEE
UPGRADE YOUR PACER ACCOUNT



“Go Live Day”
January 19, 2021

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

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

Email *

Confirm Email *

User Type *

Next Reset Cancel

CENTRAL SIGN-ON
TRUSTEE
UPGRADE YOUR PACER ACCOUNT



“Go Live Day”
January 19, 2021

STEP 10. Verify and/or update the address information. After selecting **State**, select **County**. Click **Next**.

A screenshot of the 'Address' tab in a user profile form. The form has three tabs: 'Person', 'Address' (selected), and 'Security'. Under the 'Address' tab, there is a section for '* Required Information'. The fields and their values are: Firm/Office (Law Offices of John Q. Public), Unit/Department (empty), Address (123 Any Street), Room/Suite (empty), City (Your Town), State (New York), County (NEW YORK), Zip/Postal Code (10022), and Country (United States of America). There are also fields for Primary Phone (555-555-3232), Alternate Phone, Text Phone, and Fax Number, all of which are empty. At the bottom of the form are four buttons: Next, Back, Reset, and Cancel. The entire form is enclosed in a red border.

CENTRAL SIGN-ON
TRUSTEE
UPGRADE YOUR PACER ACCOUNT



“Go Live Day”
January 19, 2021

STEP 11. At the **Security** tab, create a new PACER Username and Password. This will be your official PACER login and password. Answer the **Security Questions** you selected from the dropdown list. Click **Submit**.

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.

PersonAddress**Security**

*** Required Information**

Username *
marclarke

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

SubmitBackResetCancel

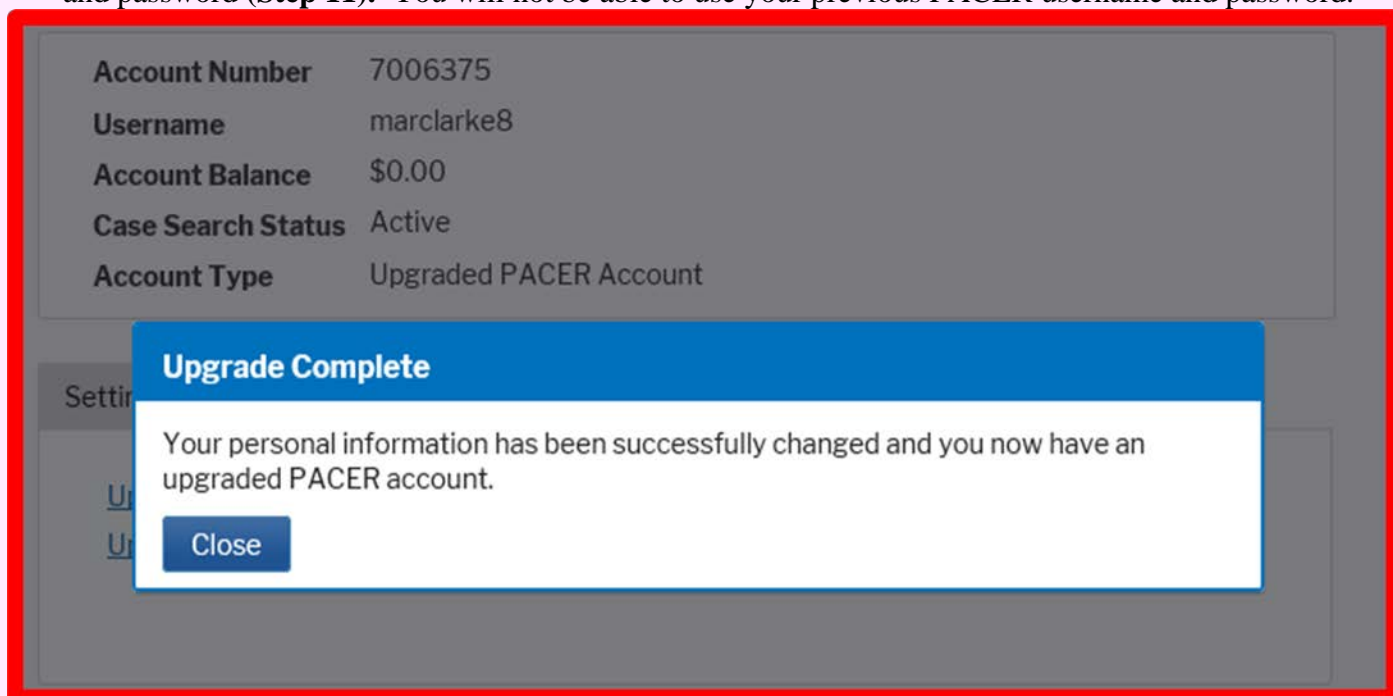
CENTRAL SIGN-ON
TRUSTEE
UPGRADE YOUR PACER ACCOUNT



“Go Live Day”
January 19, 2021

**YOUR 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.



CONTACT INFORMATION



**“Go Live Day”
January 19, 2021**

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.