



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 OFFICE OF THE UNITED STATES TRUSTEE REGISTER FOR A PACER ACCOUNT

United States Bankruptcy Court
Eastern District of New York

COUNTDOWN
TO



“GO LIVE DAY”

January 19, 2021

If you are an attorney for the Office of the United States Trustee and you do not have a PACER account, follow the procedure below to register for a PACER account.

CENTRAL SIGN-ON
OFFICE OF THE UNITED STATES TRUSTEE
REGISTER FOR A PACER ACCOUNT

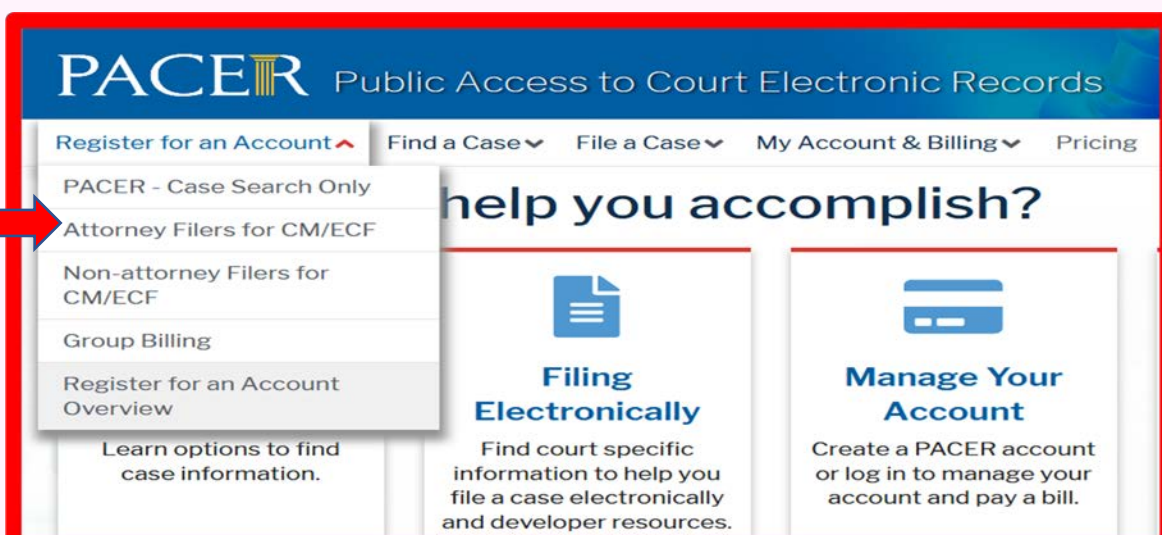


“GO LIVE DAY”
January 19, 2021

STEP 1. Open the PACER website at <https://pacer.uscourts.gov/> and click the **Register for an Account** tab.



STEP 2. Click **Attorney Filers for CM/ECF** option.



CENTRAL SIGN-ON
OFFICE OF THE UNITED STATES TRUSTEE
REGISTER FOR A PACER ACCOUNT



“Go Live Day”
January 19, 2021

STEP 3: Click Register for a PACER Account.

A screenshot of the PACER website, specifically the "Register for an Account" page for attorneys. The page has a blue header with 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 to view case information and documents. It also mentions that courts use either NextGen CM/ECF or CurrentGen CM/ECF. Below this paragraph is a list of two bullet points: "NextGen CM/ECF: Register through this site for a PACER account if the court you want to file in uses NextGen CM/ECF. First time users will be prompted to register for a PACER account and then select to apply for attorney admissions or electronic filing registration available for the selected court." and "CurrentGen CM/ECF: First you need to register for a PACER account. Then, register directly with each district and/or bankruptcy court who uses CurrentGen CM/ECF." At the bottom of the page is a blue button labeled "Register for a PACER account". A red arrow points to this button from the left side of the page.

CENTRAL SIGN-ON
OFFICE OF THE UNITED STATES TRUSTEE
REGISTER FOR A PACER ACCOUNT



“Go Live Day”
January 19, 2021

STEP 4. Complete at least the **Required Information***. (Continued on the next page).

Attorney Admissions and/or E-File Registration	
Account Information	
* Required Information	
Prefix	Select Prefix <input type="button" value="v"/>
First Name *	Margaret
Middle Name	
Last Name *	Clarke
Generation	Select Generation <input type="button" value="v"/>
Suffix	Select Suffix <input type="button" value="v"/>
Date of Birth *	01/01/1985 <input type="button" value="Calendar"/>
Firm/Office	
Unit/Department	
Address *	560 Federal Plaza
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 *	631-715-6000
Alternate Phone	
Text Phone	
Fax Number	

CENTRAL SIGN-ON
OFFICE OF THE UNITED STATES TRUSTEE
REGISTER FOR A PACER ACCOUNT



“Go Live Day”
January 19, 2021

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

The form is titled 'CM ECF NextGen' and is for registering a PACER account. It includes fields for Email, Confirm Email, User Type, Agency Code, Agency POC/LRM Name, DOJ Division, and DOJ District. A red arrow points to the 'User Type' dropdown menu, which is set to 'FEDERAL GOVERNMENT'. Below these fields is a checkbox for 'Check here if this account will be used by an attorney appointed to the CJA Attorney Panel'. At the bottom, there is a 'User Verification' section with a green checkmark and the text 'I'm not a robot', a reCAPTCHA logo, and links for 'Privacy' and 'Terms'. A red arrow points to the 'Next' button.

Email *	margaret.clarke@usdoj.gov
Confirm Email *	margaret.clarke@usdoj.gov
User Type *	FEDERAL GOVERNMENT
Agency Code	DOJ
Agency POC/LRM Name	
DOJ Division *	US Trustees
DOJ District *	Region 02 - Central Islip

☐ Check here if this account will be used by an attorney appointed to the CJA Attorney Panel

User Verification *

✓ I'm not a robot

reCAPTCHA
Privacy - Terms

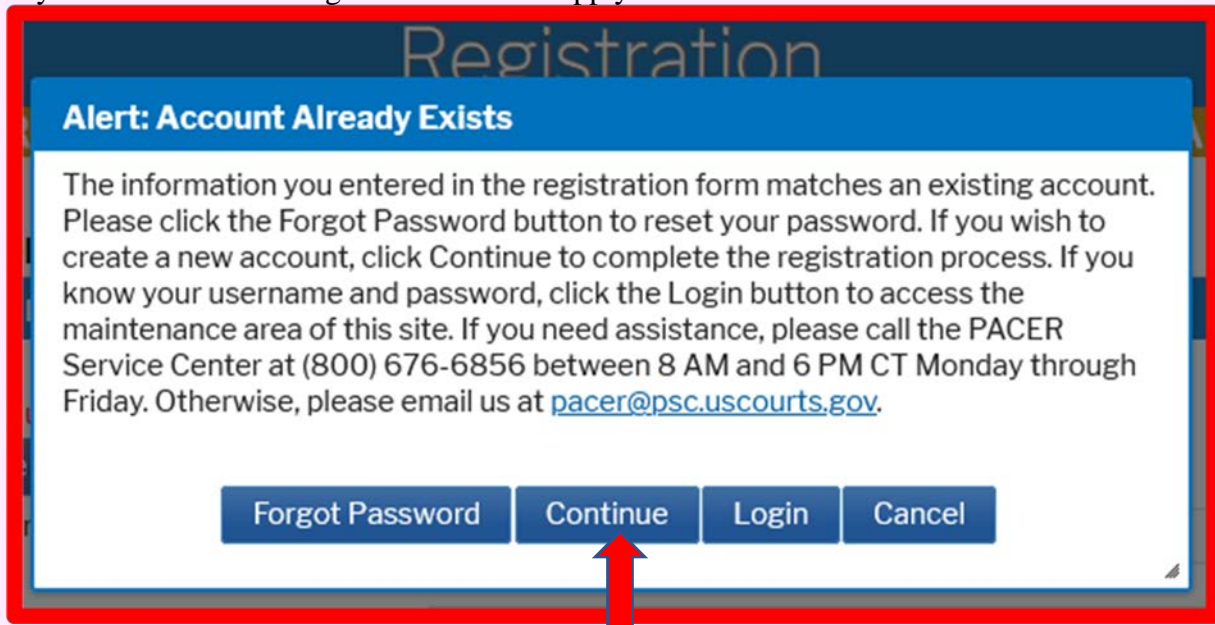
Next Reset Cancel

CENTRAL SIGN-ON
OFFICE OF THE UNITED STATES TRUSTEE
REGISTER FOR A PACER ACCOUNT



“Go Live Day”
January 19, 2021

STEP 6. If you receive this message and it does not apply click **Continue**.



ECF NEWSLETTER

CENTRAL SIGN-ON
OFFICE OF THE UNITED STATES TRUSTEE
REGISTER FOR A PACER ACCOUNT



“GO LIVE DAY”
January 19, 2021

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. At the top, it says 'United States government. Here's how you know.' followed by the PACER logo and 'Public Access To Court Electronic Records'. Below this is a blue banner with the word 'Registration'. The main heading is 'Attorney Admissions and/or E-File Registration'. Underneath is a section titled 'User Information'. It includes a red asterisk and the text '* Required Information'. There are two buttons: 'Generate Username' and 'Check Username Available'. The 'Username' field contains 'margclarke7'. The 'Password' field is highlighted in yellow and shows 'Medium' strength. The 'Confirm Password' field is empty. There are two security questions: 'Security Question 1' with the question 'In what city or town was your first job?' and the answer 'NewYork', and 'Security Question 2' with the question 'What is your best friend's first name?' and the answer 'YorkNew'. At the bottom are four buttons: 'Next', 'Back', 'Reset', and 'Cancel'.

CENTRAL SIGN-ON
OFFICE OF THE UNITED STATES TRUSTEE
REGISTER FOR A PACER ACCOUNT



“Go Live Day”
January 19, 2021

STEP 8. 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

[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.

SubmitBackResetCancel

CENTRAL SIGN-ON
OFFICE OF THE UNITED STATES TRUSTEE
REGISTER FOR A PACER ACCOUNT



“Go Live Day”
January 19, 2021

**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

UNITED STATES BANKRUPTCY COURT | EASTERN DISTRICT OF NEW YORK
ECF NEWSLETTER

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.