



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
OFFICE OF UNITED STATES 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>.

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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**.

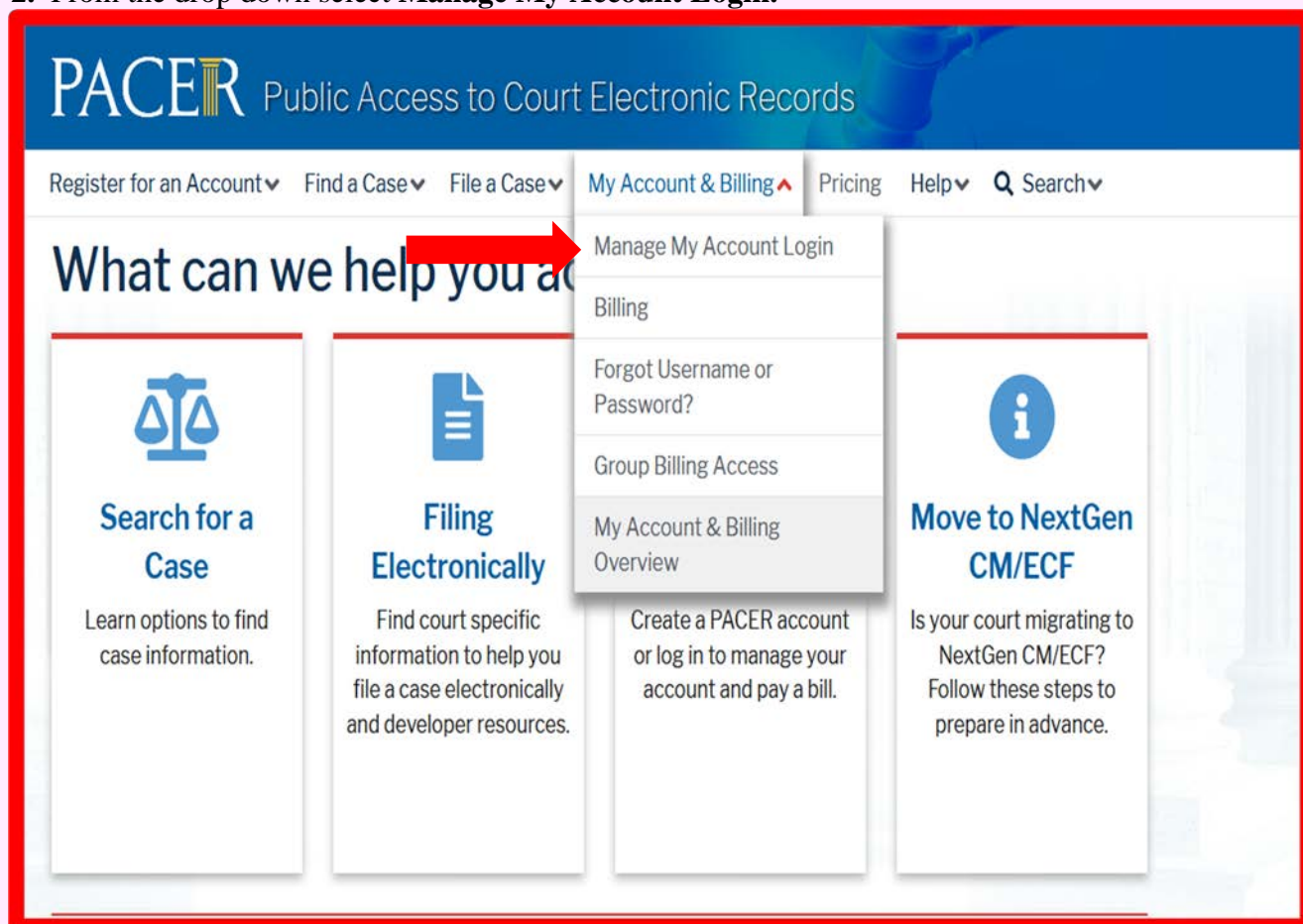
A screenshot of the PACER website homepage, enclosed in a red rectangular border. The header is blue with the PACER logo and the text "Public Access to Court Electronic Records". Below the header is a navigation bar with links: "Register for an Account", "Find a Case", "File a Case", "My Account & Billing" (which is highlighted with a red underline), "Pricing", "Help", and a search icon. The main content area is white and features the heading "What can we help you accomplish?". Below this heading are four white boxes with blue icons and text. The first box has a scales icon and is titled "Search for a Case". The second box has a document icon and is titled "Filing Electronically". The third box has a card icon and is titled "Manage Your Account". The fourth box has an information icon and is titled "Move to NextGen CM/ECF". Each box contains a brief description of the service.

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

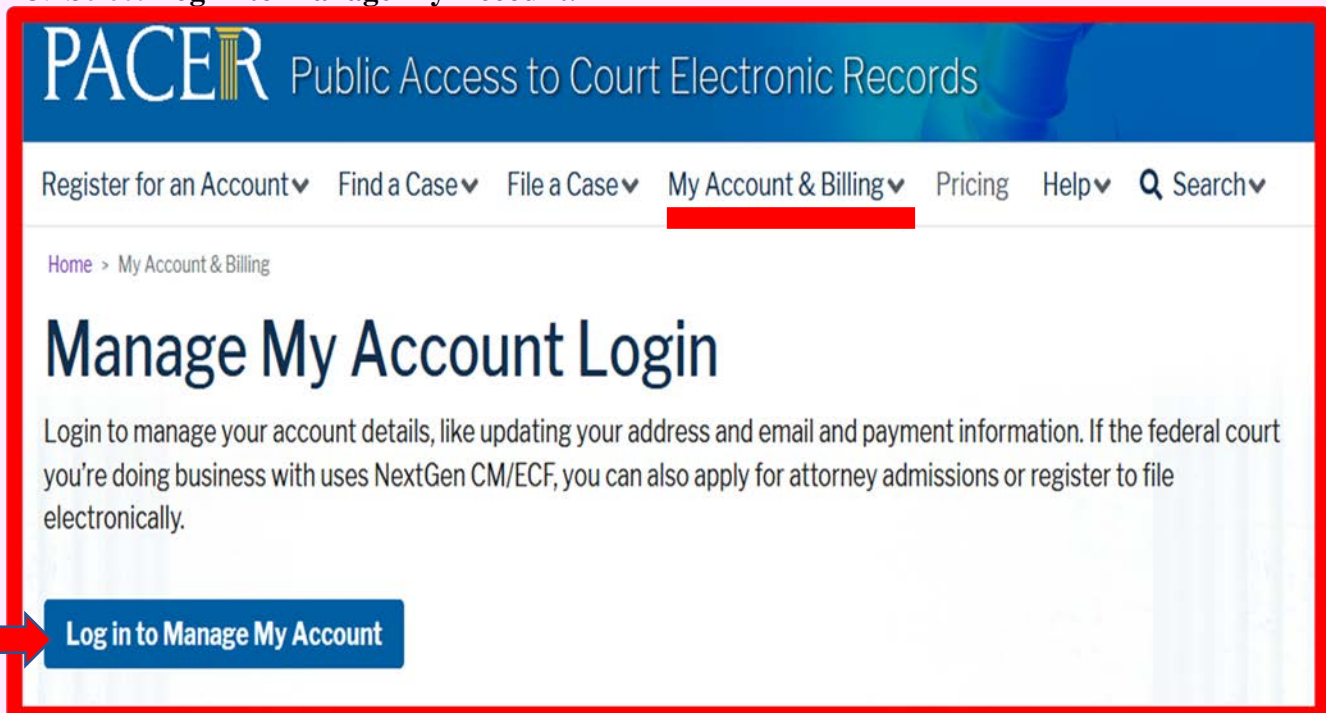


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STEP 3. Select **Log in to Manage My Account.**



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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 PACER Account**, you already have an upgraded account.

Account Number	7041039
Username	maggiemark
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Settings Maintenance Usage

[Change Username](#) [Update PACER Billing Email](#)

[Change Password](#) [Set PACER Billing Preferences](#)

[Set Security Information](#)

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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	

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STEP 7. At the **Person** tab verify and/or enter, at least, the **required information***. Scroll down to the **Federal Government Accounts** and from the **User Type** dropdown list and select **Federal Government**. Select **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 * 01/01/1985

Email * margaret.clarke@usdoj.gov

Confirm Email * margaret.clarke@usdoj.gov

User Type * **FEDERAL GOVERNMENT**

Next Reset Cancel

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STEP 8. Verify and/or update the address information. After selecting **State**, select **County**. Click **Next**.

A screenshot of a web form for updating address information. The form has three tabs at the top: "Person", "Address" (which is selected and highlighted in blue), and "Security". Below the tabs, there is a section titled "* Required Information". The form contains several input fields and dropdown menus. The "Firm/Office" field is filled with "Law Offices of John Q. Public". The "Unit/Department" field is empty. The "Address" field is filled with "123 Any Street". The "Room/Suite" field is empty. The "City" field is filled with "Your Town". The "State" dropdown menu is set to "New York". The "County" dropdown menu is set to "NEW YORK". The "Zip/Postal Code" field is filled with "10022". The "Country" dropdown menu is set to "United States of America". The "Primary Phone" field is filled with "555-555-3232". The "Alternate Phone", "Text Phone", and "Fax Number" fields are empty. At the bottom of the form, there are four buttons: "Next", "Back", "Reset", and "Cancel". The entire form is enclosed in a red border.

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STEP 9. 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

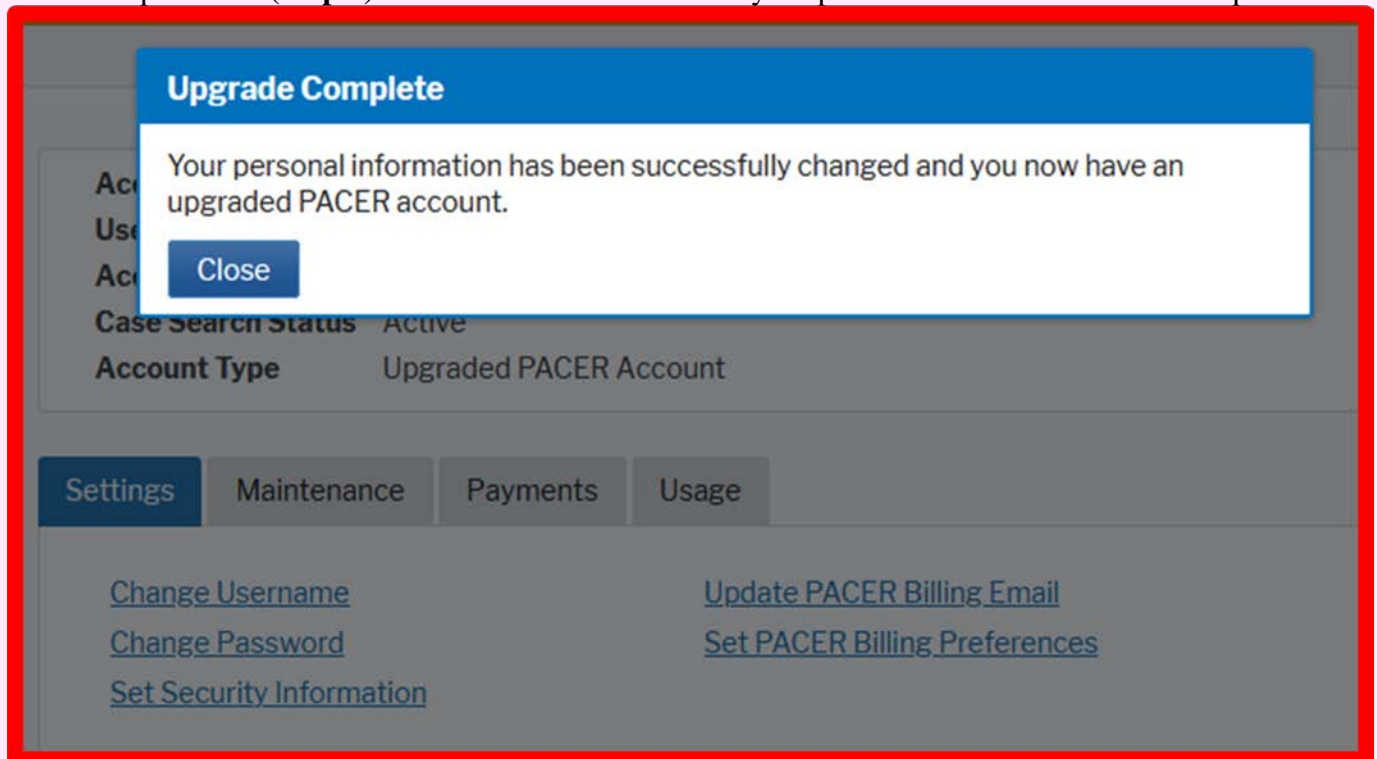
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**YOUR PACER ACCOUNT IS NOW
UPGRADED**

STEP 10. The dialog box displays that your PACER Account is upgraded. You have a new PACER username and password (**Step 9**). You will not be able to use your previous PACER username and password.



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.