



# 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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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>.

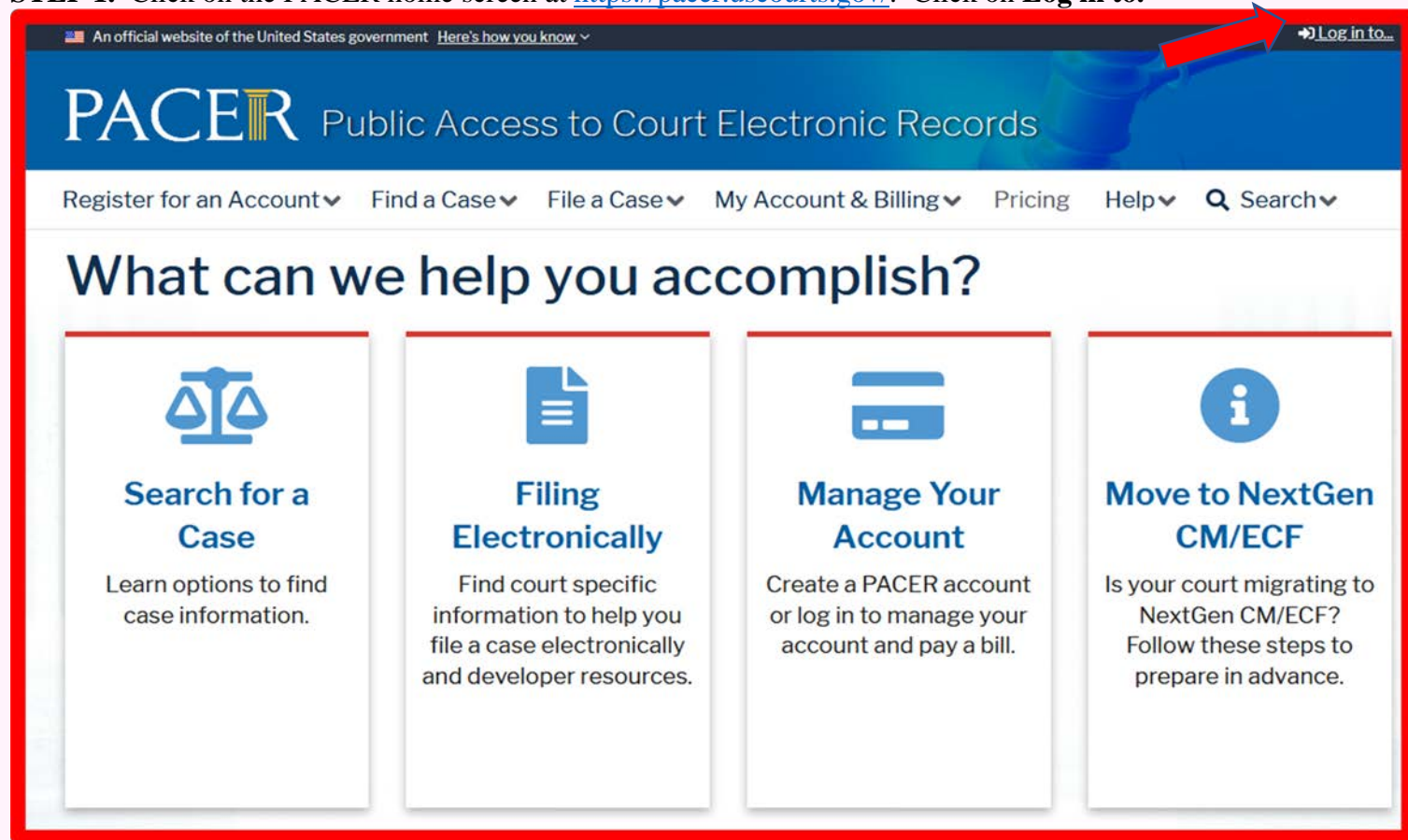
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If you have never electronically filed documents in this Court and/or do not have an ECF password to docket, follow these steps through PACER to request e-filing privileges to this court. You must have an Upgraded PACER Account before you can request e-filing privilege. You may either create a new PACER Account (or Upgrade a former PACER Account).

**STEP 1.** Click on the PACER home screen at <https://pacer.uscourts.gov/>. Click on **Log in to.**



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**STEP 2. Click on Manage PACER Account.**

A screenshot of the PACER website interface. At the top, there is a navigation bar with three buttons: "PACER Case Locator", "PACER Log in", and "Manage PACER Account". A red arrow points to the "Manage PACER Account" button. Below the navigation bar, there is a header section with the PACER logo and the text "Public Access to Court Electronic Records". Below the header, there is a menu with links: "Register for an Account", "Find a Case", "File a Case", "My Account &amp; Billing", "Pricing", "Help", and "Search". Below the menu, there is a section titled "What can we help you accomplish?" with four cards. The first card is "Search for a Case", the second is "Filing Electronically", the third is "Manage Your Account", and the fourth is "Move to NextGen CM/ECF". The "Manage Your Account" card is highlighted with a red border.

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**STEP 3.** Enter your Upgraded PACER Username and Password and click **Login**.

A screenshot of the PACER "Manage My Account" login page, enclosed in a red rectangular border. At the top, the PACER logo is displayed with the tagline "Public Access To Court Electronic Records". Below the logo is a blue banner with the text "Manage My Account". Underneath the banner, a paragraph 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. A "Login" section is highlighted with a blue arrow icon. It includes a red asterisk indicating required information. The "Username" field contains the text "parkerjones". The "Password" field is masked with black dots. Below the fields are three buttons: "Login", "Clear", and "Cancel". At the bottom of the login section, there are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". A "NOTICE" section at the very bottom states that this is a restricted government website for official PACER use only, and unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.



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**STEP 4.** Click the **Maintenance** tab.

This screenshot shows the account information page for a CM ECF NextGen user. At the top, account details are listed: Account Number 7041037, Username parkerjones, Account Balance \$0.00, Case Search Status Inactive, and Account Type Upgraded PACER Account. Below this is a navigation bar with three tabs: Settings, Maintenance (which is highlighted with a red box and a red arrow), and Usage. Under the Maintenance tab, there are two columns of links. The left column contains 'Change Username', 'Change Password', and 'Set Security Information'. The right column contains 'Update PACER Billing Email' and 'Set PACER Billing Preferences'.

**STEP 5.** Select **Attorney Admissions/E-file Registration**.

This screenshot shows the same account information page as the previous one, but with the Maintenance tab selected. Under the Maintenance tab, there are two columns of links. The left column contains 'Update Personal Information', 'Update Address Information', and 'Check E-File Status'. The right column contains 'Attorney Admissions / E-File Registration', 'Non-Attorney E-File Registration', and 'E-File Registration/Maintenance History'. A red arrow points to the 'Attorney Admissions / E-File Registration' link.

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**STEP 6.** Review the **Note** section before selecting **Court Type** and **Court** from the pull-down menus.  
(Continued on next page).

**Account Number** 7041037  
**Username** parkerjones  
**Account Balance** \$0.00  
**Case Search Status** Inactive  
**Account Type** Upgraded PACER Account

**In what court do you want to practice?**

**\* Required Information**

**Court Type \***

Select Court Type

**Court \***

Select Court

**Note:** Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

Next

Reset

Cancel

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**STEP 7.** For **Court Type**, select **U.S. Bankruptcy Courts** from the dropdown list; and for **Court**, select **New York Eastern Bankruptcy Court** from the dropdown list. Click **Next**.

<b>Account Number</b>	7041036
<b>Username</b>	monclark
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

**In what court do you want to practice?**

\* Required Information

Court Type \*

U.S. Bankruptcy Courts

Court \*

New York Eastern Bankruptcy Cour

**Note:** Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

Next

Reset

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ECF NEWSLETTER

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**STEP 8.** Before clicking **E-File Registration Only** review the local Policies and Procedures on **Electronic Filing for the Court.**

<b>Account Number</b>	7041654
<b>Username</b>	DonnaPartomarcl
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

**What would you like to apply/register for?**

 **E-File Registration Only**

**Pro Hac Vice**

 [Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

Please see Electronic Filing Procedures General Order 559 on the court's website at: [www.nyeb.uscourts.gov/sites/nyeb/files/general-ordes/ord\\_559\\_0.pdf](http://www.nyeb.uscourts.gov/sites/nyeb/files/general-ordes/ord_559_0.pdf) for procedures for filing, signing and verification of documents by electronic means.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

After submitting your e-filing request, an attorney must upload evidence that he/she is a valid member of any state bar in the U.S. via the court's website at <https://ecf.nyeb.uscourts.gov/cgi-bin/registration.pl> in order to receive e-filing access. Your application will be rejected if you fail to comply with this court.

**Back** **Cancel**



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**STEP 9.** For **Role in Court** select **US Trustee** from the dropdown list. Scroll down the dropdown list and select or enter a **Title**. Acknowledge by checking the box that you are submitting the registration for the individual listed. Complete, at least, the **required information**.\*

<b>Account Number</b>	7041043
<b>Username</b>	micahstone
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

### Complete all sections of E-File Registration

Filer Information

**\* Required Information**

**Role in Court \*** US Trustee ▼

**Title \*** Select a title or enter your own ▼

**Name** Micah Stone

☒ I acknowledge that I am submitting the e-file registration for the individual listed above. *Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. \**

**Please verify your address. You may also enter a different address from the one provided for your CSO account.**

☐ Use a different address. Checking this will clear the address fields below.

**Firm/Office**

**Unit/Department**

**Address \*** 222 Stony Drive

**Room/Suite**

**City \*** Stoneybrook

**State \*** New York ▼

**County \*** SUFFOLK ▼

**Zip/Postal Code \*** 11724

**Country \*** United States of America ▼

**Primary Phone \*** 631-353-6200

**Alternate Phone**

**Text Phone**

**Fax Number**

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**STEP 10.** Complete **Additional Filer Information** section where applicable. Complete **Delivery Method and Formatting**. Click **Next**.

Additional Filer Information	
Already Admitted at Court	Select Court <span>▼</span>
Court Bar ID	<input type="text"/>
Other Names Used	<input type="text"/>
Most Recent Case (in court where you are registering)	<input type="text"/>
State Bar ID	<input type="text"/>
State	Select State <span>▼</span>

Delivery Method and Formatting	
<input type="checkbox"/> Use a different email. Checking this will clear the primary email fields below.	
Primary Email *	<input type="text" value="margaret.clarke@doj.gov"/>
Confirm Email *	<input type="text" value="margaret.clarke@doj.gov"/>
Email Frequency *	At The Time of Filing (One) <span>▼</span>
Email Format *	HTML <span>▼</span>

Next Back Reset Cancel

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**STEP 11.** Review the **Payment Information** section. Click **Next** if you are not entering payment information. **Add and/or Update Payment Information.** Click **Next**.

<b>Account Number</b>	7041654
<b>Username</b>	DonnaPartomarcl
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	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 12.** Review and then acknowledge the terms and conditions by checking the boxes, and then click the **Submit** button.

A screenshot of the "E-Filing Terms of Use" page, specifically the "Non-Attorney E-filing Terms and Conditions" section. The page has a blue header with the title "E-Filing Terms of Use". Below it, the main heading is "Non-Attorney E-filing Terms and Conditions". A list of terms and conditions is provided, including agreement to the court's rules, payment of fees, and password security. Below the list, there are two checkboxes, both of which are checked. A red bracket is drawn around these two checkboxes. Below the checkboxes, there is a paragraph of text and a "Note" about SSL security. At the bottom, there are four buttons: "Submit", "Back", "Reset", and "Cancel". A red arrow points to the "Submit" button. The entire screenshot is framed by a thick red border.

**E-Filing Terms of Use**

## Non-Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.


[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

☒ Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. \*

☒ Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) \*

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

**Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.**

 **Submit** **Back** **Reset** **Cancel**



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**STEP 13.** You have completed your request to e-file in the Bankruptcy Court, EDNY. If you wish to check the status of your application click **E-File Registration/Maintenance History**.

<b>Account Number</b>	7040844
<b>Username</b>	marieantoin
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

**Confirmation Page**

## Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

[Done](#)

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**STEP 14.** **Name of Court, Description, and Date Submitted** indicate the request for e-filing has been submitted to the court you selected.

<b>Username</b>	micahstone		
<b>Account Balance</b>	\$0.00		
<b>Case Search Status</b>	Inactive		
<b>Account Type</b>	Upgraded PACER Account		

**E-File Registration/Maintenance History**

The table below provides a listing of your e-file registration and maintenance requests. A "**Pending**" status indicates the request is pending action by the court. A "**Processed**" status indicates the request has been processed by the court; it does not indicate that your filing status is "**Active**" at this court. Review your filing status [here](#).

Court ↕	Description ↕	Date Submitted ↕	Status ↕
New York Eastern Bankruptcy Court(train)	registration	01/09/2021	Unknown
New York Eastern Bankruptcy Court(test)	registration	01/07/2021	Unknown

[Done](#)

**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.