



# 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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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

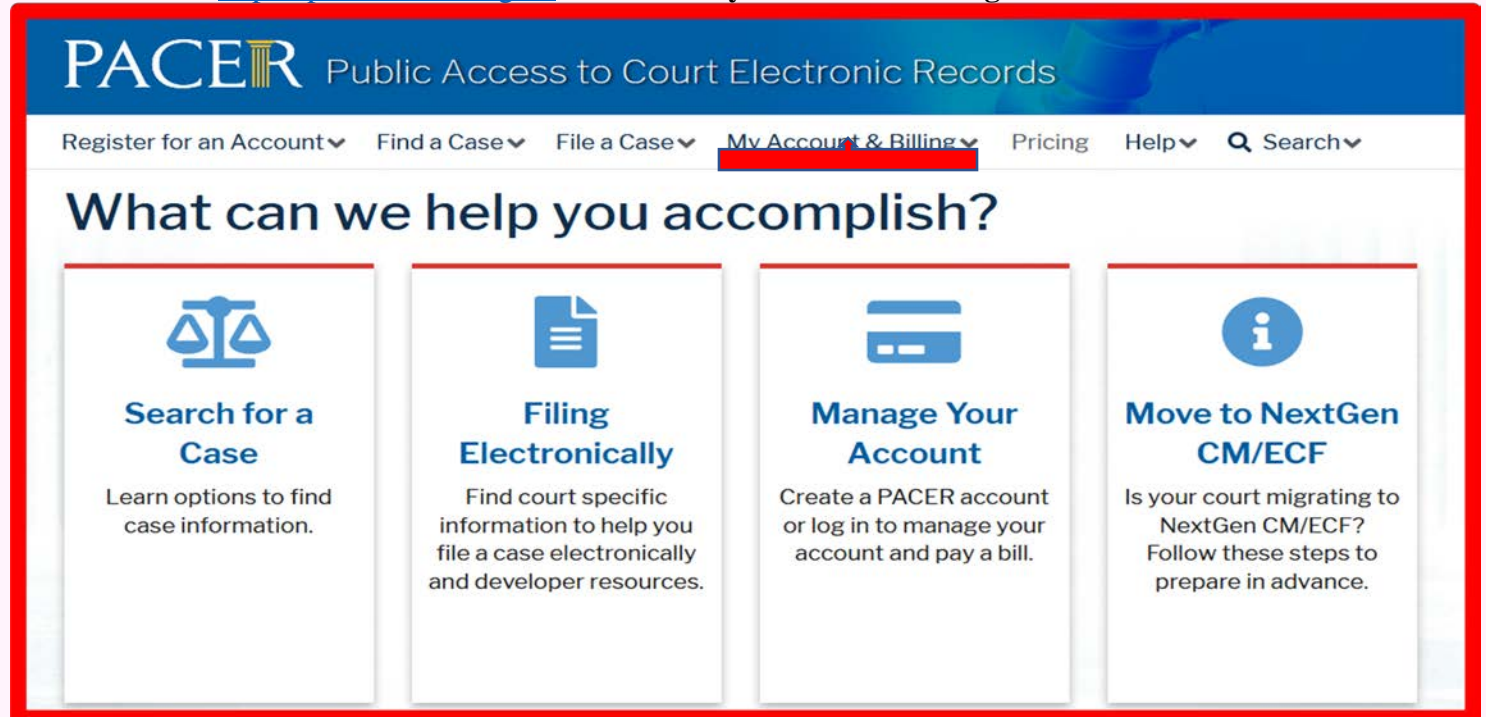
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**Limited Access Creditors** with individual PACER accounts that were created prior to August 11, 2014, or whose PACER login has six or fewer characters, must upgrade their accounts before filing electronically in a NextGen court. Users who upgraded 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**.

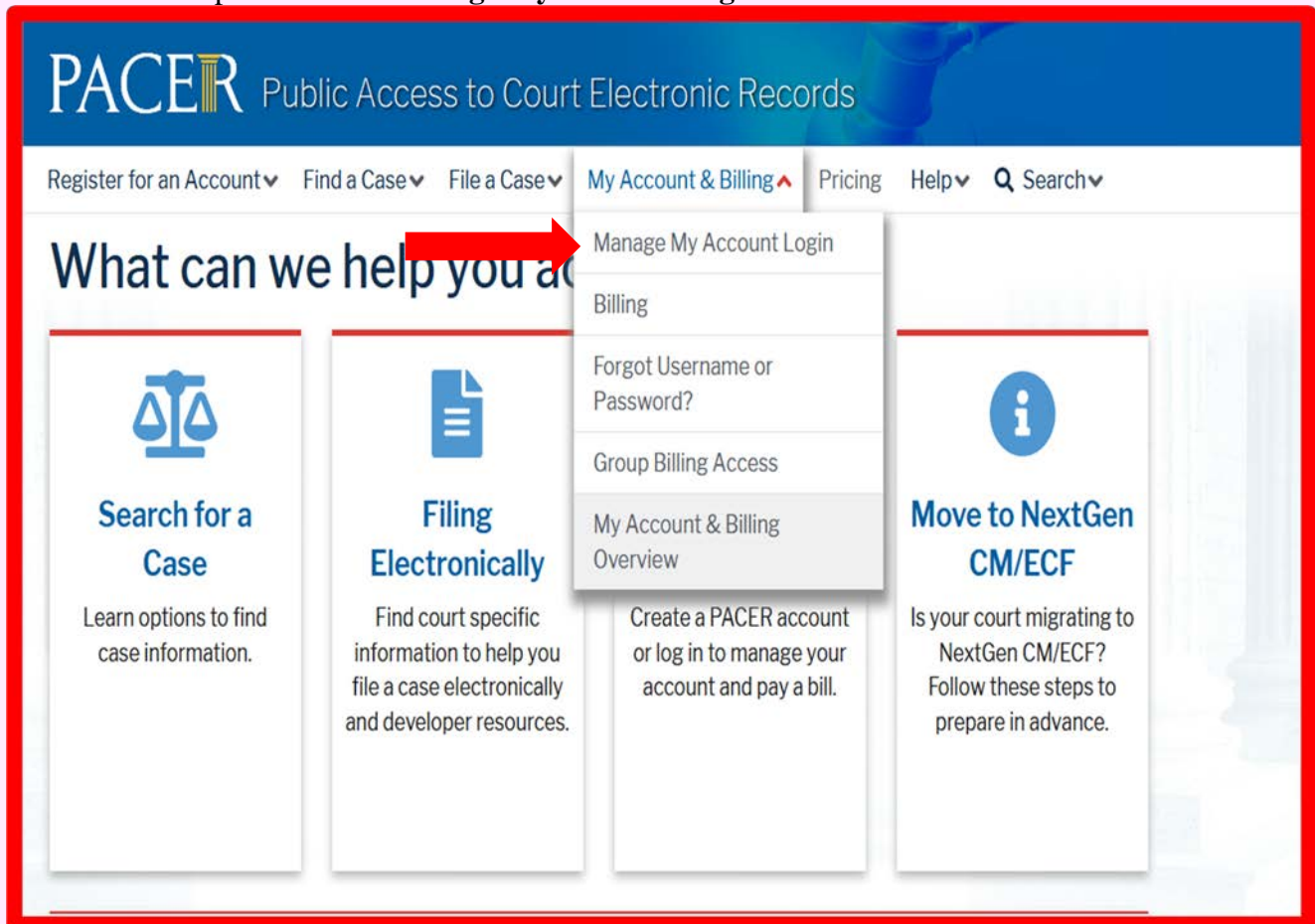


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**STEP 2.** From the dropdown select **Manage My Account Login**.

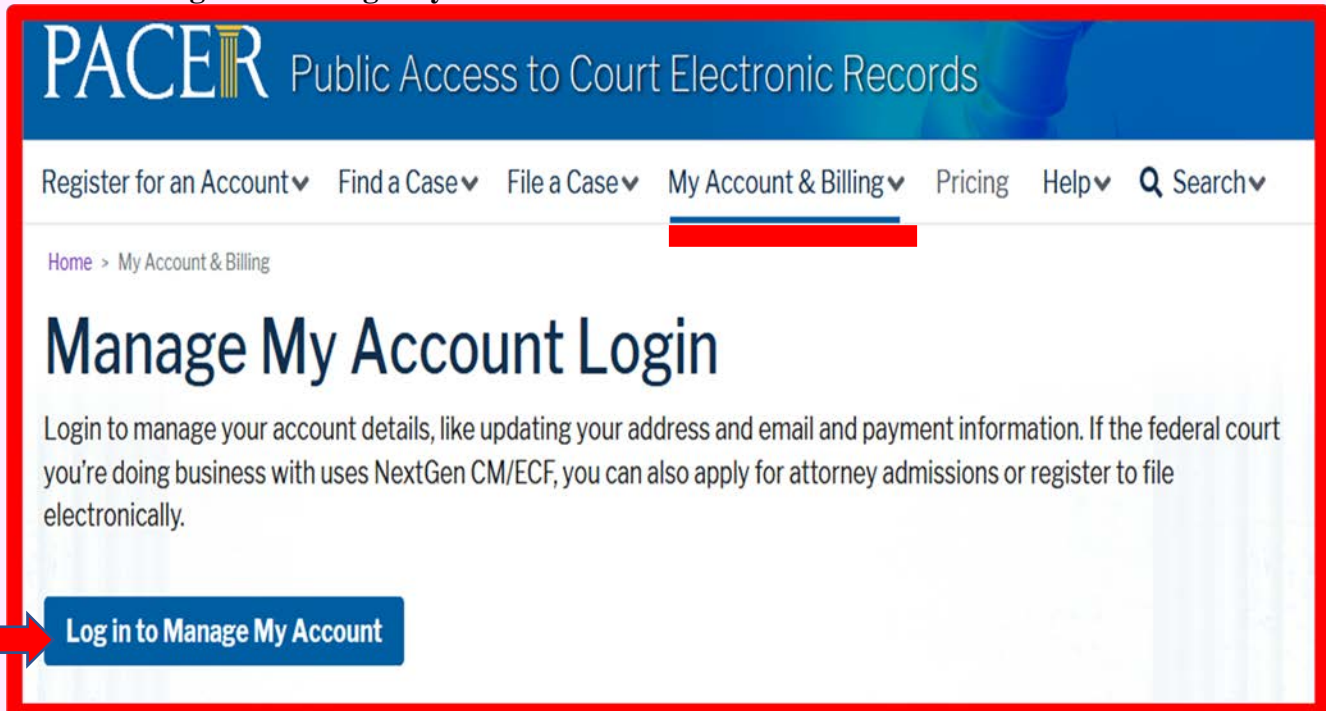


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**STEP 3. Select **Log in to Manage My Account**.**





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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 to 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: "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."

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

A screenshot of the CM ECF account management interface, 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 are three tabs: 'Settings' (highlighted in blue), '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'.

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

Account Number	7006375
Username	TR6375
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account ( <a href="#">Upgrade</a> )

Settings

Maintenance

Payments

Usage

<a href="#">Change Username</a>	<a href="#">Update PACER Billing Email</a>
<a href="#">Change Password</a>	<a href="#">Set PACER Billing Preferences</a>
<a href="#">Set Security Information</a>	

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**STEP 7.** At the **Person** tab verify and/or enter, at least, the required information. Select a **User Type** from the dropdown list.

A screenshot of the 'Upgrade PACER Account' web form. The form has a blue header with the title 'Upgrade PACER Account'. Below the header 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 main content area has three tabs: 'Person', 'Address', and 'Security'. The 'Person' tab is selected and highlighted with a red arrow. Below the tabs is a section titled '\* Required Information' with various input fields: 'Prefix' (dropdown), 'First Name' (text), 'Middle Name' (text), 'Last Name' (text), 'Generation' (dropdown), 'Suffix' (dropdown), 'Date of Birth' (text with a calendar icon), 'Email' (text), 'Confirm Email' (text), and 'User Type' (dropdown). The 'User Type' dropdown is highlighted with a red arrow. At the bottom are 'Next', 'Reset', and 'Cancel' buttons.

**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 \* 12/04/2002

Email \* john.q.public@yourdomain.com

Confirm Email \* john.q.public@yourdomain.com

User Type \* Select User Type

Next Reset Cancel



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**STEP 8.** From the **Select User Type** dropdown list scroll down to **Individual Accounts** category.

A screenshot of the CM ECF NextGen user registration form, specifically the "Person" tab. The form is titled "Person" and has sub-tabs for "Address" and "Security". Under the "Person" tab, there is a section for "\* Required Information" with fields for Prefix, First Name, Middle Name, Last Name, Generation, Suffix, Date of Birth, Email, and Confirm Email. The "User Type" field is highlighted with a red double-headed arrow. The "User Type" dropdown menu is open, showing a list of options: FEDERAL JUDICIARY, STATE OR LOCAL GOVERNMENT, \*\*\*\*\* Individual Accounts \*\*, INDIVIDUAL, STUDENT, PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE, and ATTORNEY. A red arrow points to the "\*\*\*\*\* Individual Accounts \*\*" option. At the bottom of the form are buttons for "Next", "Reset", and "Cancel".

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**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 Select Prefix

First Name \* John

Middle Name Q.

Last Name \* Public

Generation Select Generation

Suffix Select Suffix

Date of Birth \*

Email \* john.q.public@yourdomain.com

Confirm Email \* john.q.public@yourdomain.com

User Type \* INDIVIDUAL

Next Reset Cancel

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**STEP 10.** Verify and/or update, at least, the required address information. After selecting **State**, select **County** and click **Next**.

A screenshot of the ECF system's "Address" tab, which is highlighted with a red border. The form contains several fields for user information. A red arrow points to the "Next" button at the bottom right of the form. The fields and their values are as follows:

Field	Value
Firm/Office	Righter's Transcription Company
Unit/Department	
Address *	123 Any Street
Room/Suite	
City *	Your Town
State *	New York
County *	NEW YORK
Zip/Postal Code *	10022
Country *	United States of America
Primary Phone *	555-555-3232
Alternate Phone	
Text Phone	
Fax Number	

Buttons: Next, Back, Reset, Cancel

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**STEP 11.** At the **Security** tab, create a new PACER username, password, and 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.

Person Address **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

Submit Back Reset Cancel

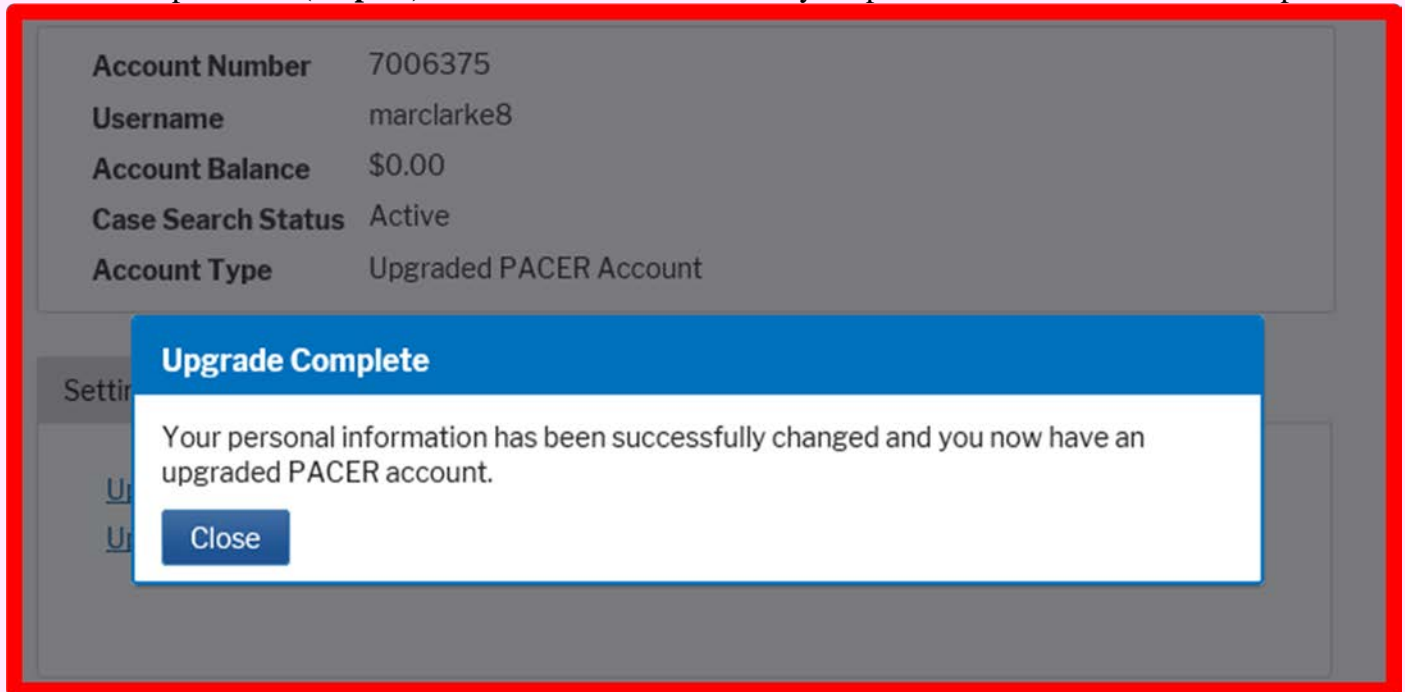
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**YOUR PACER ACCOUNT IS NOW  
UPGRADED**

**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**



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.