



# 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>.

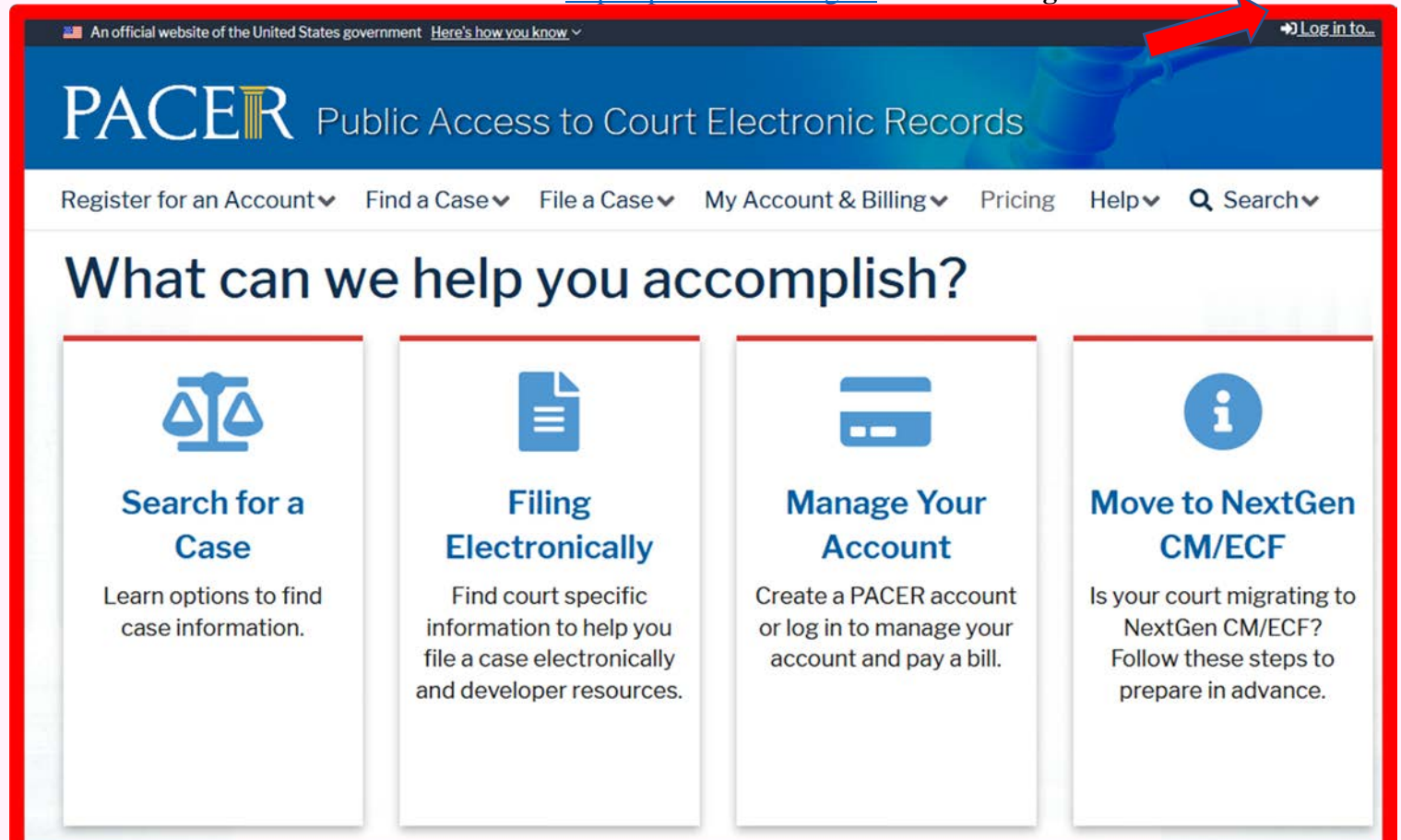
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If you have never electronically filed documents in this Court and/or do not have an ECF password to docket, follow these steps through PACER to request e-filing privileges to this court. You must have an Upgraded PACER Account before you can request 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 a "Log in to the federal Judiciary's electronic public access services." link and a "Close" button. Below this are three buttons: "PACER Case Locator", "PACER Log in", and "Manage PACER Account". A red arrow points to the "Manage PACER Account" button. The main header features the "PACER" logo and the text "Public Access to Court Electronic Records". Below the header is a navigation menu with links: "Register for an Account", "Find a Case", "File a Case", "My Account &amp; Billing", "Pricing", "Help", and "Search". The main content area is titled "What can we help you accomplish?" and contains four cards. The first card is "Search for a Case" with a scales icon. The second card is "Filing Electronically" with a document icon. The third card is "Manage Your Account" with a card icon. The fourth card is "Move to NextGen CM/ECF" with an information icon. The "Move to NextGen CM/ECF" card contains the text: "Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance."

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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. The page has a white header with the PACER logo and the text "Public Access To Court Electronic Records". Below this is a blue banner 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 right-pointing arrow icon. Below the button is a red asterisk and the text "\* Required Information". The form has two input fields: "Username \*" with the text "parkerjones" and "Password \*" with a masked password of ten dots. Below the input fields are three buttons: "Login", "Clear", and "Cancel". At the bottom of the form are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". Below the form is a "NOTICE" section with the text: "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." The entire screenshot is framed by a thick red border.



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

<b>Account Number</b>	7041037
<b>Username</b>	parkerjones
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

**Settings** **Maintenance** Usage

[Change Username](#)  
[Change Password](#)  
[Set Security Information](#)

[Update PACER Billing Email](#)  
[Set PACER Billing Preferences](#)

**STEP 5.** Select **Non-Attorney E-file Registration**.

<b>Account Number</b>	7041037
<b>Username</b>	parkerjones
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

Settings **Maintenance** Usage

[Update Personal Information](#)  
[Update Address Information](#)

[Attorney Admissions / E-File Registration](#)  
[Non-Attorney E-File Registration](#)

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**STEP 6.** In the **Filer Information** section, from the **Select Court Type** pull-down menu, select **U.S. Bankruptcy Courts** and from the **Select Court** pull-down menu, select **New York Eastern Bankruptcy Court**. For **Role in Court**, select **Court Reporter**. Acknowledge by checking the box that you are submitting the registration for the individual listed (Continued on the next page).

**Complete all sections of E-File Registration**

**Filer Information**

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

**\* Required Information**

Court Type \* U.S. Bankruptcy Courts  
Court \* New York Eastern Bankruptcy Cour

[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-ordres/ord\\_559\\_0.pdf](http://www.nyeb.uscourts.gov/sites/nyeb/files/general-ordres/ord_559_0.pdf) for procedures for filing, signing and verification of documents by electronic means.

Role in Court \* Court Reporter

Name John Public



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. \***

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**STEP 7.** Review and/or update the information below (Continued on the next page).

A screenshot of the ECF system's 'Address' tab, enclosed in a red border. The 'Address' tab is highlighted with a red background. The form contains the following fields: Firm/Office (Righter's Transcription Company), Unit/Department (empty), Address (123 Any Street), Room/Suite (empty), 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 (empty), Text Phone (empty), and Fax Number (empty). At the bottom, there are four buttons: Next, Back, Reset, and Cancel. A red arrow points to the 'Next' button.

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**STEP 8.** In the **Additional Filer Information** and **Delivery Method and Formatting** sections complete, at least, the **required information\***. Click **Next**.

**Additional Filer Information**

Other Names Used

Most Recent Case  
(in court where you  
are registering)

**Delivery Method and Formatting**

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

Primary Email \*

nyebcourt+mstone@gmail.com

Confirm Email \*

nyebcourt+mstone@gmail.com

Email Frequency \*

Once Per Day (Daily Summ

Email Format \*

HTML

Next

Reset

Cancel



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**STEP 9.** The **Payment Information** screen is optional. Click **Next** if you are not entering payment information or **add Credit Card or ACH Payment** information. Click **Next**.

<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

**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 10.** Upon reviewing the **Non-Attorney E-Filing Terms and Conditions**, check the boxes and click **Submit**.

A screenshot of the 'Non-Attorney E-filing Terms and Conditions' form, enclosed in a red border. A red arrow points to the title. The form includes a list of terms, checkboxes for agreement, a note about email notifications, and buttons for 'Submit', 'Back', 'Reset', and 'Cancel'.

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

<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

**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 12. Select Check E-File Status.**

A screenshot of the CM ECF NextGen user interface. The interface is divided into two main sections. The top section displays account information: 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 in blue), and Usage. 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 from the left edge of the page to the "Check E-File Status" link.



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**STEP 13.** Name of Court, Description, and Date Submitted indicate the request for e-filing has been submitted to the court you selected.

Account Number 7041043  
 Username micahstone  
 Account Balance \$0.00  
 Case Search Status Inactive  
 Account Type 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(test)	registration	01/07/2021	Unknown

Done

UNITED STATES BANKRUPTCY COURT | EASTERN DISTRICT OF NEW YORK  
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**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

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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.