



# 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 LINKING YOUR CM/ECF ACCOUNT TO YOUR UPGRADED 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

**CENTRAL SIGN-ON**  
**LINKING YOUR CM/ECF ACCOUNT TO YOUR**  
**UPGRADED PACER ACCOUNT**



**“Go Live Day”**  
**January 19, 2021**

To electronically file in this Court on January 19<sup>th</sup> and thereafter, existing CM/ECF account holders must link their CM/ECF accounts (login and password) to their upgraded PACER accounts. Linking is a one-time process that can be completed only after the Court is live on NextGen CM/ECF. Follow the procedure below to link.

**STEP 1.** Go to the court’s CM/ECF site: <https://ecf.nyeb.uscourts.gov/>. Select **Eastern District of New York Document Filing System** link. (You will be on the NextGen CM/ECF Live Screen).

 The screenshot shows the login interface for the Eastern District of New York Document Filing System. At the top is the official seal of the United States Bankruptcy Court for the Eastern District of New York. Below the seal, the text reads "Welcome to the U.S. Bankruptcy Court for the Eastern District of New York" followed by a link to the "Eastern District of New York - Document Filing System". The main area contains a grid of buttons for various functions: Court Information, CM/ECF Registration, Forgot Password, Change Address, ePOC Filing Claims, ePOC Supplement 1, ePOC Supplement 2, Response to Notice of Final Cure Payment, ePOC Withdraw Claims, Financial Management Certificates, and ePoc 5.0 Filing Claims. A red banner at the bottom states: "You are accessing a test site. Documents contained herein are not official court records." and "We apologize for any inconvenience."
 

Court Information	CM/ECF Registration	Forgot Password	Change Address
<a href="#">ePOC Filing Claims</a>	<a href="#">ePOC Supplement 1</a>	<a href="#">ePOC Supplement 2</a>	<a href="#">Response to Notice of Final Cure Payment</a>
<a href="#">ePOC Withdraw Claims</a>	<a href="#">Financial Management Certificates</a>	<a href="#">Financial Management Certificates</a>	<a href="#">ePoc 5.0 Filing Claims</a>

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**STEP 2.** Enter your **upgraded PACER Username and Password**. **Client Code** is optional and is used for your case management.

Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

 **Login**

**\* Required Information**

<b>Username *</b>	<input type="text" value="chrischilds"/>
<b>Password *</b>	<input type="password" value="••••••••"/>
<b>Client Code</b>	<input type="text"/>
<b>Court *</b>	<input type="text" value="Court CM/ECF Lookup"/> 

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

**NOTICE:** 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 3.** From the **Court CM/ECF Look** dropdown list type **New York Eastern Bankruptcy Court** in the search box. Then select the Court.


A screenshot of the CM/ECF Login page, enclosed in a red rectangular border. The page has a white background. At the top left is a blue icon of a right-pointing arrow followed by the word "Login" in blue. Below this is the text "\* Required Information" in red. There are four input fields: "Username \*" with the value "chrischilds", "Password \*" with masked characters, "Client Code" (empty), and "Court \*" with a dropdown menu showing "New York Eastern Bankruptcy Cour". Below the dropdown is a search box containing "New York Eastern Ba" and a magnifying glass icon. To the left of the search box is a blue button with a white "L" icon. Below the search box is a section titled "U.S. Bankruptcy Courts" with two options: "New York Eastern Bankruptcy Court(test)" and "New York Eastern Bankruptcy Court(train)". To the left of this section is a blue button with a white "L" icon. Below the search box is a link "Forgot password?". At the bottom is a "NOTICE" section with the text: "NOTICE: This is a restric 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 4. Select Login.**

 **Login**

**\* Required Information**

<b>Username *</b>	<input type="text" value="chrischilds"/>
<b>Password *</b>	<input type="password" value="••••••••"/>
<b>Client Code</b>	<input type="text" value="Smalls, Debra"/>
<b>Court *</b>	<input type="text" value="New York Eastern Bankruptcy Cour"/> 

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

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ECF NEWSLETTER

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**STEP 5.** Review the **Redaction Agreement**.

**Redaction Agreement**

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:**

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Continue

Cancel

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**STEP 6:** The **Continue** button will remain grayed-out until you check the **Notice of Redaction Responsibility** box to indicate compliance with the redaction rules. Select the **Continue** button.

**Redaction Agreement**

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☒ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Continue

Cancel

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**STEP 7.** Select the **Eastern District of New York - Document Filing System** hyperlink.



Welcome to the U.S. Bankruptcy Court for the Eastern District of New York

[Eastern District of New York - Document Filing System](#)

Court Information	CM/ECF Registration	Forgot Password	Change Address
<a href="#">ePOC Filing Claims</a>	<a href="#">ePOC Supplement 1</a>	<a href="#">ePOC Supplement 2</a>	<a href="#">Response to Notice of Final Cure Payment</a>
<a href="#">ePOC Withdraw Claims</a>	<a href="#">Financial Management Certificates</a>	<a href="#">Financial Management Certificates</a>	<a href="#">ePoc 5.0 Filing Claims</a>

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5 a.m. We apologize for any inconvenience.

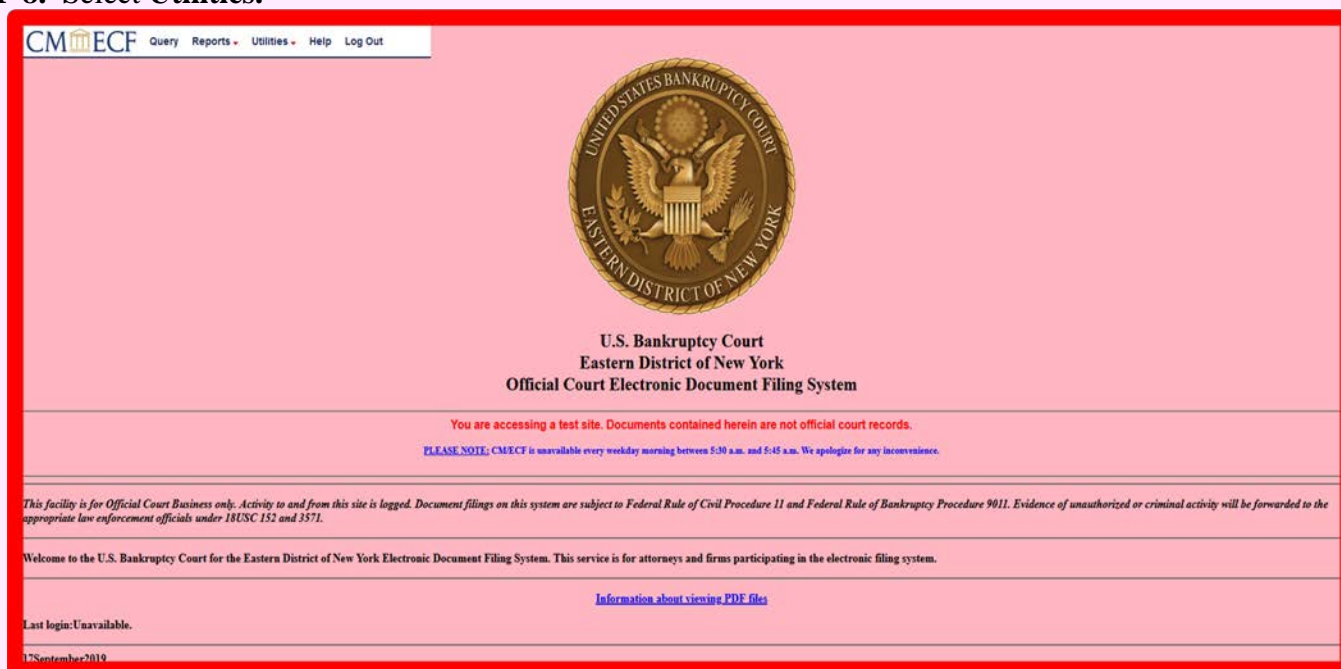


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**STEP 8. Select Utilities.**



ECF NEWSLETTER

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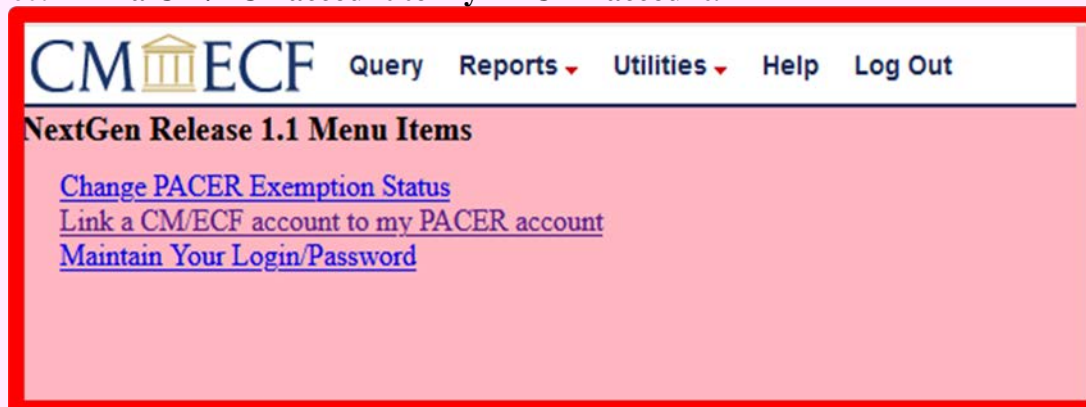


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**STEP 9.** Select the hyperlink **NextGen Release 1.1. Menu Items**.



**STEP 10.** Select **Link a CM/ECF account to my PACER account**.



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**STEP 11.** If you had a CM/ECF e-filing account in this court before the court converted to NextGen CM/ECF, enter your existing CM/ECF login and password and click **Submit**.

A screenshot of a web utility page titled "Link a CM/ECF account to my PACER account". The page has a light pink background. At the top, there is a navigation bar with the CM/ECF logo and links for "Query", "Reports", "Utilities", "Help", and "Log Out". The main heading is "Link a CM/ECF account to my PACER account" in blue. Below this, there is instructional text: "This utility links your PACER account with your e-filer account in this court. If you use CM/ECF for PACER only, no action is necessary. If you had a CM/ECF e-filing account in this court before the court converted to NextGen C to link the accounts (or go back if the names don't match)." There are two input fields: "CM/ECF login:" with the text "attorney1" and "CM/ECF password:" with masked characters. Below these are "Submit" and "Clear" buttons. At the bottom, there are two blue links: "Forgot login/password" and "More about Upgraded PACER account".

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**STEP 12.** Confirm that you want to link your PACER account to your existing CM/ECF e-filing account. Make sure that your CM/ECF and PACER accounts match. Click **Submit** to link the accounts. After you submit this screen, your e-filing credentials for the CM/ECF account will be permanently linked to your upgraded PACER account. Use your upgraded PACER account to e-file in this court.

A screenshot of the CM/ECF web interface. The header shows the CM/ECF logo and navigation links: Query, Reports, Utilities, Help, and Log Out. The main heading is "Link a CM/ECF account to my PACER account". Below this, it asks "Do you want to link these accounts?". It lists "CM/ECF Margaret Clarke" and "PACER Margaret Clarke". A note states: "After you submit this screen, your old e-filing credentials for the CM/ECF account will be permanently linked to your upgraded PACER account." At the bottom are "Submit" and "Clear" buttons. The entire screenshot is enclosed in a red rectangular border.

**YOUR UPGRADED PACER ACCOUNT HAS BEEN  
LINKED TO YOUR CM/ECF ACCOUNT.**

A screenshot of the CM/ECF web interface showing a confirmation message. The header is identical to the previous screenshot. The main heading is "Link a CM/ECF account to my PACER account". Below this, it states: "Your PACER account has been linked to your CM/ECF account". The screenshot is enclosed in a red rectangular border.

ECF NEWSLETTER

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**STEP 13.** You will be sent to the filing screen for the court. If the filing menu options do not appear, refresh your browser (**F5**) and or clear your cookies, cache and history.





**CONTACT INFORMATION**



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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

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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.