



# 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.*

## CONTENTS

N  
E  
X  
T  
G  
E  
N  
  
C  
M  
E  
C  
F

CENTRAL SIGN-ON  
FILING AGENT - 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 interface. The header includes the PACER logo and the text 'Public Access to Court Electronic Records'. Below the header is a navigation bar with several menu items: 'Register for an Account', 'Find a Case', 'File a Case', 'My Account &amp; Billing', 'Pricing', 'Help', and 'Search'. The 'My Account &amp; Billing' menu item is highlighted with a red underline. Below the navigation bar is a section titled 'What can we help you accomplish?' with four columns of service tiles. The fourth tile, 'Move to NextGen CM/ECF', is highlighted with a red border. The tiles contain icons and text describing various services: 'Search for a Case', 'Filing Electronically', 'Manage Your Account', and 'Move to NextGen CM/ECF'.

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

A screenshot of the PACER website interface. The header includes 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 &amp; Billing', 'Pricing', 'Help', and a search bar. The 'My Account &amp; Billing' dropdown menu is open, showing options: 'Manage My Account Login', 'Billing', 'Forgot Username or Password?', 'Group Billing Access', and 'My Account &amp; Billing Overview'. A red arrow points to 'Manage My Account Login'. The main content area has the heading 'What can we help you do?' and four columns of service tiles: 'Search for a Case', 'Filing Electronically', 'Create a PACER account or log in to manage your account and pay a bill.', and 'Move to NextGen CM/ECF'.

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**January 19, 2021**

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

A screenshot of the PACER website interface. The header includes the PACER logo and the text 'Public Access to Court Electronic Records'. A navigation menu contains 'Register for an Account', 'Find a Case', 'File a Case', 'My Account &amp; Billing', 'Pricing', 'Help', and 'Search'. The 'My Account &amp; Billing' menu item is highlighted with a red bar. Below the navigation, the breadcrumb 'Home &gt; My Account &amp; Billing' is visible. The main heading is 'Manage My Account Login'. A paragraph of text explains the purpose of the page: 'Login to manage your account details, like updating your address and email and payment information. If the federal court you're doing business with uses NextGen CM/ECF, you can also apply for attorney admissions or register to file electronically.' At the bottom, there is a blue button labeled 'Log in to Manage My Account'. A red arrow points from the left side of the page to this button.

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**January 19, 2021**

**STEP 4.** Enter your Username and Password and select Login.

A screenshot of the PACER 'Manage My Account' login page. At the top, the PACER logo is displayed with the tagline 'Public Access To Court Electronic Records'. Below this is a blue header with the text 'Manage My Account'. The main content area contains instructions: 'Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.' A 'Login' section is highlighted with a red arrow pointing to the 'Login' button. This section includes a red asterisk indicating required information, followed by input fields for 'Username' (containing 'TR6376') and 'Password' (masked with dots). Below the fields are three buttons: 'Login', 'Clear', and 'Cancel'. At the bottom of the login section are three links: 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. A 'NOTICE' section at the very bottom 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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**January 19, 2021**

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

A screenshot of a PACER account information page, enclosed in a red border. At the top, there are three tabs: 'Settings' (highlighted in blue), 'Maintenance', and 'Usage'. Below the tabs is a list of account details:

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

A red arrow points to the 'Upgraded PACER Account' text. Below the account details, there are two columns of links:

<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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**January 19, 2021**

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

A screenshot of a PACER account information page, enclosed in a red border. The page displays account details: Account Number (7006375), Username (TR6375), Account Balance (\$0.00), Case Search Status (Active), and Account Type (Legacy PACER Account). A red arrow points to the blue hyperlink '(Upgrade)' next to the Account Type. Below the account details is a navigation bar with tabs for Settings, Maintenance, Payments, and Usage. Under the Settings tab, there are five blue hyperlinks: Change Username, Change Password, Set Security Information, Update PACER Billing Email, and Set PACER Billing Preferences.

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**January 19, 2021**

**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

Two red arrows are present: one points horizontally from the 'User Type' label to the dropdown menu, and another points diagonally from the bottom right towards the 'Next' button.

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

Person	<b>Address</b>	Security
<b>* Required Information</b>		
Firm/Office	Office of the United States Trustee	
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		
<b>Next</b> <b>Back</b> <b>Reset</b> <b>Cancel</b>		

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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.

Person | Address | **Security**

**\* Required Information**

Username \*

Medium

Password \*

Confirm Password \*

Security Question 1 \*

Security Answer 1 \*

Security Question 2 \*

Security Answer 2 \*

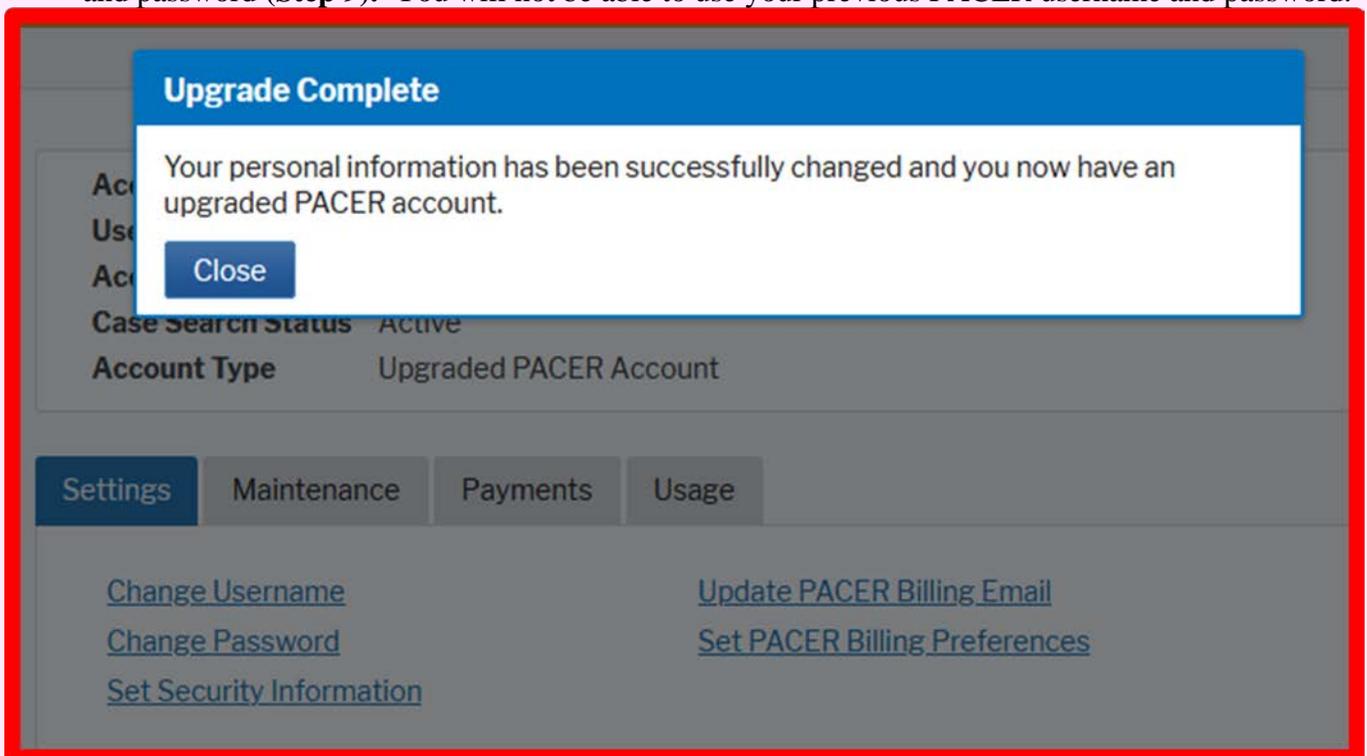
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**January 19, 2021**

**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

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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.