



# 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>.

**CENTRAL SIGN-ON**  
**FILING AGENT - OFFICE OF UNITED STATES TRUSTEE**  
**UPGRADE YOUR PACER ACCOUNT**



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

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 homepage, enclosed in a red rectangular border. The header features 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" (highlighted with a red underline), "Pricing", "Help", and "Search". The main content area is titled "What can we help you accomplish?" and contains four white boxes with blue icons and text. The first box is "Search for a Case" with a scales icon and text "Learn options to find case information." The second box is "Filing Electronically" with a document icon and text "Find court specific information to help you file a case electronically and developer resources." The third box is "Manage Your Account" with a card icon and text "Create a PACER account or log in to manage your account and pay a bill." The fourth box is "Move to NextGen CM/ECF" with an information icon and text "Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance."

**CENTRAL SIGN-ON**

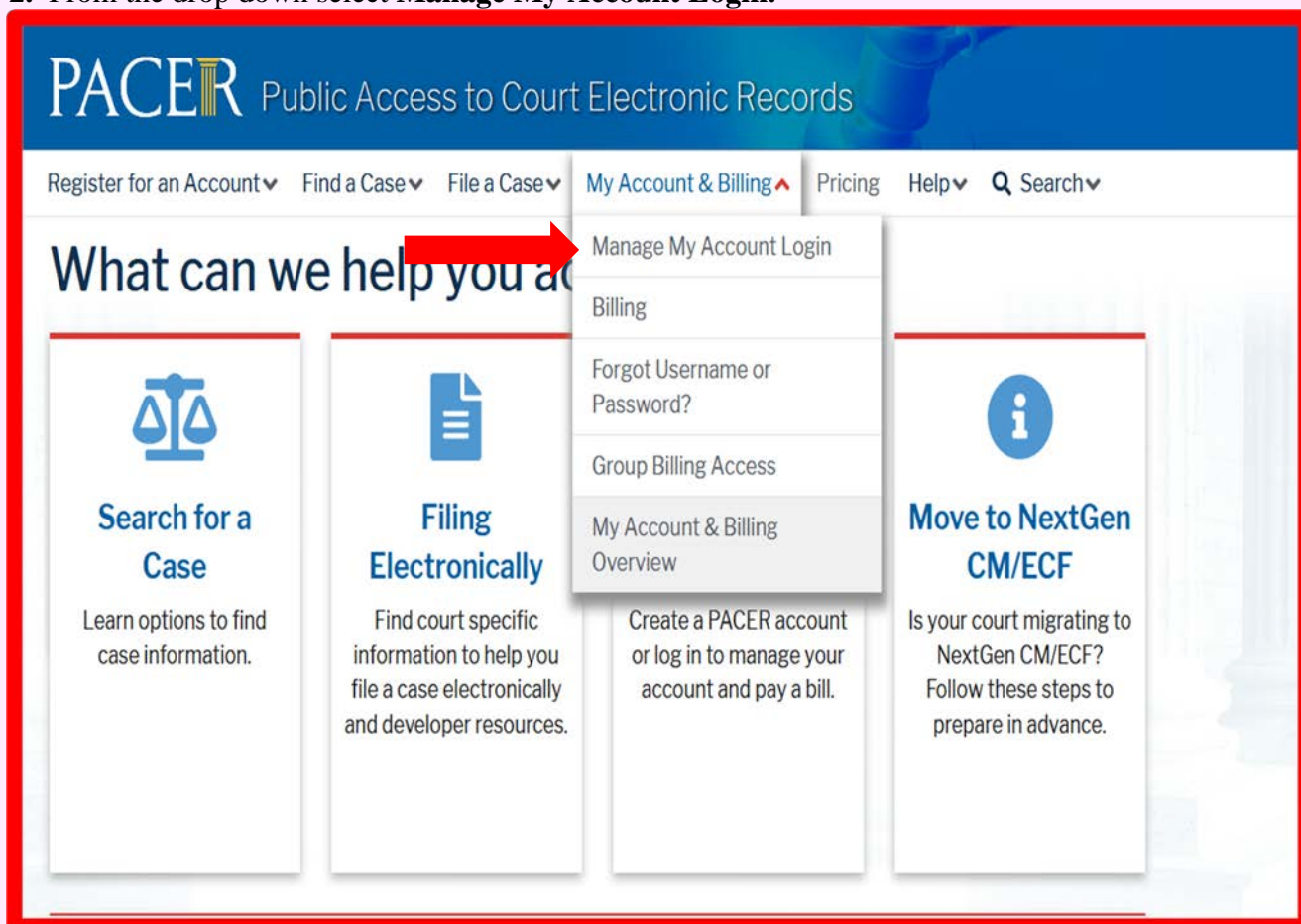
**FILING AGENT - OFFICE OF UNITED STATES TRUSTEE**

**UPGRADE YOUR PACER ACCOUNT**



**“Go Live Day”  
January 19, 2021**

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

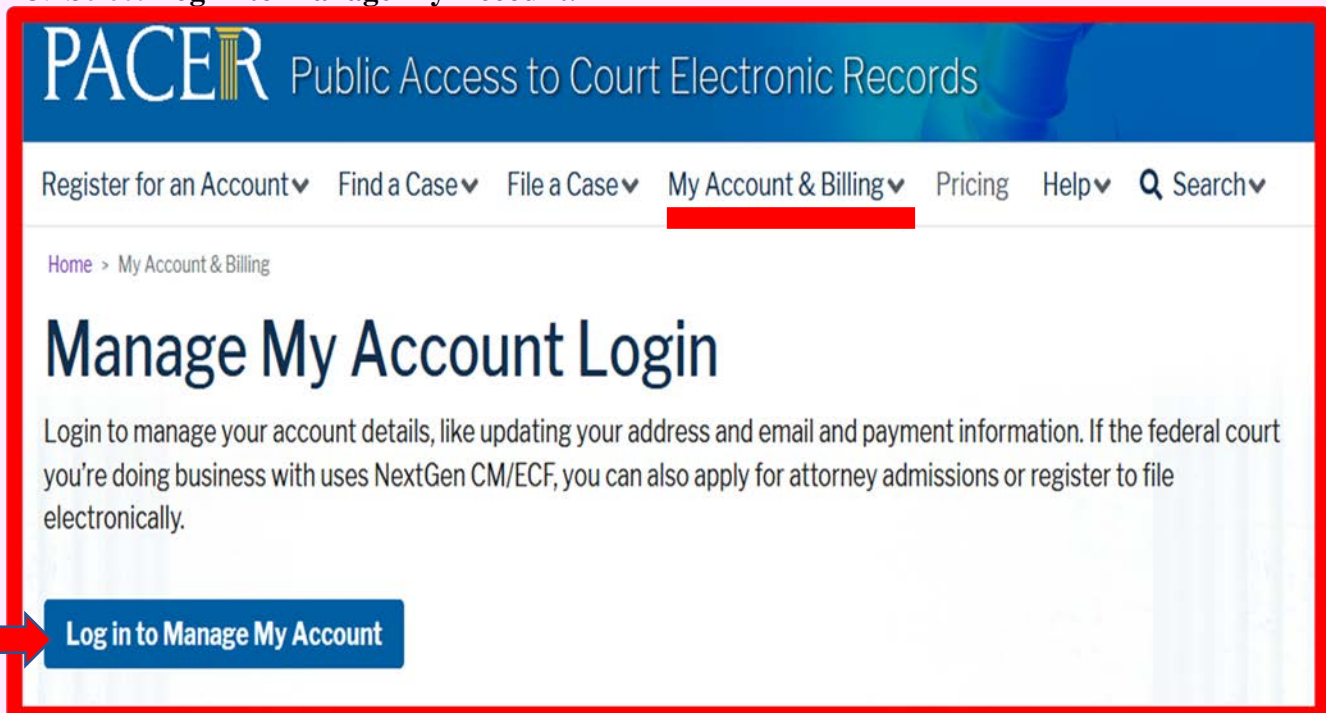


**CENTRAL SIGN-ON**  
**FILING AGENT - OFFICE OF UNITED STATES TRUSTEE**  
**UPGRADE YOUR PACER ACCOUNT**



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

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





**CENTRAL SIGN-ON**  
**FILING AGENT - OFFICE OF UNITED STATES TRUSTEE**  
**UPGRADE YOUR PACER ACCOUNT**



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

**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 explains the purpose of the page: 'Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.' The login section is enclosed in a box and includes a 'Login' link with a right-pointing arrow icon. Below this, it says '\* Required Information'. There are two input fields: 'Username \*' with the value 'TR6376' and 'Password \*' with masked characters. At the bottom of the login box 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 very bottom of the login box is a 'NOTICE' section stating that the website is for official PACER use only and that unauthorized entry is prohibited.

**CENTRAL SIGN-ON**  
**FILING AGENT - OFFICE OF UNITED STATES TRUSTEE**  
**UPGRADE YOUR PACER ACCOUNT**



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

**STEP 5.** If your account type is listed as **Upgraded PACER Account**, 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'.

**CENTRAL SIGN-ON**  
**FILING AGENT - OFFICE OF UNITED STATES TRUSTEE**  
**UPGRADE YOUR PACER ACCOUNT**



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

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

## ECF NEWSLETTER

**CENTRAL SIGN-ON**  
**FILING AGENT - OFFICE OF UNITED STATES TRUSTEE**  
**UPGRADE YOUR PACER ACCOUNT**



**“Go Live Day”**  
**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

First Name \*

Middle Name

Last Name \*

Generation

Suffix

Date of Birth \*

Email \*

Confirm Email \*

User Type \*

**Next** **Reset** **Cancel**



**CENTRAL SIGN-ON**  
**FILING AGENT - OFFICE OF UNITED STATES TRUSTEE**  
**UPGRADE YOUR PACER ACCOUNT**



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

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

Person	Address	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 Back Reset Cancel</b>		

**CENTRAL SIGN-ON**  
**FILING AGENT - OFFICE OF UNITED STATES TRUSTEE**  
**UPGRADE YOUR PACER ACCOUNT**



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

**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.

PersonAddress**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

SubmitBackResetCancel

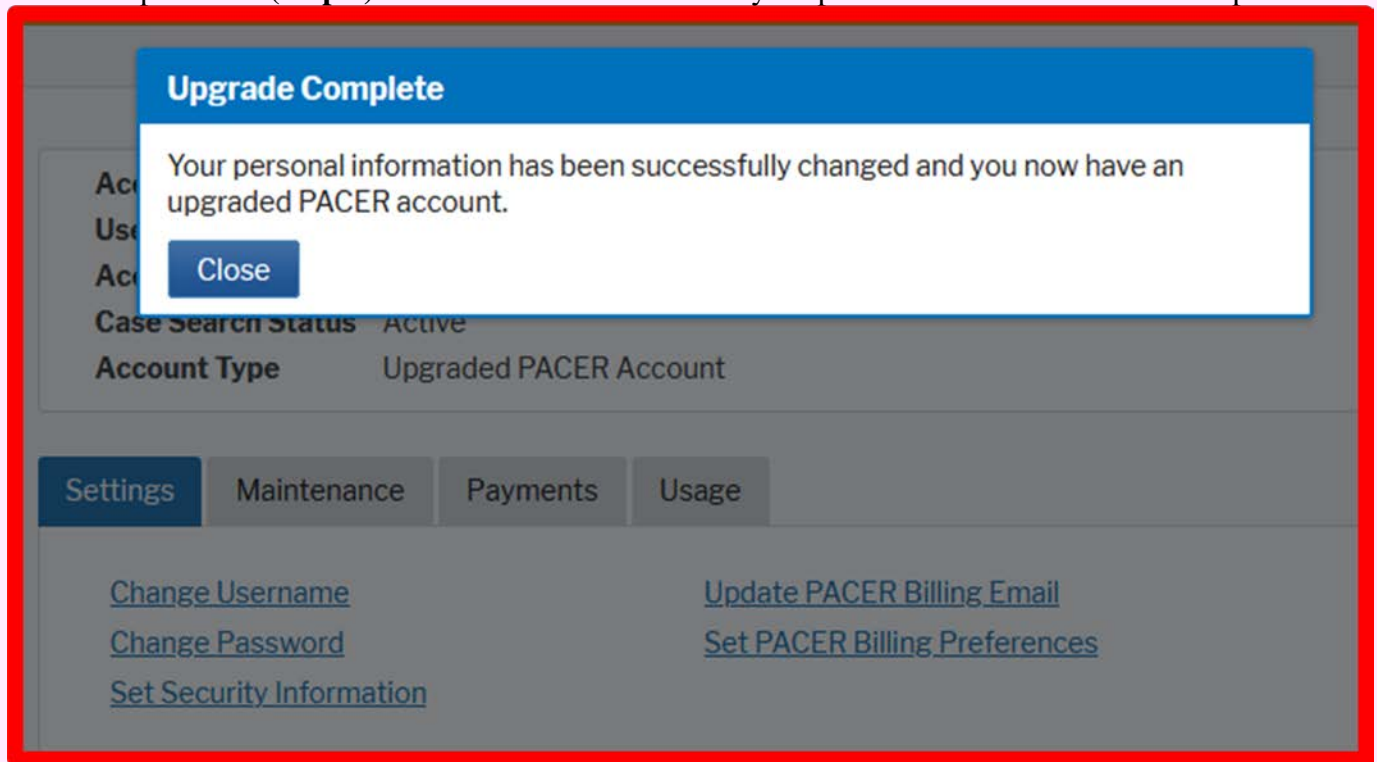
**CENTRAL SIGN-ON**  
**FILING AGENT - OFFICE OF UNITED STATES TRUSTEE**  
**UPGRADE YOUR PACER ACCOUNT**



**“Go Live Day”**  
**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**



**“Go Live Day”  
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

---

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

---

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.