



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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REQUEST E-FILING PRIVILEGES

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>.

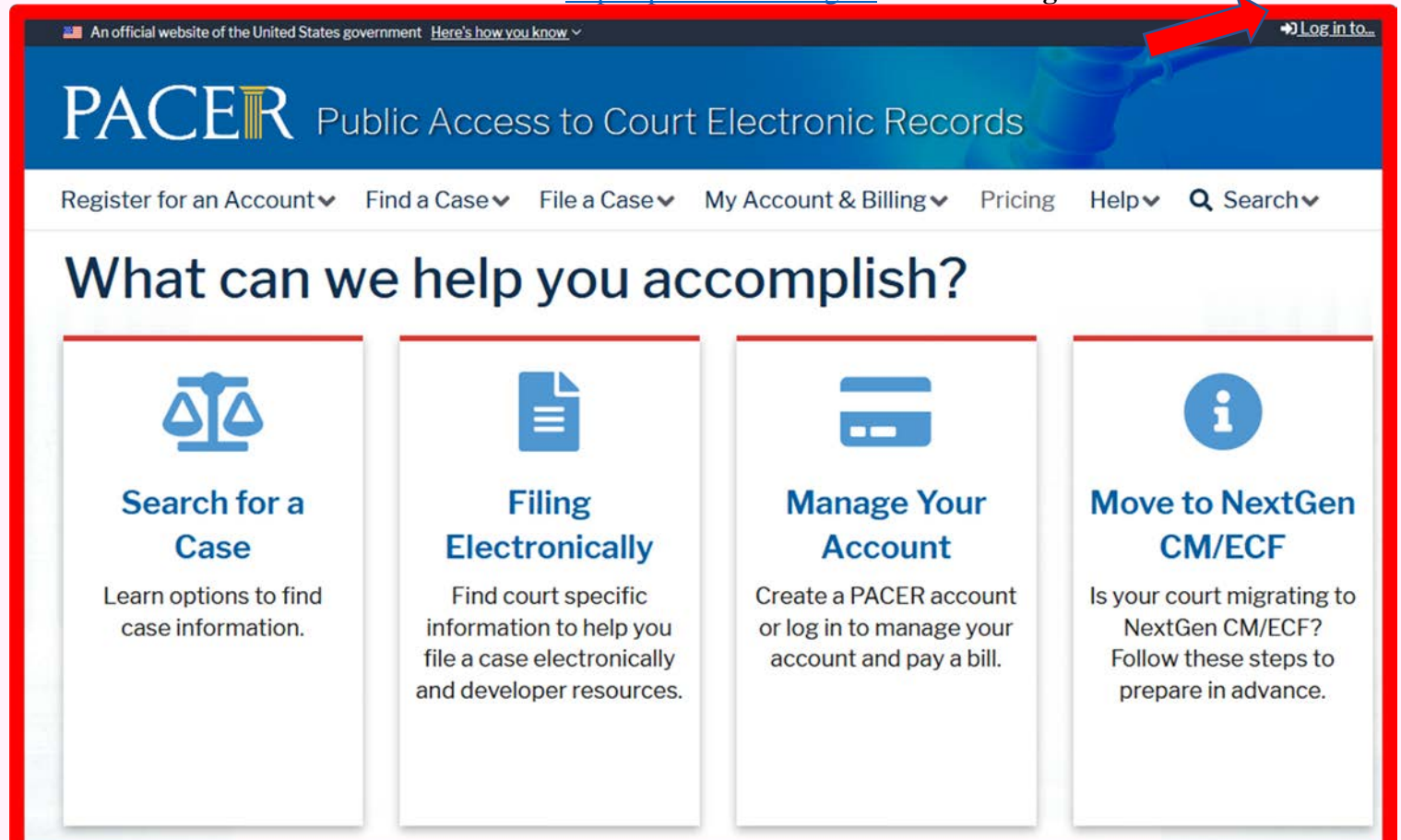
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If you have never electronically filed documents in this Court and/or do not have an ECF password to docket, follow these steps through PACER to request e-filing privileges to this court. You must have an Upgraded PACER Account before you can request 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 three buttons: "PACER Case Locator", "PACER Log in", and "Manage PACER Account". A red arrow points to the "Manage PACER Account" button. Below the navigation bar, there is a header section with the PACER logo and the text "Public Access to Court Electronic Records". Below the header, there is a menu with links: "Register for an Account", "Find a Case", "File a Case", "My Account & Billing", "Pricing", "Help", and "Search". Below the menu, there is a section titled "What can we help you accomplish?" with four cards. The first card is "Search for a Case", the second is "Filing Electronically", the third is "Manage Your Account", and the fourth is "Move to NextGen CM/ECF". The "Manage Your Account" card is highlighted with a red border.

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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, enclosed in a red rectangular border. At the top is the PACER logo with the tagline "Public Access To Court Electronic Records". Below this is a blue banner with the text "Manage My Account". The main content area has a heading "Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions." Below this is a "Login" section with a blue arrow icon and the word "Login". Underneath is a red asterisk and the text "* Required Information". There are two input fields: "Username *" with the text "parkerjones" and "Password *" with masked characters. 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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STEP 4. Click the **Maintenance** tab.

Account Number	7041037
Username	parkerjones
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	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**.

Account Number	7041037
Username	parkerjones
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	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 **Filing Agent**. 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-ordes/ord_559_0.pdf for procedures for filing, signing and verification of documents by electronic means.

Role in Court *  Filing Agent

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. Proceed to **STEP 8.**

Please verify your address. You may also enter a different address from the one provided for your CSO account.

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

Firm/Office	Office of the United States Trustee
Unit/Department	
Address *	123 Any Street
Room/Suite	Second Floor
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	

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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**.

The screenshot shows a web form with two main sections: "Additional Filer Information" and "Delivery Method and Formatting". The "Additional Filer Information" section has two text input fields: "Other Names Used" and "Most Recent Case (in court where you are registering)". The "Delivery Method and Formatting" section has a checkbox "Use a different email. Checking this will clear the primary email fields below." followed by four fields: "Primary Email *" (containing "margaret.clarke@usdoj.gov"), "Confirm Email *" (containing "margaret.clarke@usdoj.gov"), "Email Frequency *" (a dropdown menu set to "At The Time of Filing (One I...)", and "Email Format *" (a dropdown menu set to "HTML"). At the bottom of the form are three buttons: "Next", "Reset", and "Cancel". A red rectangular box surrounds the entire form area, and a red bracket highlights the email-related fields.

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STEP 9. The **Payment Information** screen is optional. If you are not entering payment information. Click **Next**.

A screenshot of the 'Payment Information' screen. At the top, account details are listed: Account Number 7041043, Username micahstone, Account Balance \$0.00, Case Search Status Inactive, and Account Type Upgraded PACER Account. Below this is a blue header for 'Payment Information'. A yellow box contains a note about ACH payments. Text below explains that this section is optional and provides instructions on selecting payment methods. At the bottom, there are links for 'Add Credit Card' and 'Add ACH Payment', and a row of three buttons: 'Next', 'Back', and 'Cancel'. Two red arrows are overlaid on the image: one points from the left to the yellow note box, and another points from below to the 'Next' button.

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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. The form has a blue header with the text "E-Filing Terms of Use". The main title "Non-Attorney E-filing Terms and Conditions" is in large black font, with a red arrow pointing to it. Below the title is a list of six bullet points. At the bottom of the list, there is a red bracket and a red arrow pointing to the first two checkboxes. The first checkbox is checked and has a red arrow pointing to it. The second checkbox is also checked. Below the checkboxes is a paragraph of text and a "Note" section. At the bottom of the form, there are four buttons: "Submit", "Back", "Reset", and "Cancel". A red arrow points to the "Submit" button.

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**.

Account Number	7041043
Username	micahstone
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	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 account page, enclosed in a red border. The page displays account information and navigation links. A red arrow points to the "Check E-File Status" link under the "Maintenance" tab.

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

Settings

Maintenance

Usage

[Update Personal Information](#)

[Update Address Information](#)

[Check E-File Status](#)

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

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

[E-File Registration/Maintenance History](#)

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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

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

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.

[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.