



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 upgraded its Case Management/Electronic Case Filing System (CM/ECF) to the Next Generation of CM/ECF (NextGen).

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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 homepage, enclosed in a thick red border. The header is blue with 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 & Billing" (highlighted with a red box and a red arrow), "Pricing", "Help", and "Search". The main content area is white and features the heading "What can we help you accomplish?". Below this are four white boxes with blue icons and text: 1. "Search for a Case" with a scales icon, "Learn options to find case information." 2. "Filing Electronically" with a document icon, "Find court specific information to help you file a case electronically and developer resources." 3. "Manage Your Account" with a card icon, "Create a PACER account or log in to manage your account and pay a bill." 4. "Move to NextGen CM/ECF" with an information icon, "Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance."

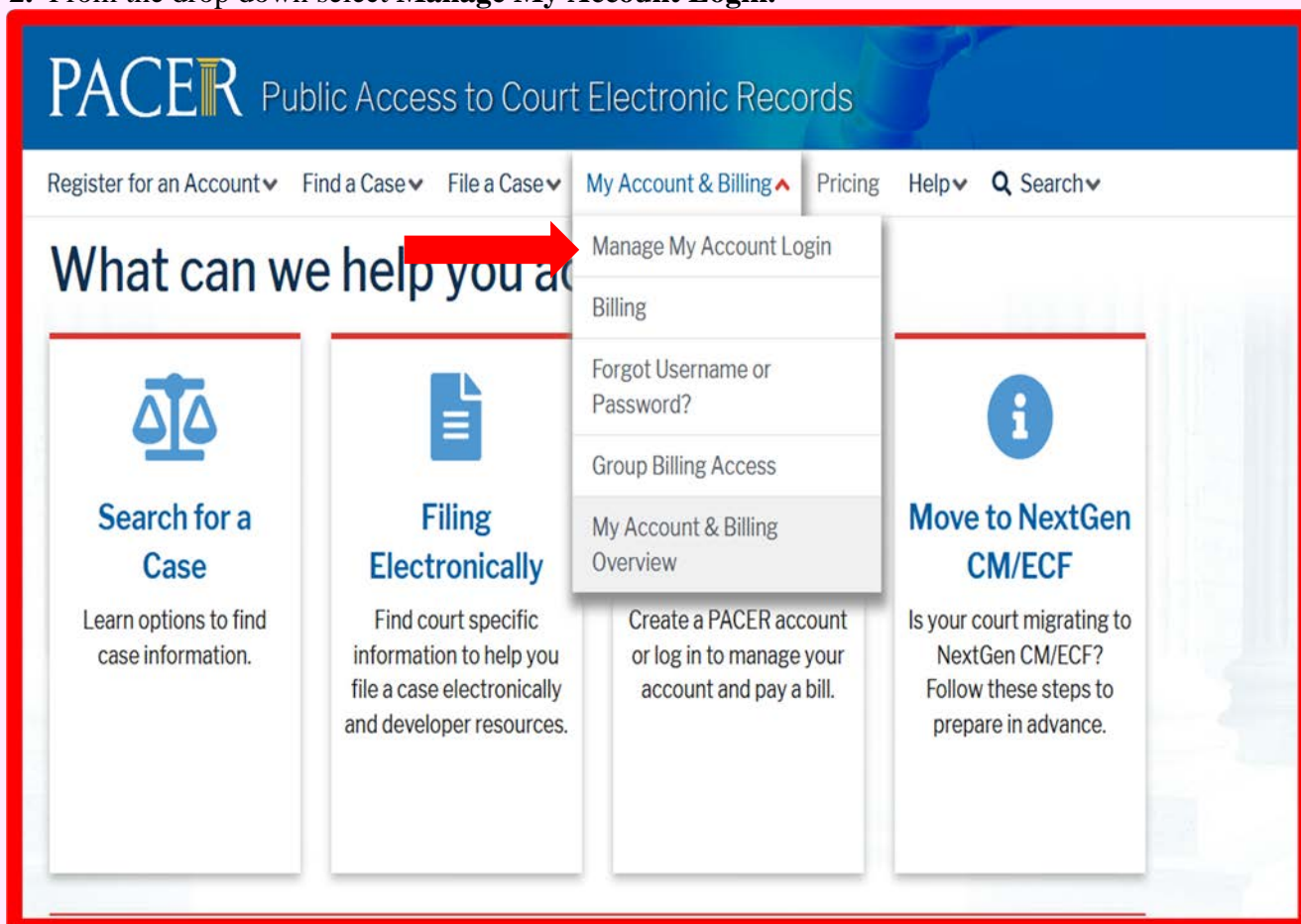
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STEP 2. From the drop down select **Manage My Account Login**.

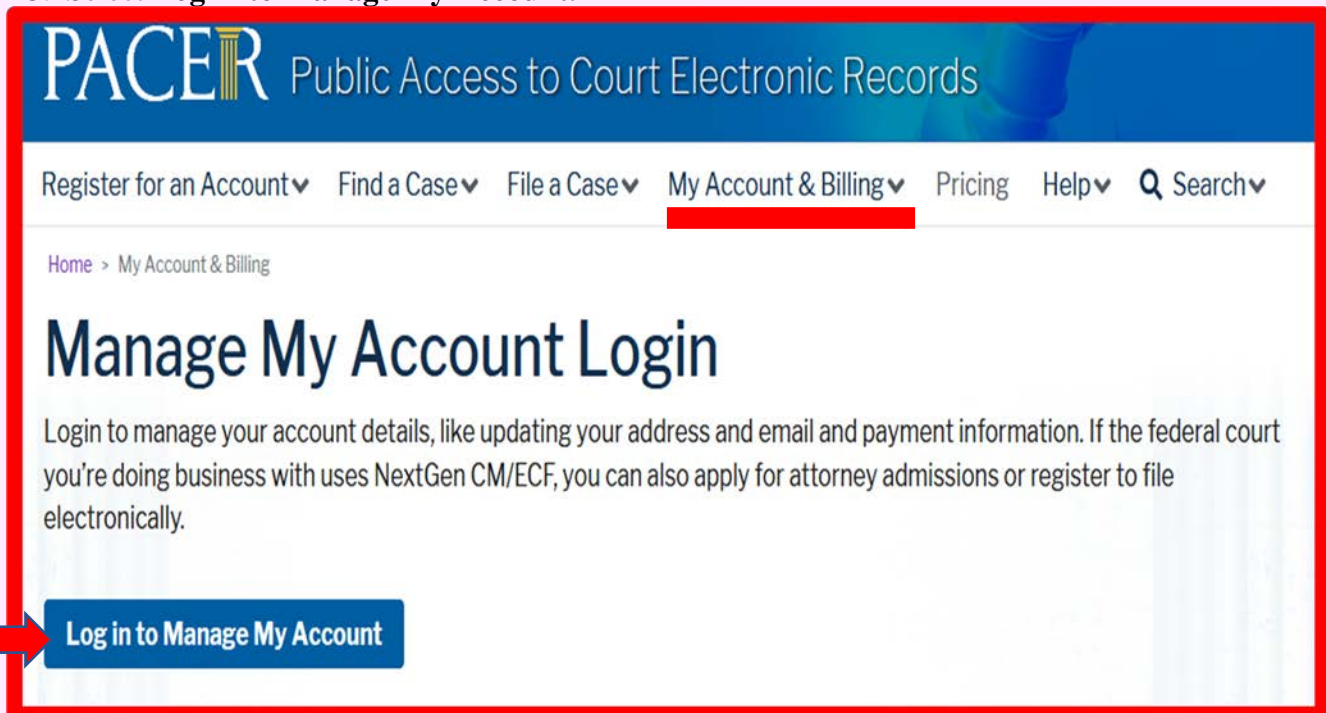


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STEP 3. Select **Log in to Manage My Account.**



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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 is a blue bar 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 red arrow pointing to it. The form also includes fields for "Username" (containing "TR6376") and "Password" (masked with dots). Below the form are links for "Need an Account?", "Forgot Your Password?", and "Forgot Username?". A "NOTICE" section at the bottom states that the website is for official PACER use only and that unauthorized entry is prohibited.

PACER
Public Access To Court Electronic Records

Manage My Account

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

Login **Clear** **Cancel**

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

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

A screenshot of the CM ECF account settings page, 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'.

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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 (Upgrade)

Settings

Maintenance

Payments

Usage

Change Username	Update PACER Billing Email
Change Password	Set PACER Billing Preferences
Set Security Information	

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STEP 7. At the **Person** tab verify and/or enter at least, the required information. Select a **User Type** from the dropdown list.

A screenshot of the "Upgrade PACER Account" web form. The form has a blue header bar with the text "Upgrade PACER Account". Below the header is a yellow box containing instructions: "Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account." followed by a paragraph explaining the upgrade process and a note about the legacy account. Below this is a blue box with the text: "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." The form is divided into three tabs: "Person", "Address", and "Security". The "Person" tab is selected and highlighted with a red arrow. The "Person" tab contains a section titled "* Required Information" with the following fields: "Prefix" (a dropdown menu), "First Name" (text input, value: "John"), "Middle Name" (text input, value: "Q."), "Last Name" (text input, value: "Public"), "Generation" (a dropdown menu), "Suffix" (a dropdown menu), "Date of Birth" (text input, value: "12/04/2002", with a calendar icon), "Email" (text input, value: "john.q.public@yourdomain.com"), "Confirm Email" (text input, value: "john.q.public@yourdomain.com"), and "User Type" (a dropdown menu). A red arrow points to the "User Type" dropdown menu. At the bottom of the form are three buttons: "Next", "Reset", and "Cancel".

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STEP 8. Scroll down to the **Individual Accounts** section. (Continues on the next page)

A screenshot of the CM ECF NextGen account setup form, specifically the "Person" tab. The form is titled "Person" and has sub-tabs for "Address" and "Security". Under the "Person" tab, there is a section for "* Required Information" with fields for Prefix, First Name, Middle Name, Last Name, Generation, Suffix, Date of Birth, Email, Confirm Email, and User Type. The "Prefix" field is a dropdown menu with "Select Prefix" as the current selection. The "First Name" field contains "John". The "Last Name" field is empty. The "User Type" field is a dropdown menu with "Select User Type" as the current selection. A red arrow points to the "Individual Accounts" option in the dropdown menu. The "User Type" field is underlined in red. At the bottom of the form are three buttons: "Next", "Reset", and "Cancel".

Person Address Security

* Required Information

Prefix Select Prefix

First Name * John

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

Email *

Confirm Email *

User Type *

FEDERAL JUDICIARY

STATE OR LOCAL GOVERNMENT

***** Individual Accounts *

INDIVIDUAL

STUDENT

PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE

ATTORNEY

Select User Type

Next Reset Cancel

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STEP 9. Select **INDIVIDUAL** as User Type. Click 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

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STEP 10. Verify and/or update the address information. After selecting **State**, select **County**. Click **Next**.

A screenshot of the 'Address' tab in a user profile form. The form has three tabs: 'Person', 'Address' (selected), and 'Security'. Under the 'Address' tab, there is a section for '* Required Information'. The fields and their values are: Firm/Office (Law Offices of John Q. Public), Unit/Department (empty), Address (123 Any Street), Room/Suite (empty), City (Your Town), State (New York), County (NEW YORK), Zip/Postal Code (10022), and Country (United States of America). There are also fields for Primary Phone (555-555-3232), Alternate Phone, Text Phone, and Fax Number, all of which are empty. At the bottom of the form are four buttons: Next, Back, Reset, and Cancel.

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STEP 11. 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**.

A screenshot of the "Upgrade PACER Account" form, specifically the "Security" tab. The form is titled "Upgrade PACER Account" in a blue header. Below the header, a yellow box contains instructions: "Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account." The text explains that the user has a legacy account and the upgrade process will change their username and password. A note states: "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." It also provides contact information for the PACER Service Center. Below the instructions, there are three tabs: "Person", "Address", and "Security", with "Security" being the active tab. The form fields are labeled with red asterisks to indicate required information. The fields are: Username (filled with "marclarke"), Password (filled with "Medium"), Confirm Password (filled with "Medium"), Security Question 1 (dropdown menu with "In what city or town was your first job?"), Security Answer 1 (filled with "TestUser"), Security Question 2 (dropdown menu with "What is your best friend's first name?"), and Security Answer 2 (filled with "UserTest"). At the bottom, there are four buttons: "Submit", "Back", "Reset", and "Cancel". A red arrow points to the "Submit" button.

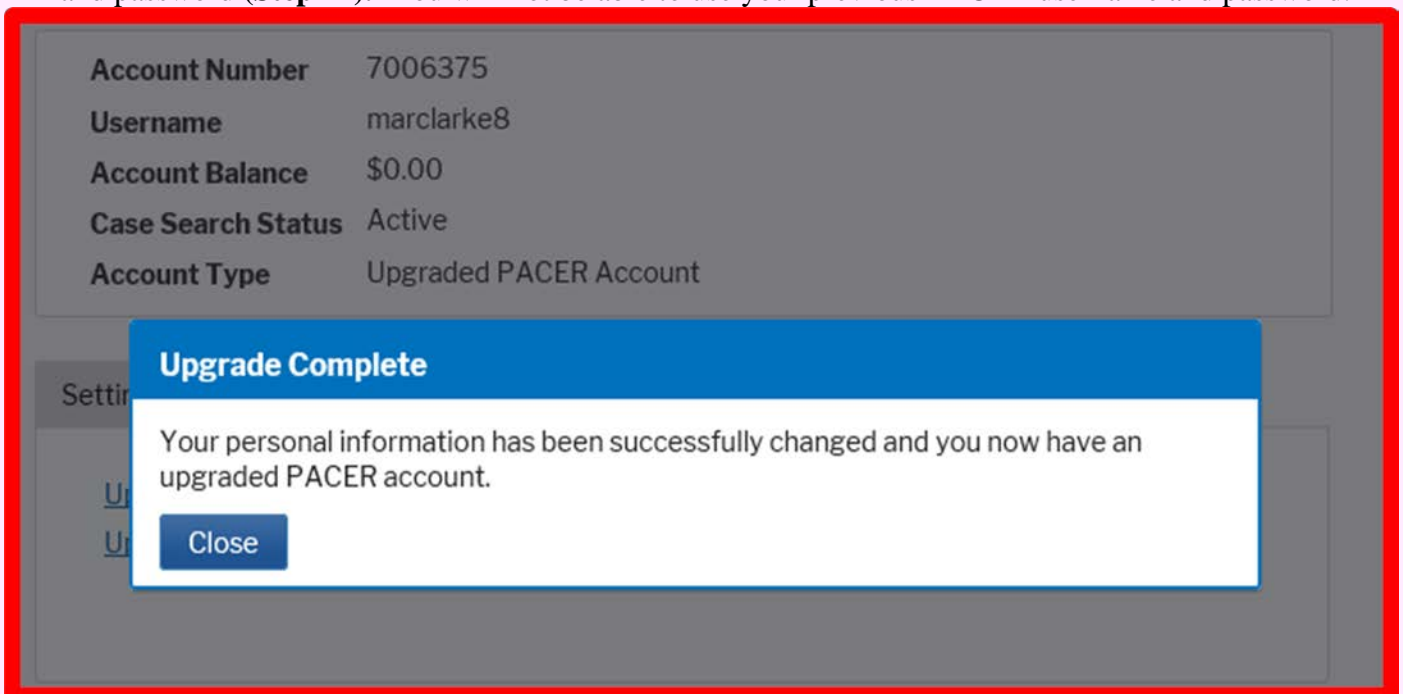
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**YOUR PACER ACCOUNT IS NOW
UPGRADED**

STEP 12. The dialog box displays that your PACER Account is upgraded. You have a new PACER username and password (**Step 11**). 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

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.