



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

Attorneys seeking *Pro Hac Vice* admission to practice in the United States Bankruptcy Court, Eastern District, must request e-filing privilege through PACER. After your e-filing request has been approved, use your PACER username and login to docket in CM/ECF the Motion and Order for *Pro Hac Vice* Admission.

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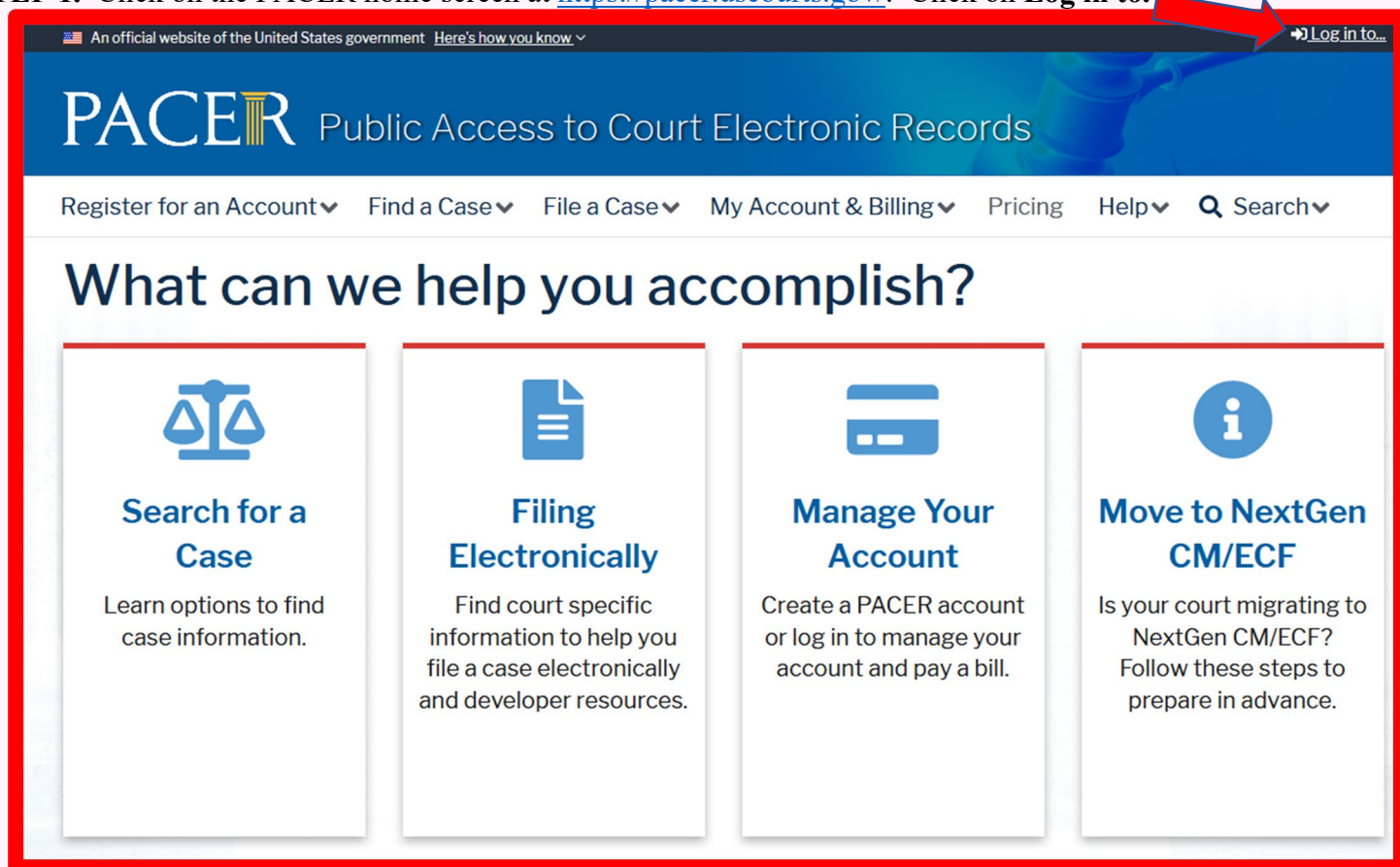


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January 19, 2021

You must have an Upgraded PACER Account before you can request *Pro Hac Vice* e-filing privileges. You may either create a new PACER Account or Upgrade a former PACER Account. The filer will be granted e-filing privilege to docket the necessary documents for *Pro Hac Vice* admission. This judicial e-filing password is to be used only in the matter for which the filer requested admission.

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. A red rectangular box highlights the top navigation bar and the main content area. A red arrow points down to the "Manage PACER Account" button in the top navigation bar. The website header includes the PACER logo and the text "Public Access to Court Electronic Records". Below the header is a navigation menu with links: "Register for an Account", "Find a Case", "File a Case", "My Account & Billing", "Pricing", "Help", and "Search". The main content area is titled "What can we help you accomplish?" and features four cards: "Search for a Case", "Filing Electronically", "Manage Your Account", and "Move to NextGen CM/ECF". Each card contains an icon and a brief description of the service.

Log in to the federal Judiciary's electronic public access services. Close X

PACER Case Locator PACER Log in **Manage PACER Account**

An official website of the United States government Here's how you know Log in to...

PACER Public Access to Court Electronic Records

Register for an Account Find a Case File a Case My Account & Billing Pricing Help Search

What can we help you accomplish?

- Search for a Case**
Learn options to find case information.
- Filing Electronically**
Find court specific information to help you file a case electronically and developer resources.
- Manage Your Account**
Create a PACER account or log in to manage your account and pay a bill.
- Move to NextGen CM/ECF**
Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

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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". A paragraph of text instructs users to enter their PACER credentials to update personal information, register to e-file, make an online payment, or perform other account maintenance functions. The login section includes a "Login" link with a right-pointing arrow, a red asterisk indicating required information, and input fields for "Username" (containing "parkerjones") 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 that the website is for official PACER use only and that unauthorized entry is prohibited.

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STEP 4. Click the **Maintenance** tab. Select **Attorney Admissions/E-file Registration**.

Account Number	7006375
Username	marclarke8
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings	Maintenance	Payments	Usage
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Update Personal Information	➔	Attorney Admissions / E-File Registration
Update Address Information		Non-Attorney E-File Registration

ECF NEWSLETTER

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STEP 5. Review the **Note** section before selecting **Court Type** and **Court** from the pull-down menus. You may also visit the **Court CM/ECF Lookup Page** which is optional. Go to the next page.


Account Number 7006375
Username marclarke8
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

In what court do you want to practice?

*** Required Information**

Court Type  Select Court Type 

Court *  Select Court 

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#). 

Next

Reset

Cancel

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STEP 6. Select U.S. Bankruptcy Courts from the Select Court Type dropdown list.

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

In what court do you want to practice?
** Required Information*

Court Type *

Court *

Note: Centralized attorney admission is not available for all courts. If you do not see a court listed, visit the [Court CM/ECF](#) page for more information.

Select Court Type

- Select Court Type
- U.S. Appellate Courts
- U.S. District Courts
- U.S. Bankruptcy Courts

Next Reset Cancel

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STEP 7. For **Court**, select **New York Eastern Bankruptcy Court** from the dropdown list. Click **Next**.

Account Number	7041036
Username	monclark
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

In what court do you want to practice?

*** Required Information**

Court Type *	↔	U.S. Bankruptcy Courts	▼
Court *	↔	New York Eastern Bankruptcy Cour	▼

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

Next

Reset

Cancel

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STEP 8. Review the local Policies and Procedures on Electronic Filing and the local Policies and Procedures for Attorney Admission by clicking the hyperlinks, prior to selecting *Pro Hac Vice*.

Account Number	7041036
Username	monclark
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

What would you like to apply/register for?

E-File Registration Only

Pro Hac Vice

[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.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

After submitting your e-filing request, an attorney must upload evidence that he/she is a valid member of any state bar in the U.S. via the court's website at <https://ecf.nyeb.uscourts.gov/cgi-bin/registration.pl> in order to receive e-filing access. Your application will be rejected if you fail to comply with this court.

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Cancel

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STEP 9. In the **Filer Information** section, complete, at least, the **Required information***. **Role in Court**, should be **Attorney**. You may select your **Title** from the dropdown list. Acknowledge by checking the box that you are the individual listed. Go to the next page.

Complete all sections of E-File Registration

Filer Information

* Required Information

Role in Court Attorney
 Title Trial Attorney
 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. ***

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 Law Offices of John Q. Public
 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

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STEP 10. Complete **Additional Filer Information** where applicable. Complete **Delivery Method and Formatting**. Click **Next**.

Additional Filer Information

Already Admitted at Court

Select Court

Court Bar ID

Other Names Used

Pro Hac Vice Case Number

00-40001

State Bar ID

1234567

State

New York

Delivery Method and Formatting

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

Primary Email *

john.q.public@yourdomain.com

Confirm Email *

john.q.public@yourdomain.com

Email Frequency *

At The Time of Filing (One

Email Format *

HTML

Next

Back

Reset

Cancel

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STEP 11. Review the **Payment Information** screen. If you are not entering payment information, click **Next**.

Account Number	7006375
Username	marclarke8
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

→ This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

[Add Credit Card](#) [Add ACH Payment](#)

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STEP 12. Review the **Payment Information** screen. You may add or update **payment information such as Credit Card or ACH Payment**. The checked box indicates that you authorized PACER to bill your credit card.

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

 <input checked="" type="checkbox"/> Autobill PACER fees <input type="checkbox"/> E-filing fees default <input type="checkbox"/> Admissions fees default XXXXXXXXXXXX4747 01/2039 Parker Jones 111 PRQ Street Corona, NY 11435 Update	Add Credit Card Add ACH Payment
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------

[Next](#) [Back](#) [Cancel](#)

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STEP 13. Review and acknowledge by checking the boxes that you have read and agree to the terms and conditions and the local Court Policies of the Court.

E-Filing Terms of Use

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 by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for 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 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.

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STEP 14. You have completed your request through PACER to e-file in the Bankruptcy Court, EDNY.
Proceed to **STEP 15.**

Account Number	7041037
Username	parkerjones
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

STEP 15. Certificate of Good Standing

Before the Court grants e-filing privilege, you will receive an email requesting the Certificate of Good Standing from the United States District Court for the Eastern or Southern District of New York. Kindly, respond to the email by attaching the Certificate... Do not send the Certificate of Good Standing until you receive an email from the person processing the request.

Your request for e-filing privilege will be rejected if you do not comply with this Court requirement.

CONTACT INFORMATION



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.