



# 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).

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.

## ECF NEWSLETTER

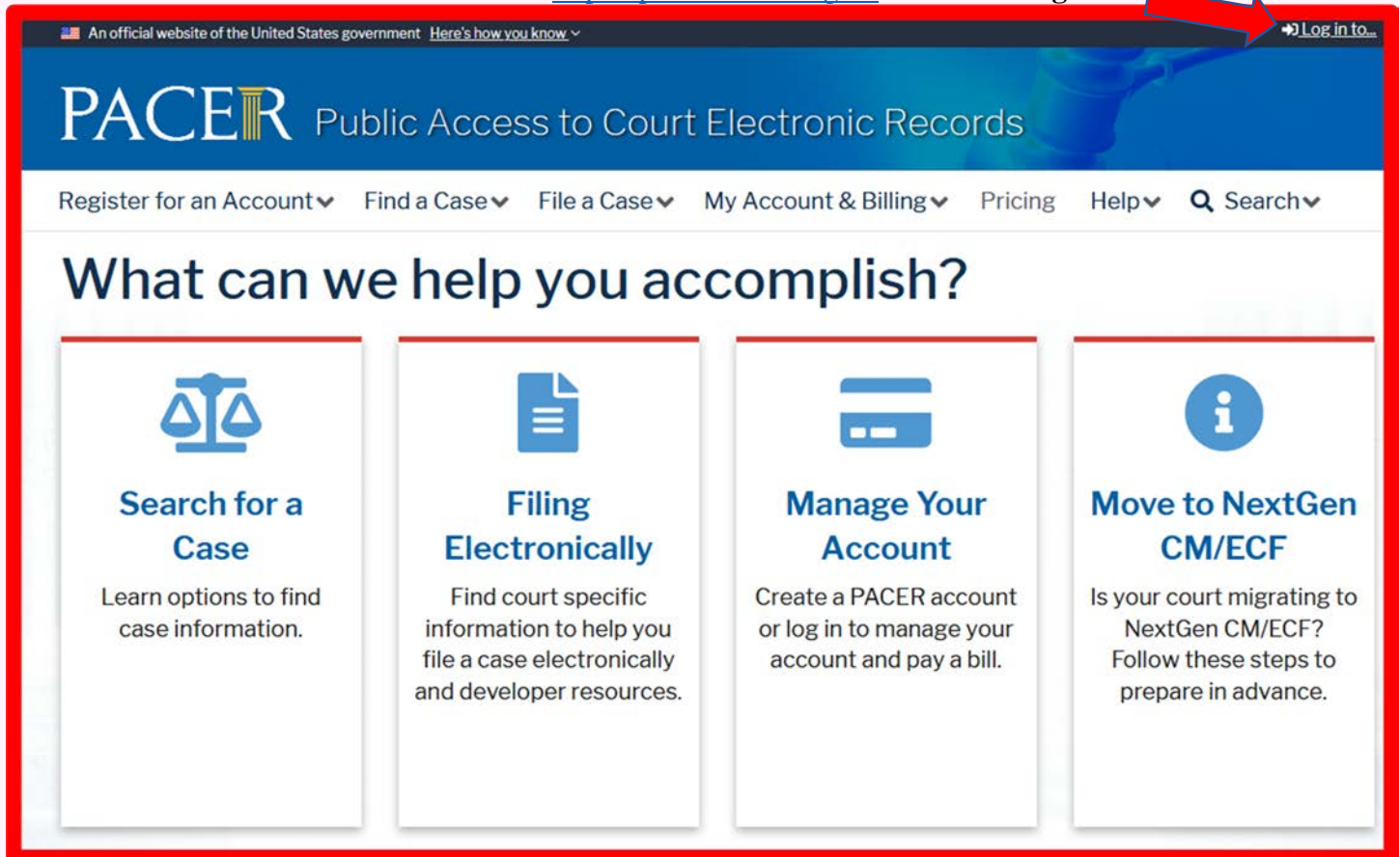
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You must have an Upgraded PACER Account before you can request *Pro Hac Vice* e-filing privileges. You may either create a new PACER Account or Upgrade a former PACER Account. The filer will be granted e-filing privilege to docket the necessary documents 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 a specific area. At the top of this box is a navigation bar with three blue buttons: "PACER Case Locator", "PACER Log in", and "Manage PACER Account". A red arrow points down to the "Manage PACER Account" button. Below the navigation bar is a blue banner with the PACER logo and the text "Public Access to Court Electronic Records". Underneath the banner is a horizontal menu with links: "Register for an Account", "Find a Case", "File a Case", "My Account &amp; Billing", "Pricing", "Help", and "Search". Below the menu is a section titled "What can we help you accomplish?". This section contains four white boxes with blue icons and text. The first box has a scales icon and is titled "Search for a Case". The second has a document icon and is titled "Filing Electronically". The third has a card icon and is titled "Manage Your Account". The fourth has an information icon and is titled "Move to NextGen CM/ECF". Each box contains a brief description of the service. The entire screenshot is framed by 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". 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" heading with a right-pointing arrow icon, followed by a red asterisk and the text "Required Information". There are two input fields: "Username" with the text "parkerjones" and "Password" with masked characters (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 this is a restricted government website for official PACER use only, with unauthorized entry prohibited and subject to prosecution under Title 18 of the U.S. Code.



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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 | <b>Maintenance</b> | Payments | Usage |
|----------|--------------------|----------|-------|

|   |   |   |
|---|---|---|
| <a href="#">Update Personal Information</a> | ➔ | <a href="#">Attorney Admissions / E-File Registration</a> |
| <a href="#">Update Address Information</a>  |   | <a href="#">Non-Attorney E-File Registration</a>          |

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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.

A screenshot of the CM ECF NextGen sign-on form. The form is enclosed in a red border. At the top, there is a table with account information: Account Number (7041037), Username (parkerjones), Account Balance (\$0.00), Case Search Status (Inactive), and Account Type (Upgraded PACER Account). Below this is a section titled "In what court do you want to practice?" with a red asterisk indicating required information. It contains two dropdown menus: "Court Type \*" and "Court \*". The "Court Type \*" dropdown is open, showing options: "Select Court Type", "U.S. Appellate Courts", "U.S. District Courts", and "U.S. Bankruptcy Courts". A red arrow points to the dropdown arrow of the "Court Type \*" menu. Another red arrow points to the "U.S. Bankruptcy Courts" option in the dropdown list. Below the dropdowns is a "Note" about centralized attorney admission. At the bottom are three buttons: "Next", "Reset", and "Cancel".

|                    |                        |
|--------------------|------------------------|
| 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.

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



ECF NEWSLETTER

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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](http://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.

Back

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 <span style="float: right;">▼</span> |
| 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 <span style="float: right;">▼</span>                 |
| County *          | NEW YORK <span style="float: right;">▼</span>                 |
| Zip/Postal Code * | 10022   |
| Country *         | United States of America <span style="float: right;">▼</span> |
| 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**.

|                           |                        |
|---------------------------|------------------------|
| <b>Account Number</b>     | 7006375                |
| <b>Username</b>           | marclarke8             |
| <b>Account Balance</b>    | \$0.00                 |
| <b>Case Search Status</b> | Active                 |
| <b>Account Type</b>       | 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.

☒ Autobill PACER fees  
☐ E-filing fees default  
☐ 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** to upload your Certificate of Good Standing from your State bar.

|                           |                        |
|---------------------------|------------------------|
| <b>Account Number</b>     | 7041037                |
| <b>Username</b>           | parkerjones            |
| <b>Account Balance</b>    | \$0.00                 |
| <b>Case Search Status</b> | Inactive               |
| <b>Account Type</b>       | 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

**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

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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.