

Attorney User Guide

REGISTERING ONLINE FOR THE ELECTRONIC CASE FILING LIVE SYSTEM ATTORNEY LOGIN AND PASSWORD

Overview

CM/ECF is a case management program that allows attorneys to file pleadings and other documents with the U.S. Bankruptcy Court, Eastern District of New York. It is the primary method for docketing and filing documents with the Court over the Internet 24 hours per day, 7 days per week, except for scheduled maintenance.

Requirements

An attorney seeking to electronically file documents **must**:

- Registered online by completing the Attorney Password Application with the Court.
- Be a member in good standing of the **Bar(s) of the State** in which he/she is admitted/licensed to practice.
- Be admitted to practice in the United States District Court, Eastern or Southern District of New York by standard court admission or *Pro Hac Vice*.

Admitted to practice in the United States District Court for the Eastern and/or Southern District of New York. You will be required to upload a PDF Good Standing Certificate from the **District Court** attesting to admission to practice and current status of good standing.

Admitted to practice ***Pro Hac Vice*** or has filed or will file a ***Pro Hac Vice Motion***, in the United States Bankruptcy Court for the Eastern District of New York. Refer to E.D.N.Y. Local Bankruptcy Rule 2090-1 to determine compliance before requesting an ECF login and password.

Pro Hac Vice forms may be found on the Court's web site at: <http://www.nyeb.usCourts.gov/forms/all-forms/admissions>. You will be required to identify the case number for *Pro Hac Vice* Appearance.

Certificate of Good Standing

PDF Good Standing Certificates from the **State Bar(s)** and from the United States District Court, Eastern/Southern District of New York, attesting to admission to practice and current status of good standing.

- Certificate of Good Standing must be from each state in which the applicant is a member of the bar, and issued within 30 days of filing. *See Local Civil Rule 1.3(c), Local Rules for the United States Districts Courts for the Southern and Eastern Districts of New York.*
- *You may request* a Certificate of Good Standing from the Eastern and/or Southern District Court Federal Bar in which you are admitted to practice.
- In New York, Certificates of Good Standing must be requested from the [Appellate Division](#) where the attorney was admitted.
- *A certificate of good standing is the only document available to New York attorneys as proof of admission to the Bar. See [New York State Courts, Attorney Registration FAQs](#).*

Your ECF Password is:

- Issued by the Court in which you are filing
- Only to docket
- Issued one per filer

PACER Password:

- Issued by the PACER Service Center so users can view, query, and print case information and standard reports.
- You will know that you have logged into PACER when you see the following



Register either online, or call (800) 676-6865, or visit its website at: www.pacer.uscourts.gov.

Expediting Passwords

If at any time a conditional login and password, including login and password for Pro Hac Vice admission, are issued on an emergency basis, the applicant has 24 hours, from the time of issuance, to docket and file all required

documents. Failure to comply will result in the rescinding of your password until compliance is met.

Do not Register Online for a Login and Password if you:

1. Have **forgotten your password**. A new password can be generated and sent to the filer's **primary email account on record with the Court** by clicking the [Reset link](#). You must know your login and primary email address listed on your account in CM/ECF to receive the email with password.
2. Need to **update your existing** CM/ECF account information, (e.g. change phone number). [Log in to CM/ECF](#) with your ECF filing password and select the **Utilities** menu, then select **Maintain Your ECF Account**.
3. Wish to **change your ECF password**. [Log in to CM/ECF](#) with your ECF filing password and select the **Utilities** menu, then select **Maintain Your ECF Account**.

Changing Firms

1. When an attorney moves to a new firm, and is **not** taking any cases from the former law firm, the attorney must either docket the request or call the Clerk's Office for instructions on how to proceed to specifically request that **NONE** of the cases from the current firm be updated with the new firm's information.
2. In order for the Clerk's Office to change information relating to the attorney profile, all requests must be made on a business letterhead, signed by the account holder and emailed to the ECF_Helpdesk@nyeb.uscourts.gov .
3. It is the responsibility of the relocating attorney of record and the law firm that owns the case, to ensure that the Court's docket accurately reflects the new attorney of record for all open cases in which, the attorney, was previously involved. See U.S.B.C., E.D.N.Y Local Bankruptcy Rules. 2090-1.

Instructions to Apply for an Attorney ECF Login and Password

1. **Start** - Go to CM/ECF Live to the **CM/ECF Filer or PACER login** screen and click the link, Register for a CM/ECF login and password.

2. **Email Address** - Enter your email address. This (primary) email address will be entered in CM/ECF for the applicant to receive electronic notifications.
3. **Click Start and you will receive one of the two messages below:**
 - a. **You have an email on file with this Court - Do not Register Online.** You will be given options to either reset your password, update your profile, or change your password, or
 - b. **You do not have an email on file with this Court - Register Online.** You may continue with the registration process by clicking the Register Online link.
4. **Upload Certificates of Good Standing** from the United States District Court, Eastern or Southern District of New York and your State Bar(s). Both certificates must be uploaded as one document at all times including when reapplying. Failure to upload both certificates will result in the rejection of your application.
5. **Check the applicable box for admission to practice.**
6. **Part I. Attorney Application** - Enter the information requested. All required information is indicated by an asterisk (*).
7. **Part II. Click on the link to read the terms and agreement and check the box** - affirming that you understand and accept the state terms and agreement.
8. **Signature** - Type the Name of Attorney Applicant exactly as it was first entered. If not, you will get a warning message that the ****attorney name must match what was entered above****. If you did not answer a required question, you will not be able to submit your application until the question has been answered.
9. **Click Continue**
10. **Summary** - Review and confirm accuracy of all information entered. Each applicant must accurately answer the online application questions as this information will automatically create the profile in CM/ECF which will be reflected on cases in which the attorney is involved.
11. **Enter the Captcha**

12. **Thank you** – Click **OK** to complete the process and exit.
13. **Email** – You will receive an email from courtmail@nyeb.uscourts.gov with your login and password after your application has been processed by the Clerk’s Office.
 - a. Do not use this email address, courtmail@nyeb.uscourts.gov, to respond.
 - b. It is recommended that you add this email address, courtmail@nyeb.uscourts.gov, to your list of contacts or configure your anti-spam filter to accept emails from this system.
 - c. You will not receive your login and password if you entered your email address incorrectly when registering online or when using the reset password feature.
 - d. If you requested a login and password and did not receive them timely, before calling the Court, check your email spam or junk our ECF login and password were issued.

After Completing Application

- After successfully completing the registration online, attorneys are provided a login and password to get access to the ECF Live database.
- Passwords are generally issued Monday through Friday, 8:30 a.m. through 4:30 p.m. except for Court holidays and emergency closings.

TOOLS AND PROCEDURES TO ASSIST WITH E-FILING

General Order #559 (Amended March 18, 2016) Revised Electronic Filing Procedures

USBC, EDNY Local Bankruptcy Rules

Rule 9036-1 Consent to Notice by Electronic Transmission

The receipt of an Electronic Case Filing password from the Court shall constitute consent to electronic notice by the attorney receiving the password pursuant to Bankruptcy Rule 9036, and shall constitute a waiver by such attorney of the right to receive notice by other, non-electronic means.

Rule 9036-2 Consent to Service by Electronic Transmission

(b) Service by Electronic Transmission.

Whenever service is required to be made on a person who has requested, or is deemed to have requested, electronic notice in accordance with Bankruptcy Rule 9036 or subdivision (a) of this rule, service shall be made by serving the “Notice of Electronic Filing” generated by the ECF system either by hand, facsimile, or email, or by overnight mail if serve by hand, facsimile, or email is impracticable

(d) Proof of Service.

Proof of service under this rule as required by EDNY LBR 9013-(f) shall include a list of parties electronically served and the email address where service was transmitted.

ECF Filing Tips:

Tip of the Month - <http://www.nyeb.uscourts.gov/cmecf-tip-month>

Electronic Learning Modules (ELMs) -
<http://www.nyeb.uscourts.gov/electronic-learning-modules-elms-and-transcripts-external-users>

Maintain Your ECF Account

It is the responsibility of the applicant to submit accurate information when applying for an ECF password.

It is imperative that the holder of an ECF account keep the account profile current in order to receive notification of actions taken on a case in which the account holder is involved.

Information such as, but not limited to, firm affiliation, address, telephone, fax, and/or email address must be electronically updated by the user:

View the Electronic Learning Module (ELM) [Maintain Your ECF Account](#) to update your profile. [Logging in to CM/ECF](#) with the ECF password and click on the **Utilities** menu, then **Maintain Your ECF Account**.

[ECF Newsletter](#)

[Password Reset Program](#)

[New York State Unified Court System - NYCourts.gov](#)

[Local Civil Rule 1.3\(c\), Local Rules for the United States Districts Courts for the Southern and Eastern Districts of New York](#)

CONTACT US

In the event you need the assistance of the Clerk's Office to change your attorney profile, a request must be made on business letterhead and signed by the person holding the account. This letter can be:

Emailed to the ECF_Helpdesk@nyeb.uscourts.gov

Faxed to 631-712-6209

Mailed to the United States Bankruptcy Court, EDNY, Alfonse M. D'Amato U.S Courthouse, 290 Federal Plaza, Central Islip, NY 11722.

If you have questions after you have reviewed the Court's website, call (631)712-6200 from 9:00 a.m. - 4:00 p.m.