

Limited Access Creditor User Guide
**REGISTERING ONLINE FOR THE ELECTRONIC CASE FILING LIVE
SYSTEM FOR LIMITED ACCESS 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

In order to receive a limited access login and password to electronically file [Proofs of Claim and claim-related documents](#):

Register for an online password only if you are an institutional creditor, claims trader, an approved claims agent, or governmental unit, (federal, state or local).

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 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.

Terminating Password

If a company wishes to deactivate a password account, e.g. when an employee leaves the company, it is the responsibility of the supervisor or authorizing agent, to prepare a signed written request on business letterhead, and send the letter by fax, regular mail, or email as an attachment to the ECF_Helpdesk@nyeb.uscourts.gov.

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**.
4. Are a claimant in a case where a **Claims Agent** has been retained. To file a proof of claim, refer to the written instructions received from the debtor's attorney as the Court's ECF System is not used to maintain the claims register when a case has a Claims Agent. For a list of cases with Claims Agents, click [here](#).
5. Are a **Pro Se filer or a one-time creditor** seeking to file a proof of claim in a case. In this instance, click on the [Electronic Filing of Proof of Claim \(ePOC\)](#) link to file a Proof of Claim.

Instructions to Apply for Limited Access ECF Login and Password

1. **Start** - Go to CM/ECF Live to the **CM/ECF Filer or PACER Login** screen and click the link for Limited Access ECF Password Register Online.
2. **Email Address** - Enter your email address. The email address will be entered in CM/ECF and will be referred to as the primary email address.
3. **Click Start and you will receive one of the two messages below:**

- a. **You have an email address 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.
 - b. **You do not have an email address on file with this Court – Register Online.** You may continue with the registration process by clicking the Register Online link if you are:
 - i. An institutional creditor
 - ii. Claims Trader
 - iii. An approved Claims Agent
 - iv. Governmental unit (federal, state, or local)
4. Print a copy of the Terms and Agreement so it can be read, signed, and scanned.
 5. If you are a *Pro Se* filer or one-time creditor seeking to file a proof of claim in a case, click the [Electronic Filing of Proof of Claim \(ePOC\)](#) link.
 6. **Check the box** - Indicates under whose authority you require a password.
 7. **Part I. Applicant and Employer Information** - Enter your personal information. All required information is indicated by an asterisk (*).
 8. **Part II. Terms and Agreement** - Upload the [terms and agreement](#) signed by your supervisor and notarized by a notary public. It is recommended that the document be signed and scanned before completing the application.

Signatories

1. Notary Public
 2. Employee's Supervisor or Authorized Person
- a. **Browse** - Upload Signed Terms and Agreement.

b. **Check the box** - Affirms that you understand and accept the stated terms and agreement.

c. **Signature of Applicant**

9. **Click Continue.**

10. **Summary** - Review and confirm the accuracy of all information entered.

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. You must either re-register or send a signed request by email to the Clerk's Office, on your business letterhead, to correct the email address.

After Completing Application

- After successfully completing the registration online, creditors are provided limited access logins and passwords for 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 profile, a request must be made on business letterhead and signed by the person holding the account. For those creditors with Limited Access account, the supervisor must sign. 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 the (631)712-6200 from 9:00 a.m. - 4:00 p.m. or send non-emergency questions to the ECF_helpdesk@nyeb.uscourts.gov.