

Guidance for Filing Agents

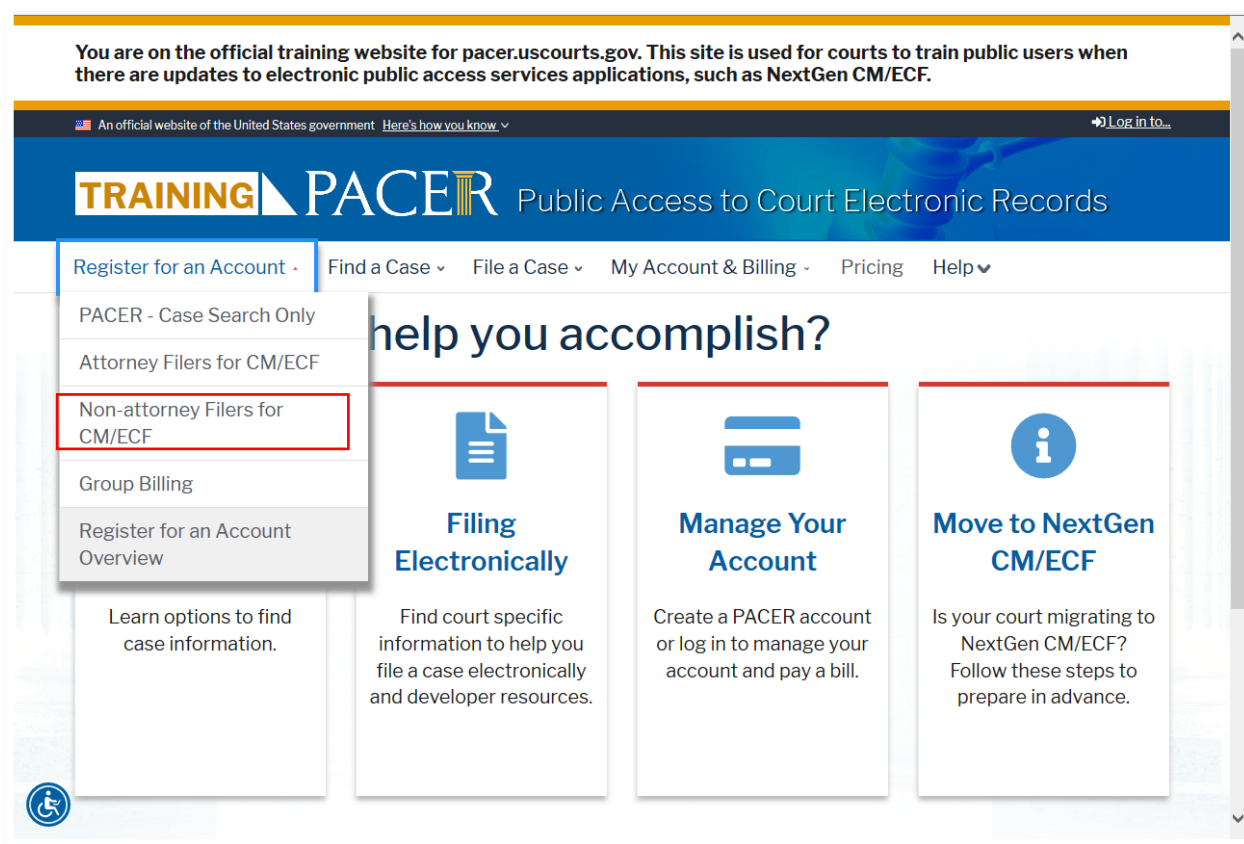
Any paralegal or support staff that will be filing on behalf of trustees will be required to obtain their own PACER account ahead of the court's transition to NextGen on March 1, 2021. After the PACER account has been obtained, the filing agent must wait until March 1, 2021 to link their PACER account to their existing CM/ECF account. For this to happen, the agent **MUST** know their current CM/ECF login credentials.

If the filing agent is currently linked to their respective trustee account in CM/ECF, then on or after March 1, 2021 their only obligation is to link their PACER account to their CM/ECF account with our court (please see **Link your PACER & CM/ECF Accounts** in the **How-To Section** of our court's NextGen page).

If the filing agent is not linked to their respective trustee account prior to March 1, 2021, then an additional step must be taken after the filing agent's account has been linked to our court on March 1. This guidance is located below in the **Add a Filing Agent to an Existing Trustee Account** section.

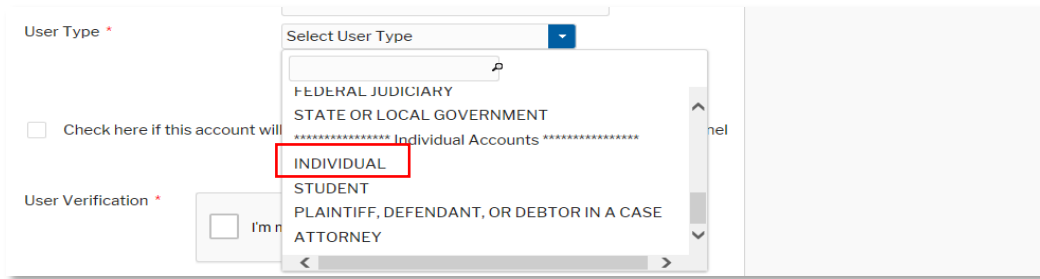
Create a PACER Account

1. Go to www.pacer.gov. Click **Register for an Account – Non attorney Filers for CM/ECF**



2. On the next screen, click **Register for a PACER account**

3. Fill in all required fields and select **Individual** as the **User Type**



4. Create a unique **Username** and **Password** on the next screen and answer **Security Questions**
5. Payment information is not required as the trustee will grant rights for paying fees when adding the Filing Agent Account to their Central Sign-On Account
6. Click the box to acknowledge policies and procedures and **Submit** your account

The Individual PACER account is now created. It is the responsibility of the filing agent to link this account to the Eastern District of Wisconsin’s Bankruptcy Court on or after March 1, 2021 before filing.

Add a Filing Agent to an Existing Trustee Account

If the filing agent is not linked to a trustee account prior to March 1, 2021, then it is the obligation of the trustee/attorney to add the filing agent to their account (this cannot be completed until all accounts are linked to the our court).

1. After the filing agent has linked to our court, the trustee must log in to CM/ECF in our district
2. Once logged in, select **Utilities – Maintain Your ECF Account**



3. Click **More user information...**

Alternate Phone Text Phone
Bar ID Bar status
Initials DOB 10/31/1980
Person end date
Email information...
Submit

4. Search for the filing agent's last name in the **Find filing agent** field. When the correct name appears, click **Select**. The filing agent will then be listed in the **Filing agents** section

Filing agents
Find filing agent
Return to Account screen

Add a Filing Agent

	Name	Address
Select	Agent, Bob	517 E Wisconsin Ave Milwaukee, WI 53202
Select	Agent, Secret	123 Abc St. Milwaukee, WI 53220 414-444-4444

5. Click to **Return to Account screen** and **Submit**

Once the filing agent has been linked to the trustee account, the filing agent will have the same filing privileges as the trustee. When logged into CM/ECF, the filing agent will see the trustee's name in the upper left section of the screen. If the filing agent is linked to multiple accounts, they will see a list in order to select the appropriate filer.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out
Filing for Richard Trustee (tr)