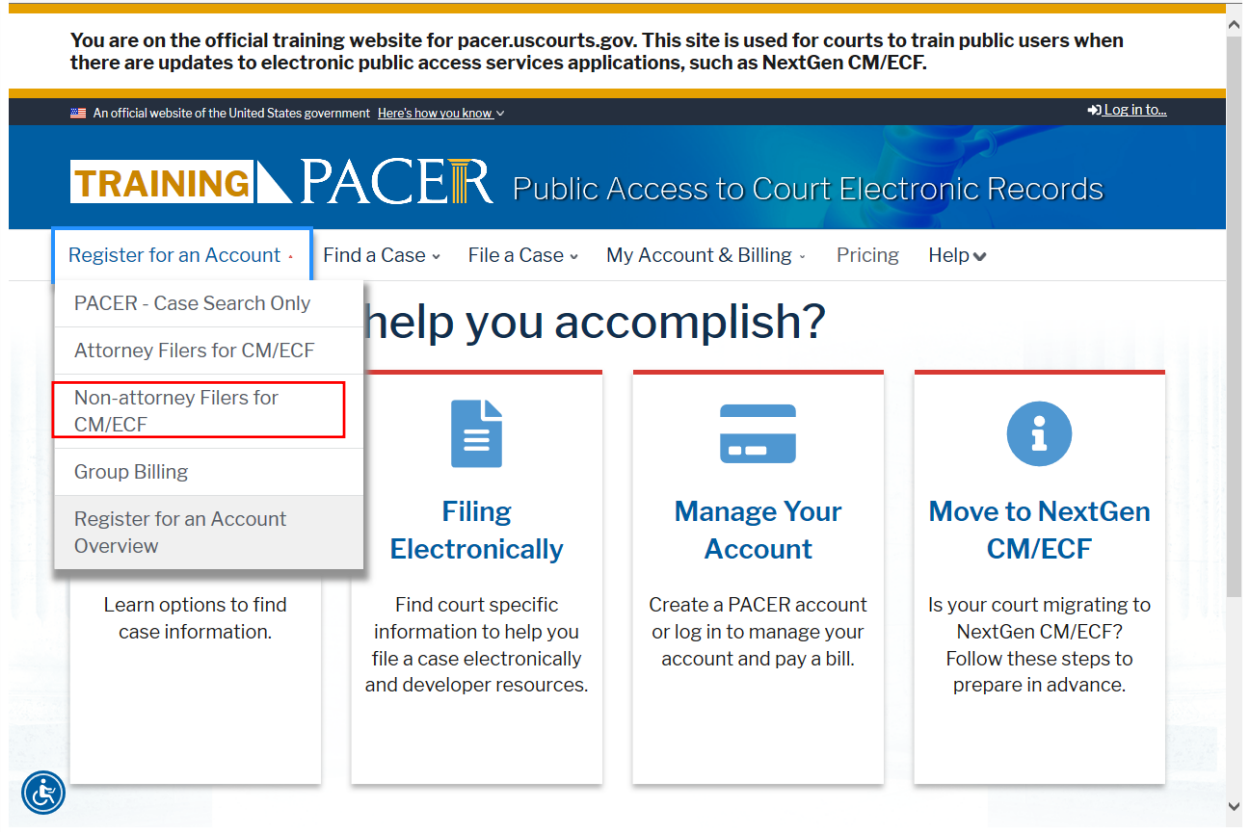


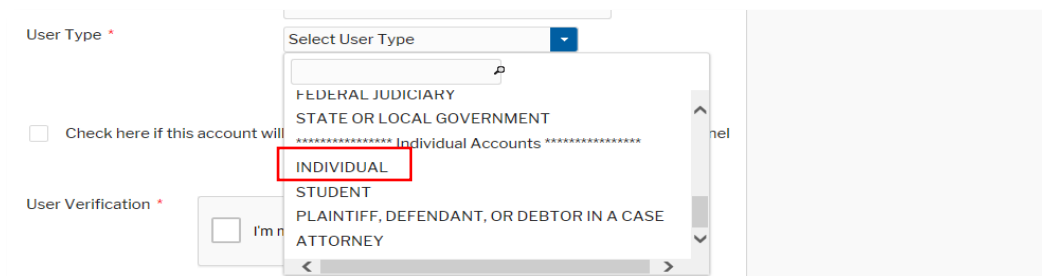
FILING AGENT REGISTRATION

Create a PACER Account

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



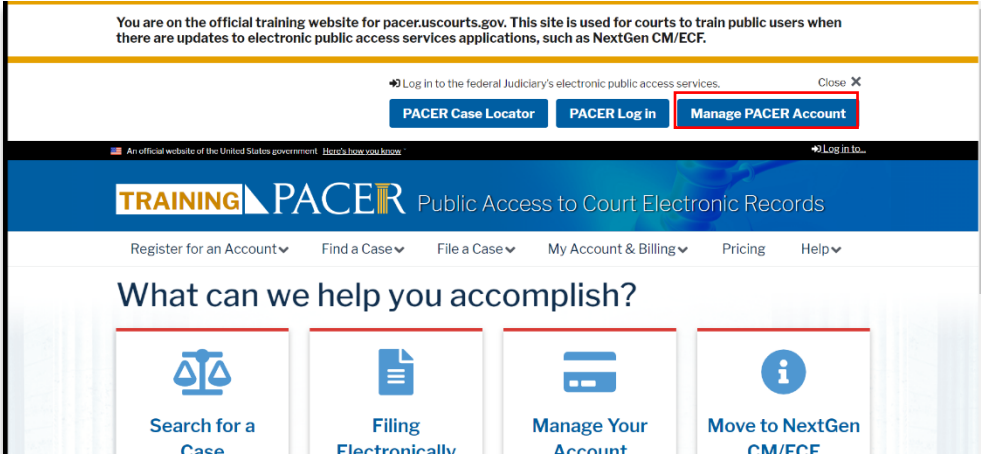
2. On the next screen, click **Register for a PACER account**.
3. Fill in all required fields and select **Individual** as the **User Type**.



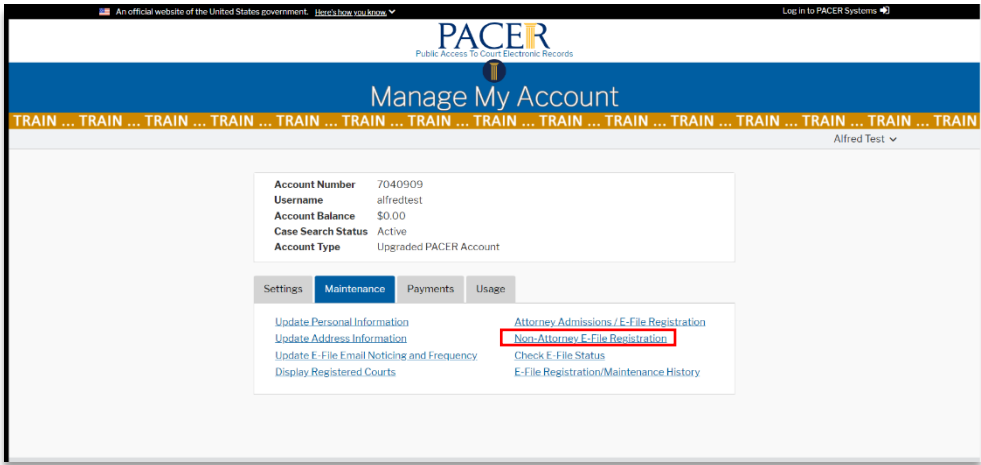
4. Create a unique **Username** and **Password** on the next screen and answer **Security Questions**.
5. Payment information is not required as the trustee will grant rights for paying fees when adding the Filing Agent Account to their Central Sign-On Account.
6. Click the box to acknowledge policies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

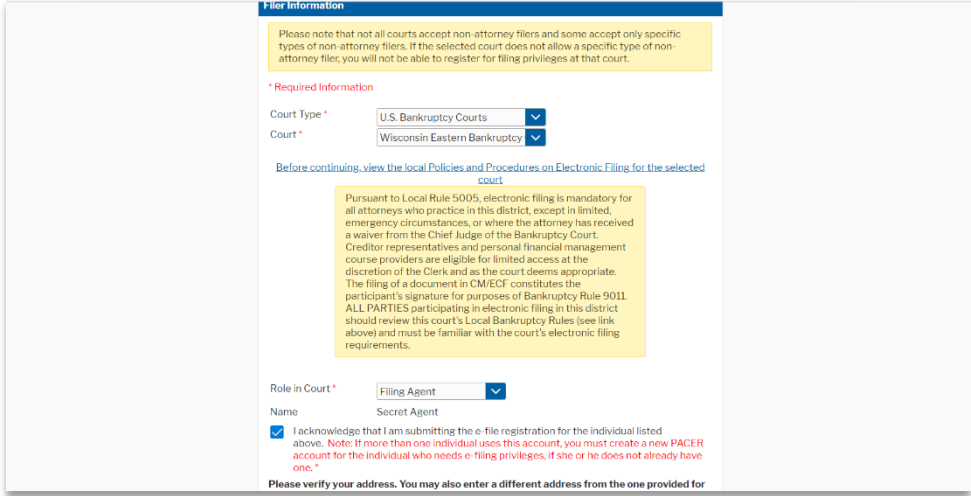
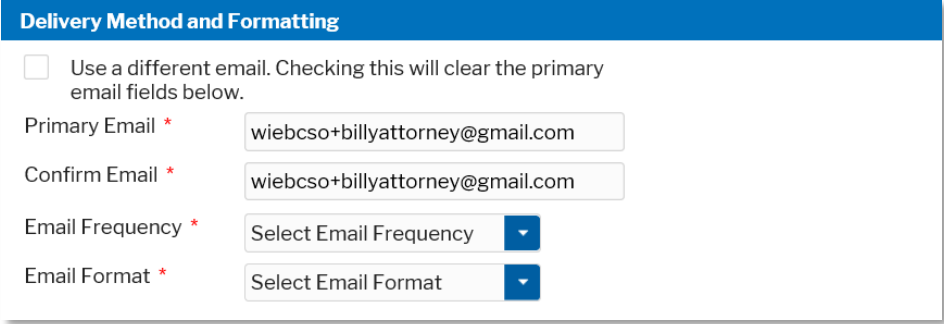
Request Filing Access

1 Navigate to <https://pacer.uscourts.gov>. Click **Log in to...** and then select the option to **Manage PACER Account**.



2 Select the **Maintenance** tab, followed by **Non-Attorney E-File Registration**.



<p>3</p>	<p>Select U.S. Bankruptcy Courts under Court Type and then Wisconsin Eastern Bankruptcy Court as the Court. Select Filing Agent as the Role in Court. Please acknowledge the note regarding individual submission.</p> 
<p>4</p>	<p>Review your contact information, add additional filer information (if applicable), and choose your delivery method and formatting.</p> 
<p>5</p>	<p>Review or update your payment information on the next screen. After submitting, you will be asked to acknowledge the terms and conditions, as well as our court’s local requirements. Going forward, access to our filing system can be obtained through PACER (Manage PACER Account – Maintenance – Display Registered Courts) or our court’s website.</p>

Add a Filing Agent to an Existing Trustee Account

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...**

The screenshot shows a form for user information. Fields include: Alternate Phone, Bar ID, Initials, Person end date, Text Phone, Bar status, and DOB (10/31/1980). There are buttons for 'Email information...', 'More user information...' (highlighted with a red box), 'Submit', and 'Clear'.

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

The screenshot shows the 'Filing agents' section. A search for 'agent' has been performed in the 'Find filing agent' field. A list of agents is displayed, with the 'Agent, Secret' entry highlighted by a red box. The list includes the following data:

Name	Address
Agent, Bob	517 E Wisconsin Ave Milwaukee, WI 53202
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.

