FILING AGENT REGISTRATION

Create a PACER Account

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

You are on the official training website for pacer.uscourts.gov. This site is used for courts to train public users when there are updates to electronic public access services applications, such as NextGen 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.

User Type *	Select User Type				
Check here if this account will	FEDERAL JUDICIARY STATE OR LOCAL GOVERNMENT Individual Accounts	^	nel		
l'm n	PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE ATTORNEY	~			

- 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



	Please note that not all courts accept non-attorney tiers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non- attorney filer, you will not be able to register for filing privileges at that court.
	* Required Information
	Court * Uscomin Eastern Bankruptcy 🗸
	Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court Parsuant to Local Rule 5006, electronic filing is mandatory for all attorneys who practice in this distict, except in limited, a waiver from the Chief Judge of the Bahrungtery Court. Creditor representatives and personal financial management. course providers are eligible for limited access at the discretion of the Clerk and as the court deems appropriate. The filing of a document in CMHCT constitutes the participant's signature for purposes of Bahruptcy Rule 9011. ALL PARTIES participant is interfaced. Bahruptcy Rules (see link above) and must be familiar with the court's electronic filing requirements.
	Role in Court * Filing Agent Name Secret Agent 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 was account for the indivi
	Please verify your address. You may also enter a different address from the one provided for
Review your c applicable), an	contact information, add additional filer information (if d choose your delivery method and formatting.
Review your c applicable), an Delivery Method	eontact information, add additional filer information (if ad choose your delivery method and formatting. and Formatting ent email. Checking this will clear the primary
Review your c applicable), an Delivery Method Use a differe email fields Primary Email *	contact information, add additional filer information (if ad choose your delivery method and formatting. and Formatting ent email. Checking this will clear the primary below. wiebcso+billyattorney@gmail.com
Review your c applicable), an Delivery Method Use a differe email fields Primary Email * Confirm Email *	eontact information, add additional filer information (if ad choose your delivery method and formatting. and Formatting ent email. Checking this will clear the primary below. wiebcso+billyattorney@gmail.com wiebcso+billyattorney@gmail.com
Review your c applicable), an Delivery Method Use a differe email fields Primary Email * Confirm Email * Email Frequency	<pre>contact information, add additional filer information (if ad choose your delivery method and formatting. and Formatting ent email. Checking this will clear the primary below. wiebcso+billyattorney@gmail.com * Select Email Frequency</pre>
Review your c applicable), an Delivery Method Use a differe email fields Primary Email * Confirm Email * Email Frequency Email Format *	<pre>contact information, add additional filer information (if ad choose your delivery method and formatting. and Formatting ent email. Checking this will clear the primary below. wiebcso+billyattorney@gmail.com wiebcso+billyattorney@gmail.com * Select Email Frequency Select Email Format</pre>

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

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Utilities	·		i i	·		
CM/ECF Account Information	Miscellaneous	Μ	Iailing Func	tions Form	s	
Maintain Your ECF Account	Court Informat	ion	Mailings	Ger	ierate Multi	ple Ca
View Your Transaction Log	Links to Other	Courts				
PACER Account Information						
Change Your Client Code						
Pacer Case Locator (National Index)						
Review Billing History						
View PACER Account Information						

3. Click More user information...

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

Filing agents	Add a Filing Agent				
Find filing agent agent		Name	Address		
Return to Account screen Clea	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.

CMmecf	Ba <u>n</u> kruptcy	Adversary	<u>Q</u> uery	Reports	<u>U</u> tilities	<u>S</u> earch	Help	Log Out
Filing for Richard Trustee (t	r)							
					Name - Est	SULAR CE		