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CM/ECF Information

CM/ECF is a case management program that allows attorneys to file pleadings and other documents with the U.S. Bankruptcy Court, Southern District of New York, over the Internet 24 hours per day, 7 days a week, provided there is no scheduled maintenance. CM/ECF is the primary method for docketing and filing documents with the Court.

In order to file documents electronically, and to receive email notices of documents that are filed, attorneys must be registered to file electronically and must be admitted to practice before the District Court (SDNY). After submitting the online registration, attorneys are provided with a login and password via email that will allow access to the system.

Note: A **PACER account** is necessary for viewing case information, PDF documents on ECF and accessing standard reports. You may register for a <u>PACER account</u> either online or by calling (800) 676-6865. To obtain more information regarding PACER (including the charges incurred when using PACER), please visit their web site at: <u>www.pacer.uscourts.gov</u>.

CM/ECF Online Registration

To begin the ECF password application process you must go to the CM/ECF Filer or PACER login page.

CM/ECF Filer or PACER Login				
Notice This is a Restricted Web Site and access attempts are logged	for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities			
Instructions for viewing to If you do not need filing capabi	iled documents and case information: ities, enter your PACER login and password. If you do not have a PACER login, you may register online at http://pacer.psc.uscourts.gov.			
Instructions for filing: Enter your CM/ECF filer login	and password if you are electronice. thing something with the court.			
Don't have an account? You ca	n now <u>Register Online</u>			
Lost your password? Attempt	to <u>Keset</u> it.			
Login: Password:	IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact. Social Security or taxpayer- identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.			
Client code:	☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.			
Login Clear				

1. Click the link <u>Register Online</u> to apply for CM/ECF access.

CM/ECF Online Registration for Attorneys

Enter email address, then click Start.	
Please enter your primary email address Start	2. Enter Primary email
*enter email address for electronic notice and service	address in the box and click the Start button.
<u>Note</u> : If you need to update your existing CM/ECF account information (e.g. changed law firms) please log into CM/ECF with your filing password and click the <u>Maintain your ECF Account</u> link on the Utilities menu of CM/ECF.	

click here

a. If you **do not** have an email address on file you may continue with the registration process by clicking the link – <u>Register Online</u>.

You still maintain the primary email address on file. A new password can be generated and sent to the e-mail account on record with the court by clicking the <u>Reset</u> link.

You do not maintain a primary email address on file. Continue to Register Online

b. If you have an email address on file you will be prompted with a message to <u>Reset</u> your password.

CM/ECF Online Registration for Attorneys

As a condition for receiving filing capabilities, will be used only for that purpose. All information	the information below is required for CM/ECF registration and tion will be kent confidential				
Unlocal Constituents of Const Story disc (DDE)*	Description with our kept considential.				
or any other evidence that you are a valid mem	ber of any state bar in the U.S.				
Please provide the following information: (*Denotes required field.Warning! Any mistyp	ed information will be reflected on the docket.)	2 Enter your			
Attorney First Name*					
Middle Name (or Initial)	step #3	personal information.			
Attorney Last Name*		All information indicated			
Bar ID#* Ba	r State* New York	All information indicated			
(*Issued by the District or State Court in y	which you are admitted to practice)	hy an asterisk (*) is			
Firm Name		by an ascensk () is			
Address*		required.			
Address					
City*					
State*	New York 👻				
Zip Code*					
Firm Tax ID #		3 You must check			
Phone#* (ex. xxx-xxx-xxxx)		S. Tou must encek			
Fax#		the box affirming that			
Primary E-mail Address for Service*		you understand and			
Additional Email Address(es)		you understand and			
		accept the stated			
		rulos/guidolinos			
	Remaining characters: 255	Tules/guidelines.			
	remaining characters. 255				
By submitting this application, the registran the bar of the State of New York or the Distr any state and agrees to abide by the followin	it swears or affirms that he/she is a member in good standing of rict of Columbia or a member in good standing of the bar in g rules:				
1. I will employ the Electronic Case File sy	stem for cases filed in the United States Bankruptcy Court for the				
Southern District of New York.					
2. I will meet all hardware and software rec that the current minimum requirements f	or filing documents are: a personal computer running a standard	4. You must type			
platform (Windows, Mac OS, Linux), an	Internet provider, Adobe Acrobat Exchange 3.01 or higher [to	your name in the			
convert word processor format documen ICM/ECE has been tested and works cor	ts to portable document format (.pdf)] and a document scanner.	, applicant hoy as			
 Each use of my password for filing docu 	ments will meet the requirements of federal Rule of Civil	applicatit box as			
Procedure 11, Federal Rule of Bankrupto	entered above or you				
4 The use of my password constitutes my	will not be able to				
4. The use of my password constitutes my a document for another party, it is my resp	onsibility to maintain a copy of that document bearing the signer's				
signature in my records.		submit your			
Inasmuch as the combination of my iden protect and secure the confidentiality of it	tification with my password constitutes my signature, I agree to my password. If I have reason to believe that my password has	application and the			
been compromised, it is my responsibilit	y to immediately notify the court in writing and to immediately	application and the			
inform the court of any change in my firm	m affiliation, address, telephone, fax, or e-mail addresses and to	following warning			
update my personal profile. 6 The issuance of a password to me constit	tutes a waiver of conventional service pursuant to the court's	mossago will appear:			
General Order # 399. I agree to accept a	Notice of electronic filing by hand, facsimile, first class mail or	message win appear.			
authorized e-mail in lieu of conventional	service and I will endeavor to use the automatic e-mail	***Attorney name			
7 Notwithstanding #6 herein with respect	e File System whenever feasible. to service of documents filed electronically which require service	must match what was			
to be made on the United States and its a	gencies, corporations or officers, I will fully comply with Rules	must match what was			
2002(j) and 7004(b)(4), (5) and (6) of the	e Federal Rules of Bankruptcy Procedure and Rule $4(I)$ and (j) of	entered above***			
the Federal Rules of Civil Procedure. 8 General order #300 Re: Electronic Case	Filing Procedures states that if documents being submitted				
electronically have lengthy exhibits, the	filing of relevant excerpts of the exhibits is preferred and permitted				
without prejudice to the filer's right to fil time.	e additional excerpts or the complete exhibit with the Court at any				
 I will promptly pay all filing fees via the §1930 and / or any other applicable prov 	Internet or to the Clerk's Office in accordance with 28 U.S.C. isions, including, if applicable, the fee due upon the signing of an	C Click Continue			
step#4	nidelines and consent to delivery of my login and password via	5. Click Continue.			
email. (Application will not be submitted if you do not	t check this box)				
Today's Date: Monday, March 26, 2012					
step#5	step#5				
Type Name of Attorney Applicant *					
Warning! Please verify the accuracy of all ty the docket upon filing.	ped information prior to submitting as this will be reflected on				
Continue step# 6					

Warning! If you are attempting to update your ECF User Account information (e.g. changed law firms, name change, phone#...) do not submit this application. Instead, go to the <u>Maintain your ECF Account</u> link on the Utilities menu of CM/ECF.

Name:	Great Attorney
Bar ID and Bar State:	GA9874 NY
Firm Name:	
Firm Tax ID:	
Address:	123 Park Avenue
	New York, NY 10012
Phone:	212-444-9999
Fax:	
Email:	great_attorney@greatlaw.com
Additional Addresses	
Submitting this screen sends us the regi	stration. Please ensure that information is correct before submitting
Submit	

6. Prior to submitting the attorney password application, you have an opportunity to review and confirm the accuracy of all information entered. You may click the Back button to make corrections and if there are no changes, then Click Submit.

Thank you for submitting your ECF Registration form.

Back

OK

ECF Registration requests will be processed Monday through Friday, 8:30 AM through 4:00 PM weekdays, except for court holidays and emergency closings. You will receive an email with your username and password after your registration request has been processed.

7. **Click Ok** to complete the process and exit.

*After you complete the on-line attorney registration form, your password will be emailed to you.

IMPORTANT NOTE

✓ For CM/ECF Policies and Procedures for Electronic Filing refer to General Order M-399.

✓ All CM/ECF users must have access to a <u>PACER</u> account for viewing case information, PDF documents on ECF and accessing standard reports.

✓ All Notices of Electronic Filing (NEF's) will originate from nysbinfo@nysb.uscourts.gov.

- If your email system employs an "anti-spam" feature, please configure your anti-spam filter to accept emails from this system as it may get rejected by your own anti-spam feature.
- We cannot be responsible for undeliverable emails caused by invalid email addresses, nor can we be responsible for anti-spam rejections.

Forgot or Misplaced Password

Note: The Reset password link is only for CM/ECF logins and will not work for PACER accounts. Please contact the <u>Pacer Service Center</u> regarding your Pacer login.

Forgot or misplaced your CM/ECF login information? A new password can be generated and sent to the primary email account on record with the court by **clicking** the <u>*Reset*</u> link.

CM/ECF Filer or PACER Login				
Notice This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.				
Instructions for viewing filed documents and case information: If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at http://pacer.psc.uscourts.gov.				
Instructions for filing: Enter your CM/ECF filer login and password if you are electronically filing something with the court.				
Don't have an account? You can nov <i>Lost your password</i> ? Attempt to <u>Re</u>	v <u>Register Online</u> eset itClick Here			
Authentication Login: Password: Client code:	IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer- identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments. I understand that, if I file, I must comply with the redaction rules. I have read this notice.			
Login Clear				

Enter your CM/ECF Login id and Click Submit.

-Or-

Enter your First Name, Last Name and Primary Email Address on record with the Court.

UNITED STATES B SOUTHERN DIST	ANKRUPTCY COURT RICT OF NEW YORK			
CM/ECF Password Changes				
This page is for CM/ECF logins only, it will not work for PACER accounts. For a lost password on a PACER account, please contact the <u>PACER Service Center</u> .				
Notice This is a Restricted Web Site for Official Court Business only. Unauthorized entry or use or any use that attempts to circumvent access controls or PACER billing processes is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.				
Enter your Login ID, or enter your first name, last name, and the primary email address for your ECF account and click on "Submit":				
Login ID: OR				
First Name:				
Last Name:				
Primary Email Address only:				
Submit				

On the following screen, you will receive confirmation that an email was sent to the email address on record; this email will contain a URL that you may use to change your password.

UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF NEW YORK

CM/ECF Password Changes

This page is for CM/ECF logins only, it will not work for PACER accounts. For a lost password on a PACER account, please contact the <u>PACER Service Center</u>.

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry or use or any use that attempts to circumvent access controls or PACER billing processes is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

E-Mail has been sent from nysbinfo@nysb.uscourts.gov.

Your request has been processed and an e-mail message has been sent to primaryemailonrecord@thecourt.net which contains a URL that will allow a change to the password

All activity is logged. Any attempt to bypass the security or billing features of this web site or the CM/ECF system is prohibited and subject to prosecution under Title 18 of the U.S. Code.

Maintaining Your ECF Account/Password

This function allows you to update your personal information, change your password and activate/change the CM/ECF system to specify how you want to be notified of CM/ECF filings (Notice of Electronic Filing), and the email address at which you want to receive notification.

Log in to CM/ECF with your court issued login id/password and click "Utilities" on the upper right side of the blue bar that runs across the top of the screen.

To update attorney information (firm name, address, telephone number)

- Click Utilities.
- **Click** on *Maintain Your ECF Account* hypertext link.
- **Update** appropriate fields for current attorney information.
- Click Submit.
- Select cases you wish to update information in or Select Update All.
- Click Next button.

To change/add an Email address

- Click Utilities.
- Click Maintain Your ECF Account.
- Click "Email information" button.
- Add or delete email addresses and/or case numbers.
- Click "Return to Account" screen button.
- Click Submit.
- Click Next to continue with update.
- Click on Return to Account Screen button.
- Click Submit.
- Click **Submit** again.

The system will display all cases you are involved in. The top item on that menu will default to ***Update All***. Do not change this selection. The system will display update information and your update is now complete.

To change your password

- 1. Click Utilities.
- 2. Click on Change your Password hypertext link.
- 3. Enter your new password.
- 4. Re-enter new password.

Important Note: Be sure to **make note of your new password** before updating your records as you will not have a second chance to see the password once you leave this screen. Whenever this screen is displayed again, the password will be hidden.

5. Click on **Submit** button.