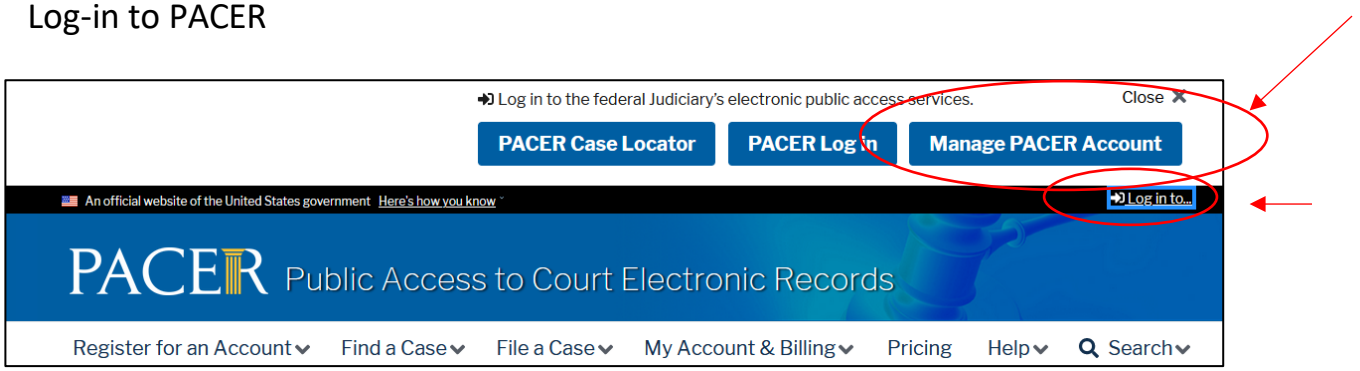
United States Bankruptcy Court, Northern District of New York
"How To" Apply for Attorney E-Filing Registration

Rule: Use PACER to apply to courts, change or update your personal account information.

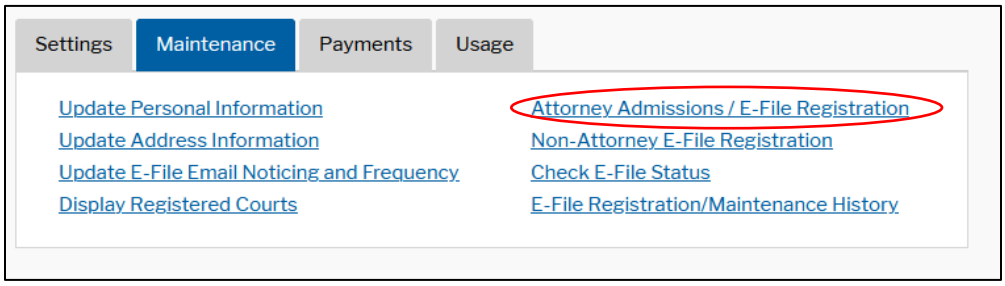
- Go to PACER (www.pacer.uscourts.gov)
- In the upper right corner, click on: **"Log in to..." or "Menu"**
- Click on: **Manage PACER Account**
- Log-in to PACER



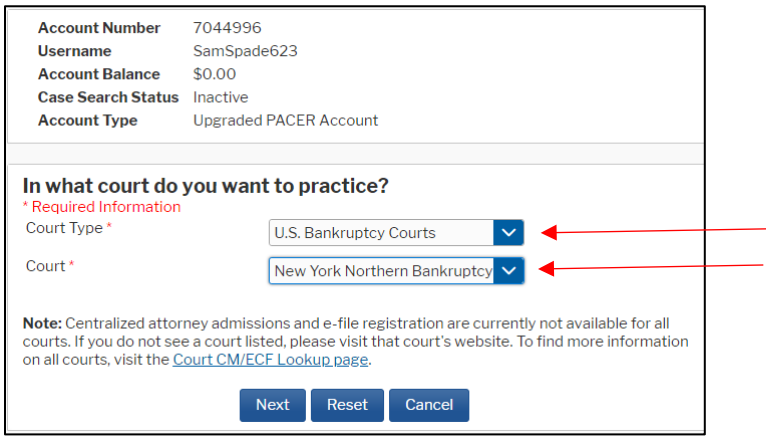
Choose from these four tabs:

- Settings
- Maintenance
- Payments
- Usage

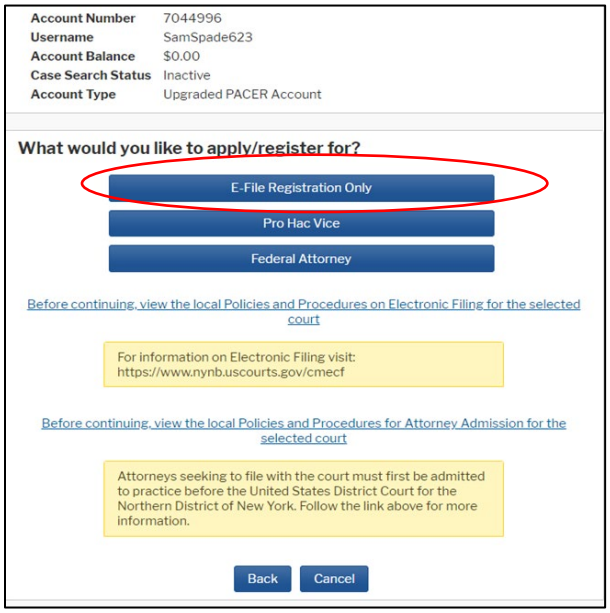
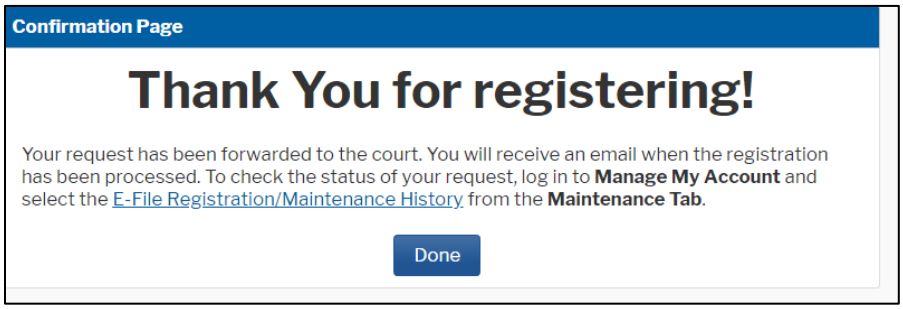
Choose **Maintenance Tab:** Select Attorney Admission/E-File Registration



Select **U.S. Bankruptcy** Courts from the *Court Type* dropdown, and **New York Northern Bankruptcy** from the Court dropdown



Select **E-File Registration Only**



Complete all required sections of E-File Registration and Submit. Once submission is made, you will see the following message: