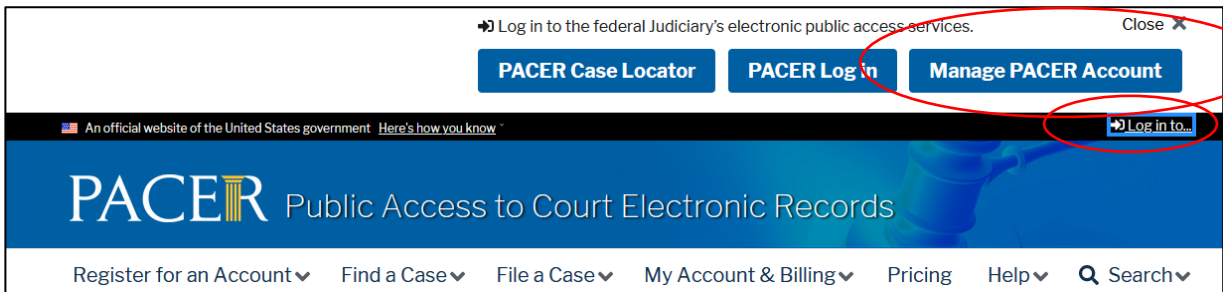


## United States Bankruptcy Court, Northern District of New York “How To” Apply for Attorney E-Filing Registration

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

- Go to PACER ([www.pacer.uscourts.gov](http://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

Settings Maintenance Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) [Non-Attorney E-File Registration](#)

[Update E-File Email Noticing and Frequency](#) [Check E-File Status](#)

[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

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

Account Number 7044996  
Username SamSpade623  
Account Balance \$0.00  
Case Search Status Inactive  
Account Type Upgraded PACER Account

**In what court do you want to practice?**  
*\* Required Information*

Court Type \* U.S. Bankruptcy Courts

Court \* New York Northern Bankruptcy

**Note:** Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

Next Reset Cancel

Select **E-File Registration Only**

Account Number 7044996  
Username SamSpade623  
Account Balance \$0.00  
Case Search Status Inactive  
Account Type Upgraded PACER Account

**What would you like to apply/register for?**

E-File Registration Only

Pro Hac Vice

Federal Attorney

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

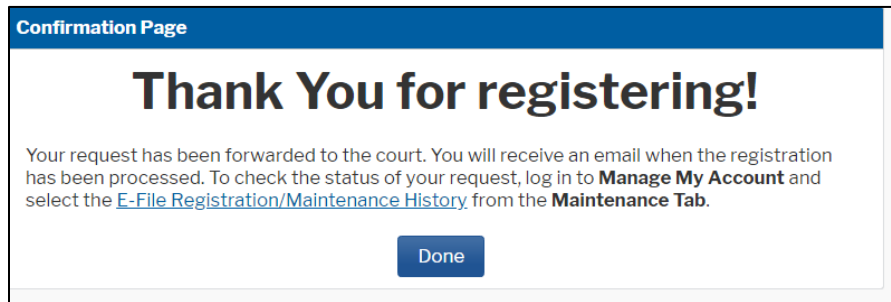
For information on Electronic Filing visit:  
<https://www.nynb.uscourts.gov/cmecf>

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

Attorneys seeking to file with the court must first be admitted to practice before the United States District Court for the Northern District of New York. Follow the link above for more information.

Back Cancel

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

A screenshot of a confirmation page. At the top, there is a blue header bar with the text "Confirmation Page" in white. Below the header, the main content area has a white background. The heading "Thank You for registering!" is displayed in a large, bold, black font. Underneath the heading, a paragraph of text reads: "Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**." At the bottom center of the page, there is a blue button with the text "Done" in white.

**Confirmation Page**

## Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Done