

NextGen - Information for Filing Agents and their Attorneys and Trustees

NextGen Filing Agents

- **Attorney/Trustee Action:**
 - For filing agents that existed prior to the conversion to NextGen, the attorney or trustee does not need to take any action; existing filing agents will remain associated with the attorney's ECF account.
 - For filing agents created after NextGen, attorneys and trustees need to complete the steps below to associate themselves with their new filing agent.
- **Filing Agent Action:** Filing agents should review the categories below and follow the steps outlined to establish their ability to file in NextGen.

Filing Agent: If you have a CM/ECF Filing Agent Account but No PACER Account

1. [Register for a Non-Attorney PACER account.](#)
2. [Link PACER account to CM/ECF Filing Agent Account.](#) (Complete this step on June 07, 2021)
3. No further action is needed by the filing agent or attorney/trustee.

Filing Agent: If you have a CM/ECF Filing Agent Account and a PACER Account

1. [Upgrade your PACER account](#), if you have not done so already.
2. [Link PACER account to CM/ECF Filing Agent Account.](#) (Complete this step on June 07, 2021)
3. No further action is needed by the filing agent or attorney/trustee.

Filing Agent: If, as of June 7, 2021, you do not have a CM/ECF Filing Agent Account or a PACER Account¹

1. [Register for a Non-Attorney PACER account.](#)
2. Request "Filing Agent" access to the Northern District of New York

¹ If prior to June 7, 2021, you require a CM/ECF Filing Agent Account, please visit our website: www.nynb.uscourts.gov and choose the CM/ECF (Electronic Filing) button on the left-hand side. Submit a completed CM/ECF Electronic Filing Agent Registration form. Once registered for a CM/ECF Filing Agent Account, click here to [Register for a Non-Attorney PACER account.](#)

- a. From the [PACER.uscourts.gov](https://www.pacer.uscourts.gov) homepage, login to “Manage My Account”
 - b. Select the “Maintenance” tab.
 - c. Select the “Non-Attorney E-file Registration” link.
 - d. Select “Filing Agent” as the “Role in Court” when completing the registration form.
 - e. Submit the request.
3. When your E-file request is processed, you will receive a notification from the Court.