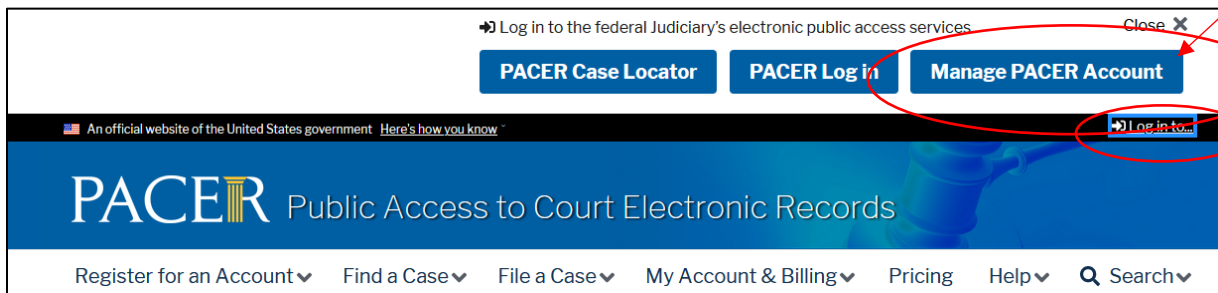


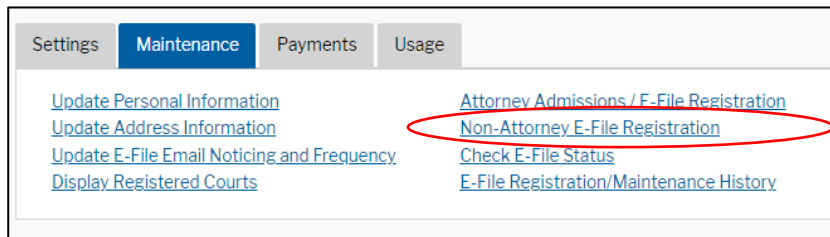
Non-Attorney E-File Registration with New York Northern Bankruptcy Court ('NYNB')

A Non-Attorney E-File Registration may be submitted for a **Creditor**, **Filing Agent**, **Trustee**, **U.S. Trustee**, or **Claims Agent**. NYNB does not grant creditor access to attorneys.

- 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 **Maintenance Tab** and select **Non-Attorney E-File Registration**.



For Court Type, choose **U.S. Bankruptcy Courts** from the drop down. Select **New York Northern Bankruptcy Court** from the Court drop down, and choose your

Role: **Creditor¹**, **Filing Agent²**, **Trustee**, **US Trustee**.

Complete all sections of E-File Registration

Filer Information

Please note that not all courts accept non-attorney filers 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 Type *

Court *

[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>

Role in Court *

Name

I acknowledge that I am registering for the individual listed above. Note: If you are registering as a Filing Agent, you must create a new PACER account for the individual listed above, if she or he does not already have one.*

Please verify your address against your CSO account.

Use a different address. Checking this will clear the address fields below.

Firm/Office

Unit/Department

Address *

Continue to fill out all required sections of E-File Registration containing * . Once complete, click **Next**.

¹ Claims Agent: choose **Creditor** for your role and email nynbml_centralstgnon@nynb.uscourts.gov

² To electronically file on behalf of an attorney or trustee as a Filing Agent, the attorney or trustee must email our Court to request that your "Filing Agent" account be added to their NYNB account: NYNBml_CentralSignOn@nynb.uscourts.gov

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 who needs e-filing privileges, if she or he does not already have one.***

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

Firm/Office: Silver Bank

Unit/Department: ?

Address*: 123 Any Street

Room/Suite:

City*: Your Town

State*: New York ?

County*: NEW YORK ?

Zip/Postal Code*: 10022

Country*: United States of America ?

Primary Phone*: 555-555-3232 ?

Alternate Phone: ?

Text Phone: ?

Fax Number: ?

Additional Filer Information

Other Names Used:

Most Recent Case (in court where you are registering):

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.


Primary Email*: nynbcso+creditorsilver@gmail.com ?

Confirm Email*: nynbcso+creditorsilver@gmail.com ?

Email Frequency*: At The Time of Filing (One) ?

Email Format*: HTML ?

You may designate a credit card as the default payment method for e-filing fees on the Payment Information screen. Click **Next**.



Autobill PACER fees

E-filing fees default

Admissions fees default

XXXXXXXXXXXX1111
12/2041

Rory Gilmore
123 Any Street
Your Town, NY
10022

[Add Credit Card](#)
[Add ACH Payment](#)

Review Non-Attorney E-filing Terms and Conditions and NYNB's Local Rules. Click both boxes to acknowledge. Click **Submit**. Once submitted, notice of the non-

attorney registration will be sent to NYNB. Once the registration is approved or rejected, an email notification will be sent to the user's email provided.

E-Filing Terms of Use

Non-Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

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**.

If you have any further questions on Non-Attorney E-Filing Registration with NYNB, please **call the Clerk's Office** or email **nynbml_centralstgnon@nynb.uscourts.gov**