United States Bankruptcy Court, Northern District of New York "How To" change or update your Bankruptcy CM/ECF Account (NextGen Edition)

Rule:Use PACER to change or update your personal account information.Exception:Use CM/ECF > Maintain User Account to add or modify the secondary
e-mail address.

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



Public Access To Court Electronic Records						
Manage My Account						
Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.						
Login * Required Information						
Vsername * Password *						
Login Clear Cancel Need an Account? Forgot Your Password? Forgot Username?						

Choose from these four tabs:

- Settings
- o Maintenance
- o Payments
- Usage

Settings Tab: Use this tab to reset login credentials and update PACER billing information.



Maintenance Tab: You will use this tab the most. From this tab you may apply to courts for E-Filing privileges and update contact information.

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		

Note: If you <u>Update Address Information</u> or <u>Update E-File Email Noticing and</u> <u>Frequency</u>, make sure to **Apply Updates** to New York Northern Bankruptcy Court.



Once the submission is made, you will see the following message:

The sector was been as a sector of the sector of Marco address above the basis and the
information has been successfully changed! Your address change has been sent to
r review and processing. Please note that this process may not be immediate, and
hat the court may not accept your change.

Payments Tab: Use this tab to make a one-time PACER payment or change your stored credit card information.

Settings	Maintenance	Payments	Usage	
Make One-Time PACER Fee Payment				Manage My Stored Payment Information

Usage Tab: From this tab, you may view your PACER statement or transaction report.

Settings	Maintenance	Payments	Usage	
<u>View Qu</u>	arterly Invoice / St	View Detailed Transactions		