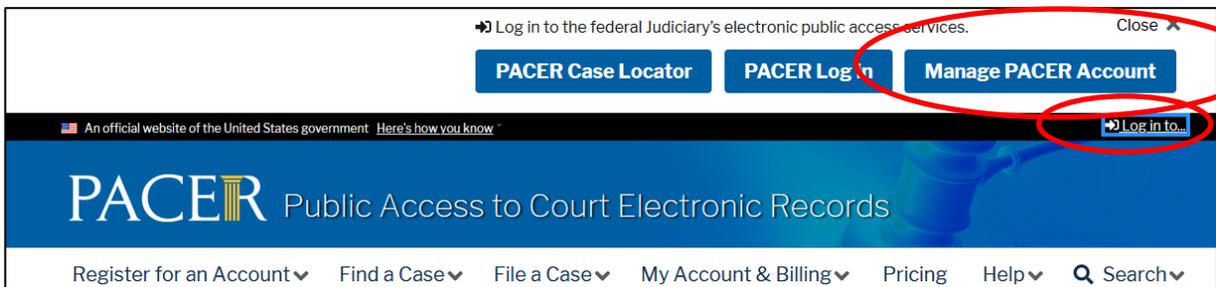


United States Bankruptcy Court, Northern District of New York “How To” change or update your Bankruptcy CM/ECF Account (NextGen Edition)

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 (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

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

Settings Maintenance Payments Usage

[Change Username](#) [Update PACER Billing Email](#)

[Change Password](#) [Set PACER Billing Preferences](#)

[Set Security 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 [Update Address Information](#) or [Update E-File Email Noticing and Frequency](#), make sure to **Apply Updates** to New York Northern Bankruptcy Court.

Apply Updates to Selected Courts

PACER Billing

110 Lincoln Center
Suite 100
Syracuse, NY 13202
Phone: 315-422-1000

U.S. Bankruptcy Courts

New York Northern Bankruptcy (train)

110 Lincoln Center
Suite 100
Syracuse, NY, 13202

Phone: 315-422-1000

New York Northern Bankruptcy Court (test)

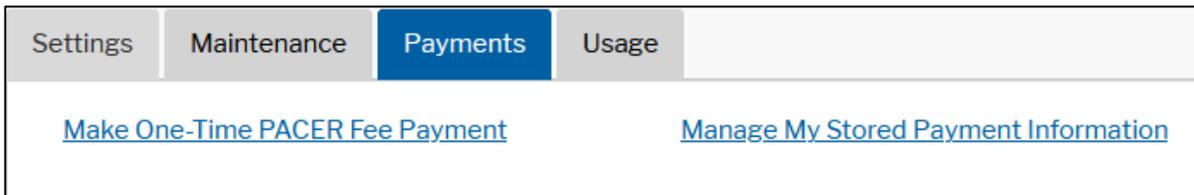
110 Lincoln Center
Suite 100
Syracuse, NY, 13202

Phone: 315-422-1000

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



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



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

