

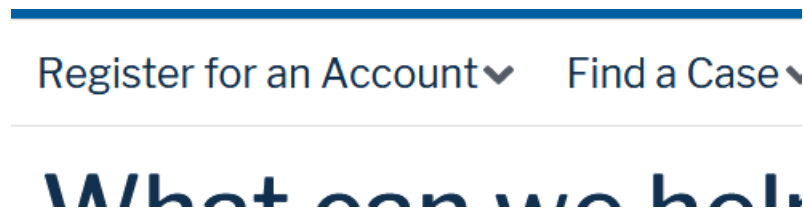
Attorneys Registering to E-file

Note: In order to electronically file in the court, you cannot have a shared PACER account, you must have your own PACER account. If you have your own PACER account, skip to STEP 10.

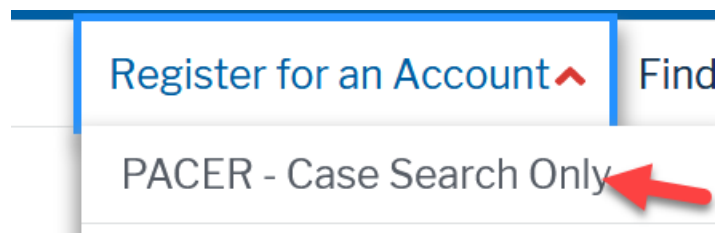
If you do not have an individual PACER account, you must first create one following the steps below, before registering to E-File with a specific court.

Step 1 Go to www.pacer.gov

Step 2 Select Register for an Account from main menu bar



Step 3 Select PACER – Case Search Only from the drop down.



Step 4 Select REGISTER FOR PACER ACCOUNT



Step 5 Complete the required fields in PACER Case Search Registration form and select **Individual** as the User Type and Click **NEXT**.

Step 6 Create a username and password or let the system generate a username. Select and answer the security questions and click **NEXT**.

Step 7 Enter the payment information to be saved. This screen is optional.

Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** without entering any information on this screen. For instant access to PACER, PACER will validate the credit card

information you provide. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. Mail in 7-10 business days.

Step 8 Confirm you have read the policies and procedures.

[Click here to download a printable version of the Policies and Procedures](#)

* Required Information

Check here to acknowledge you have read and understand the policies and procedures listed above. *

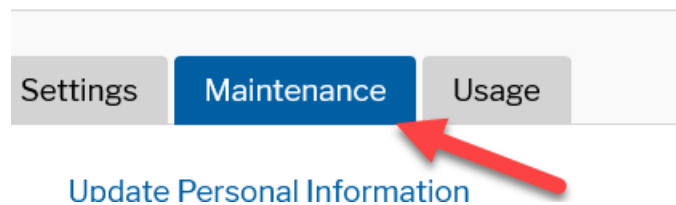
Step 9 The last screen will thank you for registering with the PACER service center. This account is just for viewing documents, not for e-filing. Click Done.

Now you must Register to E-File with each specific court in which you wish to E-file.

Step 10 Select **Manage PACER Account** at the top of the screen and login with new PACER login and password.



Step 11 Select the **Maintenance** tab on the top



Step 12 Select **Attorney Admissions/E-File Registration**

[Attorney Admissions / E-File Registration](#)
[Non-Attorney E-File Registration](#)



Step 13 Select U.S. Bankruptcy Courts as the court type from the dropdown list

*** Required Information**

Court Type *

Court *

Note: Centralized attorney admission for all courts. If you do not see a court listed on all courts, visit the [Court CM/ECF](#)


Select Court Type

Select Court Type

U.S. Appellate Courts

U.S. District Courts

U.S. Bankruptcy Courts



Step 14 Select New Jersey Bankruptcy Court from the list

Select Court

Alaska Bankruptcy Court (Test)

Alaska Bankruptcy Court (Trair

California Southern Bankruptc

New Jersey Bankruptcy Court

Step 15 Select E-FILE Registration Only

What would you like to apply/register for?

E-File Registration Only

Pro Hac Vice

Federal Attorney



Step 16 All your information will display from when you registered in PACER.

Step 17 Role in Court: Select **Attorney** from drop down list

Required Information

Role in Court *

Title

Name Jon James

I acknowledge that I am submitting the e-file registration above. **Note: If more than one individual uses this account for the individual who needs e-filing privileges**

Step 18 Complete all other required fields on the screen and click **NEXT**

Step 19 Payment information screen will display, click **NEXT**

Step 20 E-Filing Terms and Conditions screen will display, place checkmark in the boxes to accept the terms. Click **SUBMIT**.

Step 21 The confirmation page will display, click **DONE**.

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

Once you have submitted this registration, the court will contact you for additional information.

Once your account is activated you can begin e-filing with the court by going to www.njb.uscourts.gov and selecting E-Filing (CM/ECF). You then use the PACER login you created when registering for PACER to login to file electronically.

[E-Filing \(CM/ECF\) »](#)