

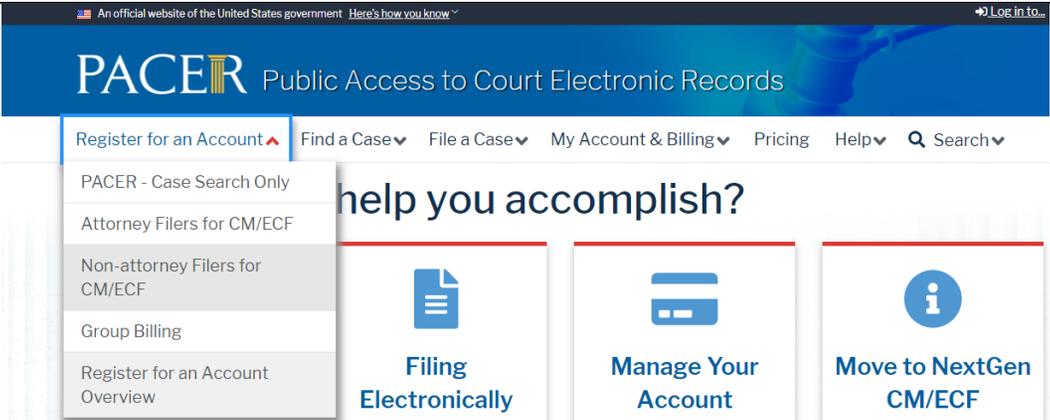
Creating and Removing Filing Agents on Behalf of an Attorney or Trustee

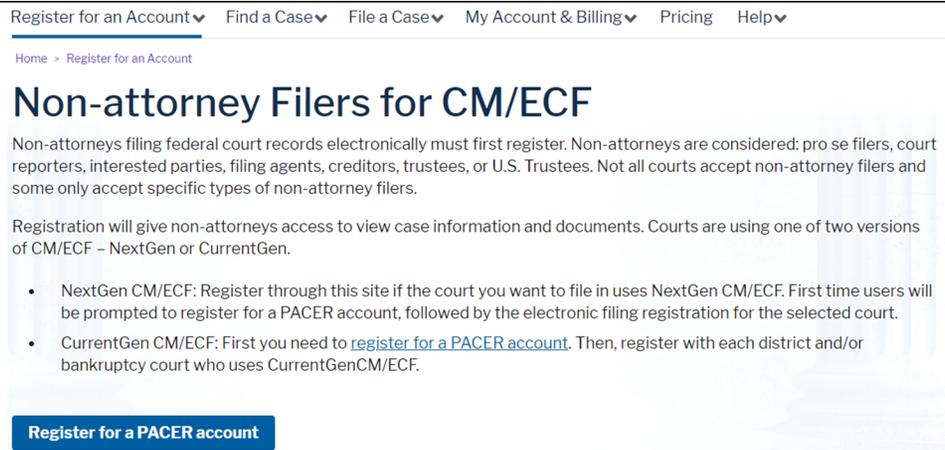
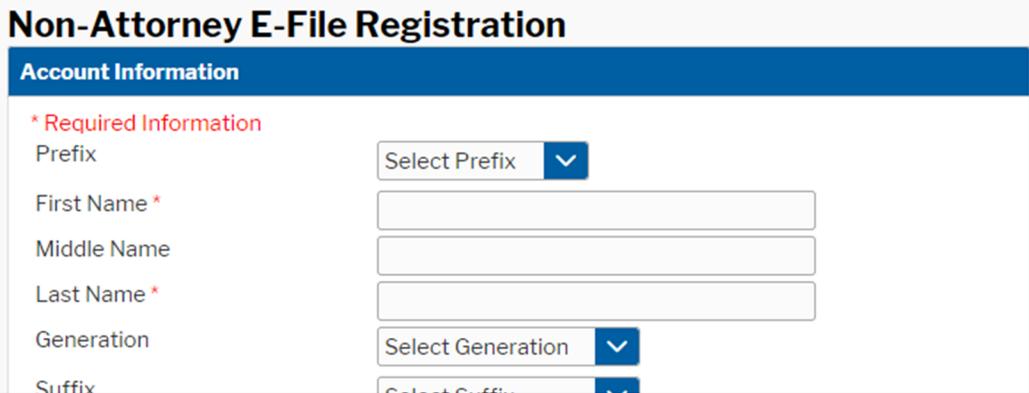
Requirements

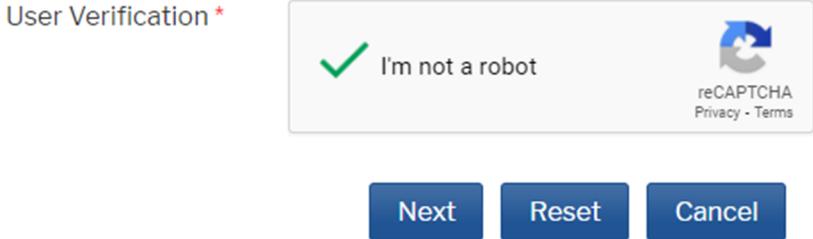
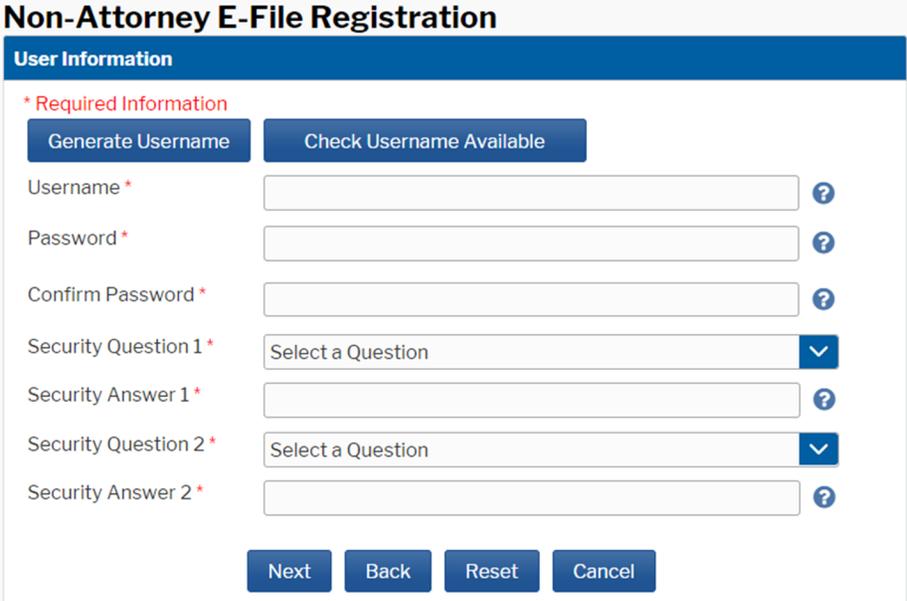
- PACER account is required.
- Filing agent must be an individual.
- Filing agents can only be registered under Attorneys or Trustees.
- Pro-se debtors are not permitted to file electronically, and therefore should not use filing agent to attempt to register for electronic filing.

Create a PACER account

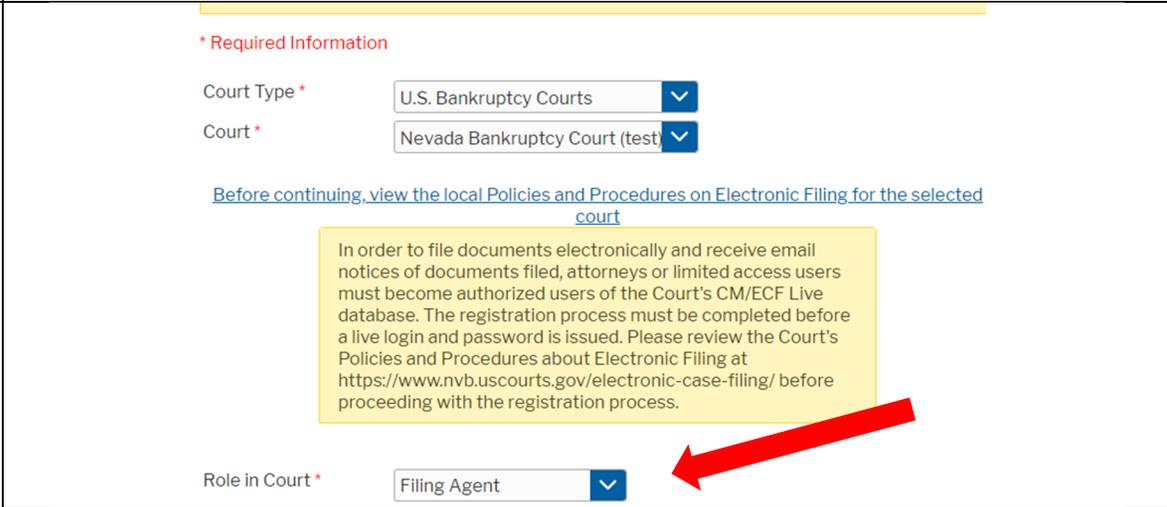
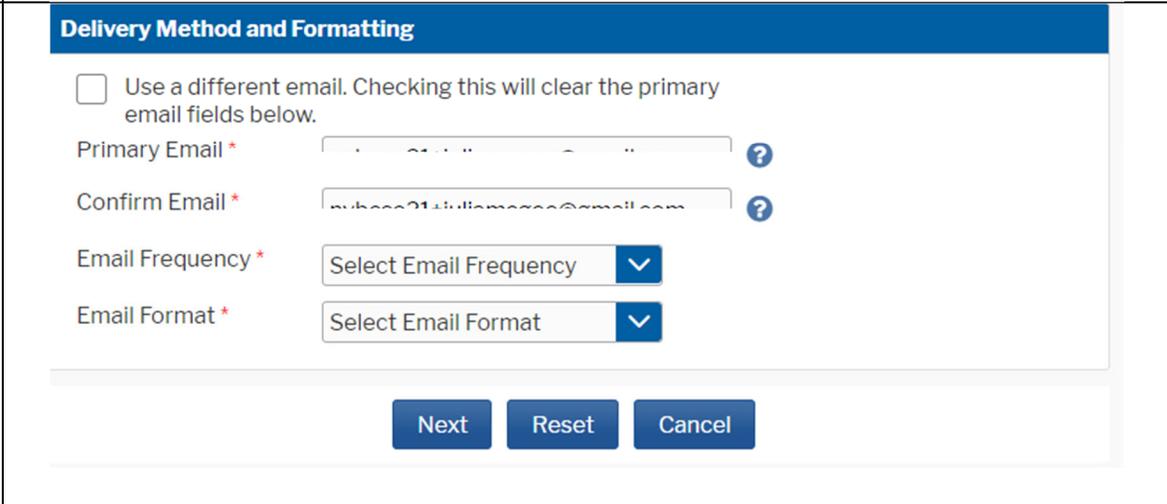
To create a filing agent account for an Attorney or a Trustee, use the following instructions:

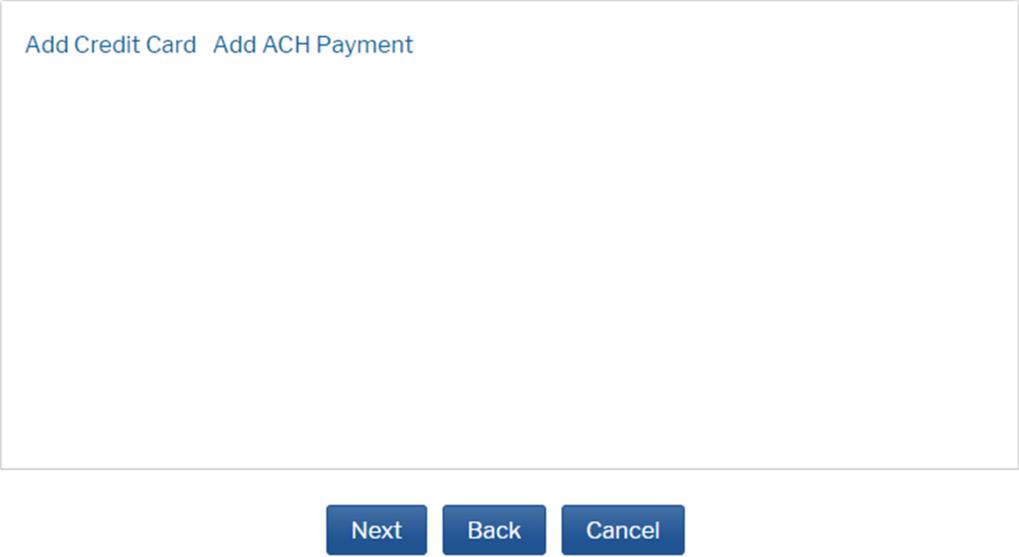
STEP	SCREEN SHOT
1. Go to www.pacer.gov and click Register for an Account > Non-attorney Filers for CM/ECF.	 <p>The screenshot shows the PACER website interface. At the top, there is a navigation bar with the PACER logo and the text 'Public Access to Court Electronic Records'. Below the navigation bar, there is a dropdown menu for 'Register for an Account' which is open, showing several options: 'PACER - Case Search Only', 'Attorney Filers for CM/ECF', 'Non-attorney Filers for CM/ECF' (which is highlighted), 'Group Billing', and 'Register for an Account Overview'. To the right of the dropdown menu, there are three main service tiles: 'Filing Electronically', 'Manage Your Account', and 'Move to NextGen CM/ECF'.</p>

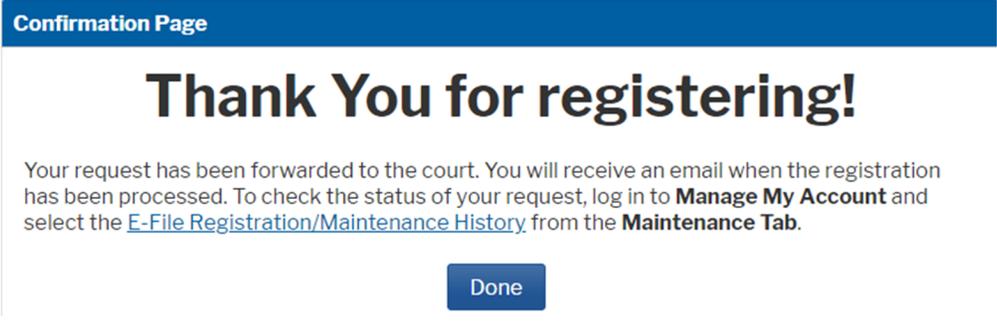
STEP	SCREEN SHOT
<p>2. Select Register for a PACER account.</p>	 <p>Register for an Account ▾ Find a Case ▾ File a Case ▾ My Account & Billing ▾ Pricing Help ▾</p> <p>Home > Register for an Account</p> <h2>Non-attorney Filers for CM/ECF</h2> <p>Non-attorneys filing federal court records electronically must first register. Non-attorneys are considered: pro se filers, court reporters, interested parties, filing agents, creditors, trustees, or U.S. Trustees. Not all courts accept non-attorney filers and some only accept specific types of non-attorney filers.</p> <p>Registration will give non-attorneys access to view case information and documents. Courts are using one of two versions of CM/ECF – NextGen or CurrentGen.</p> <ul style="list-style-type: none"> • NextGen CM/ECF: Register through this site if the court you want to file in uses NextGen CM/ECF. First time users will be prompted to register for a PACER account, followed by the electronic filing registration for the selected court. • CurrentGen CM/ECF: First you need to register for a PACER account. Then, register with each district and/or bankruptcy court who uses CurrentGenCM/ECF. <p>Register for a PACER account</p>
<p>3. Complete all required fields indicated with (*).</p> <p>Note: The username/password created here will be the filing agent’s login going forward.</p>	 <h2>Non-Attorney E-File Registration</h2> <h3>Account Information</h3> <p>* Required Information</p> <p>Prefix <input type="text" value="Select Prefix"/> ▾</p> <p>First Name * <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name * <input type="text"/></p> <p>Generation <input type="text" value="Select Generation"/> ▾</p> <p>Suffix <input type="text" value="Select Suffix"/> ▾</p>

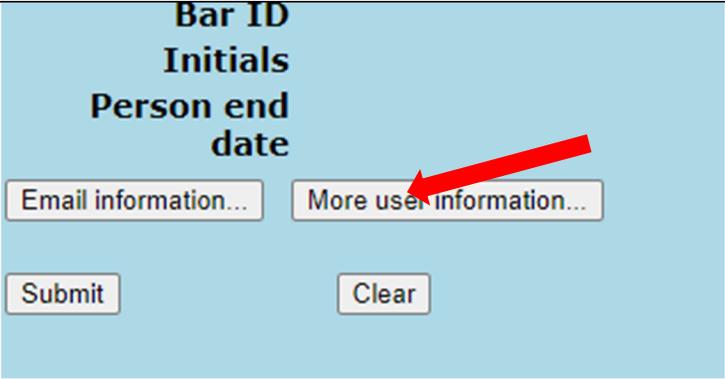
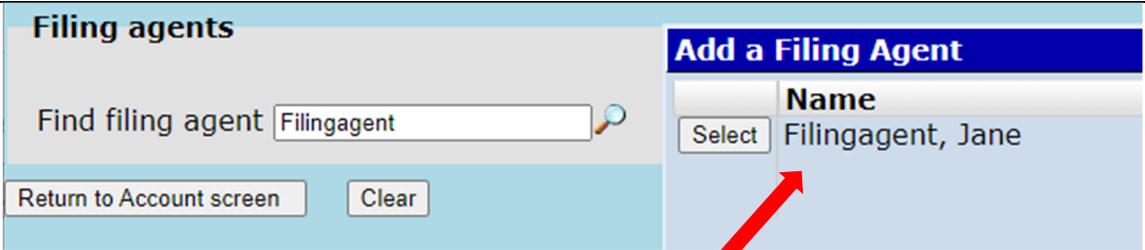
STEP	SCREEN SHOT
4. Select INDIVIDUAL for User Type.	 <p>User Type * <input type="text" value="INDIVIDUAL"/> ?</p>
5. Complete User Verification and click Next .	 <p>User Verification *</p> <p> I'm not a robot  reCAPTCHA Privacy - Terms</p> <p><input type="button" value="Next"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p>
6. Create a unique Username and Password on the next screen and answer Security Questions . Click Next .	 <p>Non-Attorney E-File Registration</p> <p>User Information</p> <p>* Required Information</p> <p><input type="button" value="Generate Username"/> <input type="button" value="Check Username Available"/></p> <p>Username * <input type="text"/> ?</p> <p>Password * <input type="password"/> ?</p> <p>Confirm Password * <input type="password"/> ?</p> <p>Security Question 1 * <input type="text" value="Select a Question"/> ?</p> <p>Security Answer 1 * <input type="text"/> ?</p> <p>Security Question 2 * <input type="text" value="Select a Question"/> ?</p> <p>Security Answer 2 * <input type="text"/> ?</p> <p><input type="button" value="Next"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p>

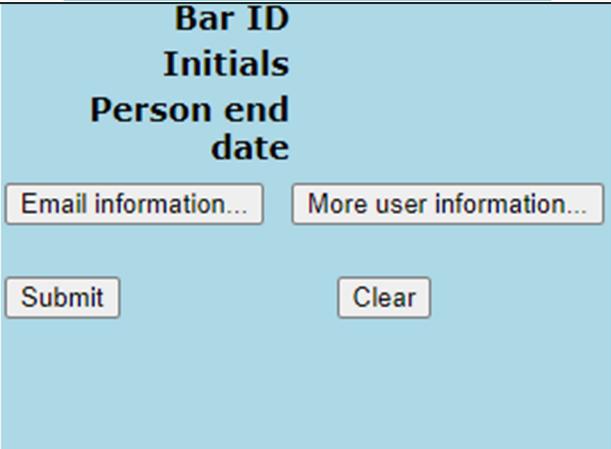
STEP	SCREEN SHOT
<p>7. Payment information is not required as the Attorney or Trustee will grant rights for paying fees when adding a Filing Agent account to their ECF account. Click Next.</p>	<p>Non-Attorney E-File Registration</p> <p>Payment Information</p> <p>There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:</p> <ul style="list-style-type: none"> • Use of PACER systems will generate a \$.10 per-page charge and is capped at \$3.00 for single documents and case-specific reports that are more than 30 pages (e.g., docket reports, creditor listings, and claims register). NOTE: The \$3.00 cap does not apply to search returns, reports that are not case specific, lists of cases, or transcripts. • Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge. • Judicial opinions accessed via PACER will not generate a charge. • If your usage does not exceed \$30 in a quarter, fees are waived. <p>Providing a credit card is optional. If you would like to register without providing a credit card, click Next below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. 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.</p>
<p>8. Check the box to acknowledge the policies and procedures. Click Submit.</p>	<p>* Required Information</p> <p><input type="checkbox"/> Click here to acknowledge you have read and understand the policies and procedures listed above. *</p> <p>If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.</p> <p>Submit Back Reset Cancel</p>
<p>9. Click Continue to submit a request to the Court.</p>	<p>Non-Attorney E-File Registration</p> <p>Click Continue to complete the non-attorney e-file registration.</p> <p>Your PACER account has been created. Now you may register to e-file by clicking the Continue button below. You may also register to e-file at any time through the Manage My Account link located in the upper right corner of the PACER Service Center website.</p> <p>Continue</p>

STEP	SCREEN SHOT
<p>10. At the screen prompt for Complete all sections of E-File Registration, select the court type and court to file in.</p> <p>For Role in Court, select Filing Agent.</p>	 <p>* Required Information</p> <p>Court Type * U.S. Bankruptcy Courts</p> <p>Court * Nevada Bankruptcy Court (test)</p> <p>Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court</p> <p>In order to file documents electronically and receive email notices of documents filed, attorneys or limited access users must become authorized users of the Court's CM/ECF Live database. The registration process must be completed before a live login and password is issued. Please review the Court's Policies and Procedures about Electronic Filing at https://www.nvb.uscourts.gov/electronic-case-filing/ before proceeding with the registration process.</p> <p>Role in Court * Filing Agent</p>
<p>11. Select preferred Delivery methods and then click Next.</p>	 <p>Delivery Method and Formatting</p> <p><input type="checkbox"/> Use a different email. Checking this will clear the primary email fields below.</p> <p>Primary Email * [input field] ?</p> <p>Confirm Email * [input field] ?</p> <p>Email Frequency * Select Email Frequency</p> <p>Email Format * Select Email Format</p> <p>Next Reset Cancel</p>

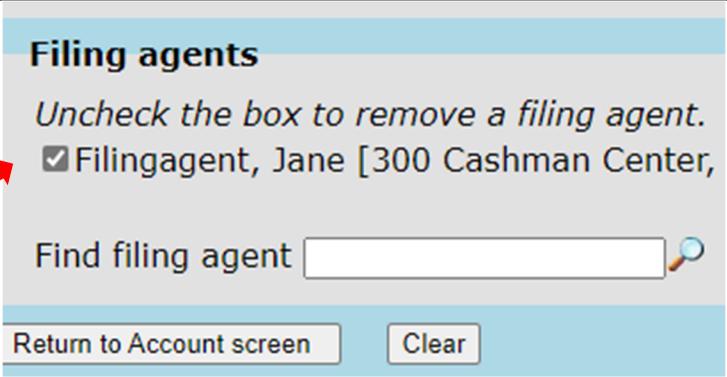
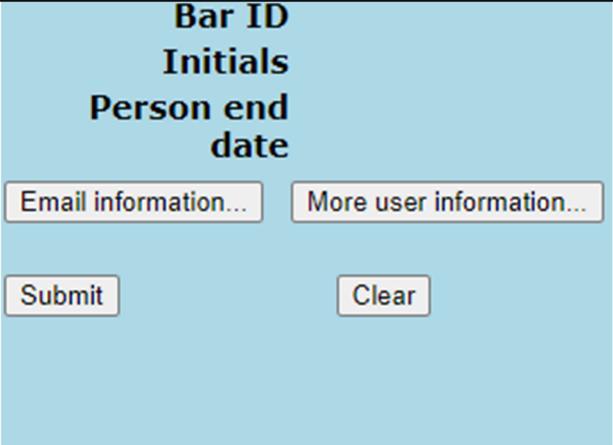
STEP	SCREEN SHOT
<p>12. Credit card information is optional. Click Next.</p>	
<p>13. Check both boxes on the Terms of Use page to acknowledge the E-Filing Terms of Use. Click Submit.</p>	<p>Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions</p> <p><input type="checkbox"/> Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *</p> <p><input type="checkbox"/> 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. *</p> <hr/> <p>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.</p> <p>Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.</p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </p>

STEP	SCREEN SHOT			
<p>14. Click Done. Confirmation received. The Court will review and approve the request.</p> <p>Note: Filer will receive email from PACER notifying that the account has been approved by the Court.</p>	 <p>The screenshot shows a blue header with the text "Confirmation Page". Below it, a large heading reads "Thank You for registering!". A paragraph of text states: "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." At the bottom center, there is a blue button labeled "Done".</p>			
<p>15. Once the account is approved by the court, the filer should go to the attorney or trustee and ask them to add them to their ECF account.</p> <p>The attorney or trustee should then log into their PACER/ECF account at https://ecf.nvb.uscourts.gov.</p> <p>Under the Utilities menu, select Maintain Your ECF Account.</p>	 <p>The screenshot shows the top navigation bar of the CM/ECF system with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below this is a "Utilities" menu with two columns of links. A red arrow points to the "Maintain Your ECF Account" link in the "Your Account" column.</p> <table border="0"> <tr> <td> <p>Your Account</p> <ul style="list-style-type: none"> Change Your Client Code Maintain Your ECF Account Internet Payment History Internet Payments Due Links to Other Courts Pacer Case Locator (National Index) Review Billing History View PACER Account Information View Your Transaction Log </td> <td> <p>Miscellaneous</p> <ul style="list-style-type: none"> eFinCert Court Information Legal Research ... Mailings... </td> <td> <ul style="list-style-type: none"> NextGen Release 1.1 Menu Items NextGen Release 1.2 Menu Items </td> </tr> </table>	<p>Your Account</p> <ul style="list-style-type: none"> Change Your Client Code Maintain Your ECF Account Internet Payment History Internet Payments Due Links to Other Courts Pacer Case Locator (National Index) Review Billing History View PACER Account Information View Your Transaction Log 	<p>Miscellaneous</p> <ul style="list-style-type: none"> eFinCert Court Information Legal Research ... Mailings... 	<ul style="list-style-type: none"> NextGen Release 1.1 Menu Items NextGen Release 1.2 Menu Items
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STEP	SCREEN SHOT
<p>16. Select More User Information at the bottom of the screen.</p>	
<p>17. Enter the last name of the Filing Agent that will be filing on behalf of the attorney or trustee.</p> <p>Click on the magnifying glass to search.</p> <p>Note: If the person does not display here, their PACER request has not yet been completed. The account MUST have a PACER record prior to adding it in CMECF.</p> <p>Click Select once the filing agent appears in the search results.</p>	

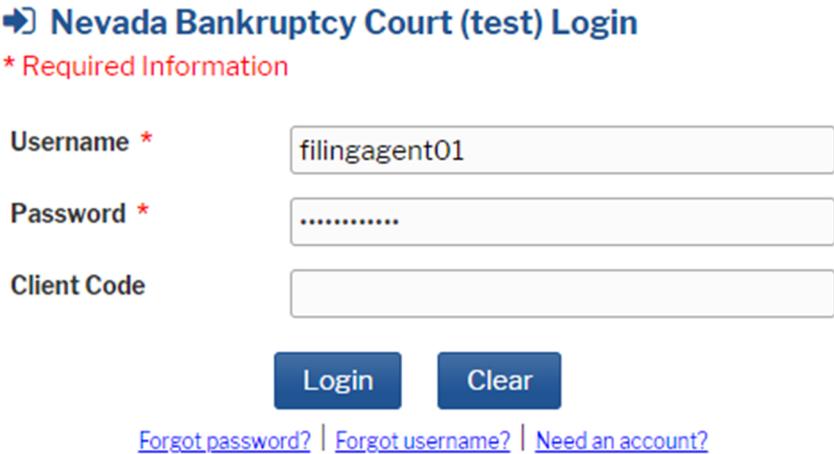
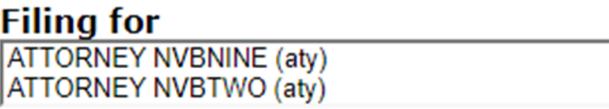
STEP	SCREEN SHOT
<p>18. The agent has been added to the attorney's/trustee's account.</p> <p>Select Return to Account Screen.</p>	
<p>19. Click Submit.</p>	
<p>20. The filing agent may now log into PACER/ECF with the credentials that were setup on PACER.</p> <p>Once logged in, the filing agent should see the attorney or trustee they are filing on behalf of displayed at the top.</p>	

*Remove a Filing Agent from an Attorney's or Trustee's User Account

STEP	SCREEN SHOT
<p>1. The attorney or trustee will need to login to their PACER/CMECF account to remove the filing agent.</p> <p>Follow Steps 15-16 from the instructions to Create a PACER Account as a Filing Agent.</p> <p>Once step 16 is complete, uncheck the box of the filing agent to be removed from the account.</p> <p>Select Return to Account screen.</p>	
<p>2. Click Submit.</p>	

*The steps in this section are available on or after November 15, 2021.

*Switch Between Attorneys/Trustees (For Filing Agents who file on behalf of multiple attorneys/trustees)

STEP	SCREEN SHOT
<p>1. Login as the filing agent.</p>	
<p>2. Select the appropriate attorney from the Filing for menu.</p>	
<p>3. The selected attorney will show at the top of the screen.</p> <p>The filing agent can switch between attorneys by selecting Change user. This will return the agent to the previous screen in step 2 where they may make a new selection.</p>	

*The steps in this section are available on or after November 15, 2021.