Requirements

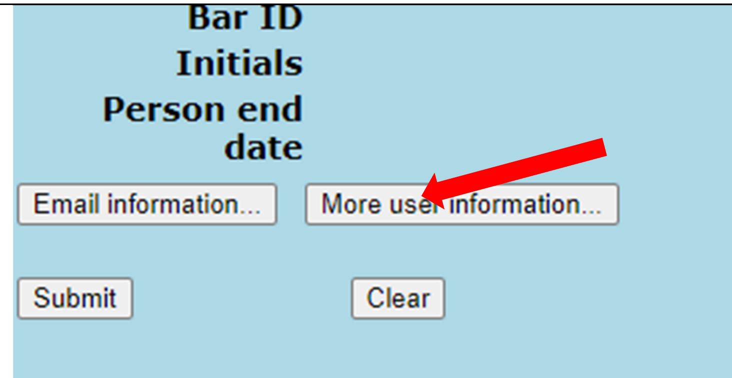
- PACER account is required.
- Filing agent must be an individual.
- Filing agents can only be registered under Attorneys or Trustees.
- Pro-se debtors are not permitted to file electronically, and therefore should not use filing agent to attempt to register for electronic filing.

Link a Filing Agent CM/ECF Account to an Attorney CM/ECF Account

1. 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.

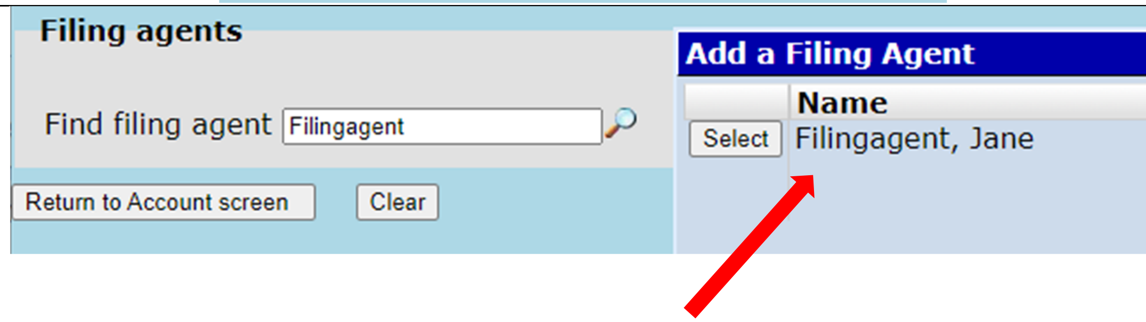
   The **attorney or trustee** should then log into their PACER/ECF account at https://ecf.nvb.uscourts.gov.

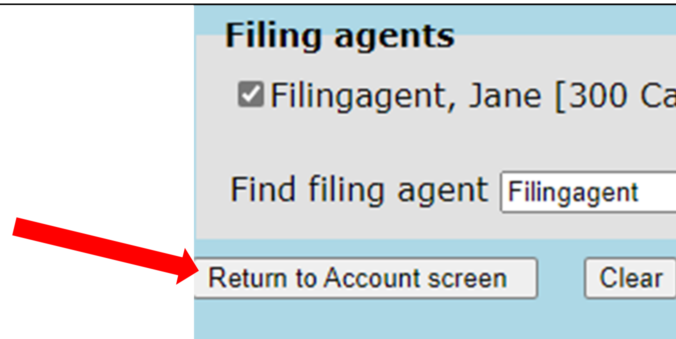
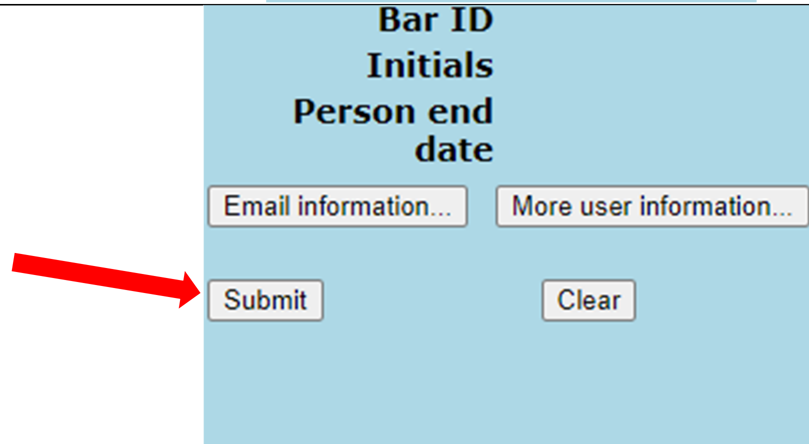
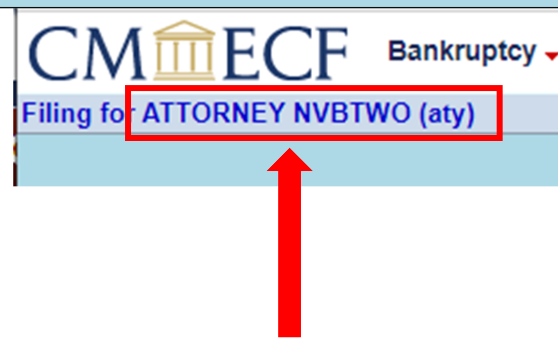
   Under the Utilities menu, select **Maintain Your ECF Account**.

<table>
<tr><th>STEP</th><th>SCREEN SHOT</th></tr>
<tr><td>2. Select More User Information at the bottom of the screen.</td><td>
</td></tr>
<tr><td>3. Enter the last name of the Filing Agent that will be filing on behalf of the attorney or trustee.

Click on the magnifying glass to search.

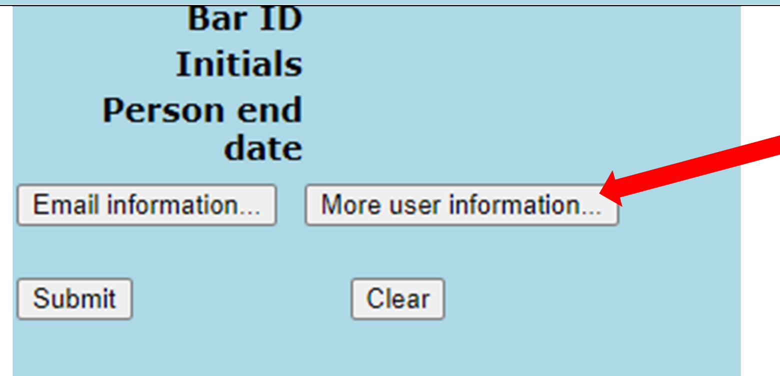
Note: If the person does not display here, their PACER request has not yet been completed. The account MUST have a PACER record prior to adding it in CMECF.

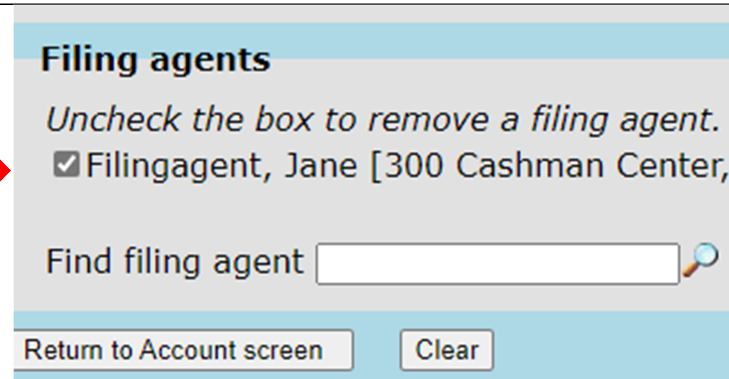
Click Select once the filing agent appears in the search results.</td><td>
</td></tr>
</table>

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

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

<table>
<tr><th>STEP</th><th>SCREEN SHOT</th></tr>
<tr><td>1. The attorney or trustee should log into their PACER/ECF account at https://ecf.nvb.uscourts.gov.

Under the Utilities menu, select Maintain Your ECF Account.</td><td>
</td></tr>
<tr><td>2. Select More User Information at the bottom of the screen.</td><td>
</td></tr>
</table>

3. The attorney or trustee will need to login to their PACER/CMECF account to remove the filing agent. **Uncheck** the box of the filing agent to be removed from the account. Select **Return to Account screen**.	
4. Click **Submit**.