

New Non-Attorney E-Filing Registrations

New E-Filing Registrations

To request new E-filing privileges:

- Log into your individual PACER account or, if you do not have an individual PACER account, create an individual PACER account.
- Once logged into PACER, go to **Manage Your Account > Maintenance**
- Click on **Non-Attorney E-File Registration**

What can we help you accomplish?

The image shows four service tiles. The 'Manage Your Account' tile is highlighted with a green border. Each tile contains an icon, a title, and a brief description of the service.

The screenshot shows a PACER account profile page. The 'Maintenance' tab is highlighted with a green border. A green arrow points to the 'Non-Attorney E-File Registration' link in the right-hand column of the page.

Account Number	7008353
Username	nvbtestatty02
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings **Maintenance** Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)
[Update Address Information](#) [Non-Attorney E-File Registration](#) ←
[Update E-Filer Email Noticing and Frequency](#) [Check E-File Status](#)
[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

New Non-Attorney E-Filing Registrations

If Registering for **Non-Attorney E-File Registration**

- Select Court Type = U.S. Bankruptcy Courts
- Select Court = Nevada Bankruptcy Court
- Select Role in Court
 - Court Reporter
 - Creditor
 - Filing Agent
 - Trustee
 - US Trustee
- Check the box to acknowledge you are submitting the registration for the individual listed above.



Complete all sections of E-File Registration

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

* Required Information

Court Type * ▼

Court * ▼

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

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.

Role in Court * ▼

Name

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one.***

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Complete the email Delivery Method and Formatting. It is required you complete this information, but a **filing agent** or **creditor will not receive Notices of Electronic Filing (NEFs)**.

- If a creditor wants to receive electronic notices, they may sign up for Electronic Bankruptcy Noticing (EBN) via BNC at <https://bankruptcynotices.uscourts.gov>.
- If a filing agent would like to receive electronic notices, the attorney or trustee they file for must add the filing agent's email as a secondary email to their CM/ECF account.

The screenshot shows a web form titled "Delivery Method and Formatting". At the top, there is a checkbox labeled "Use a different email. Checking this will clear the primary email fields below." Below this are four input fields: "Primary Email" with the value "testfiler@gmail.com", "Confirm Email" with the value "testfiler@gmail.com", "Email Frequency" with a dropdown menu set to "At The Time of Filing (One B)", and "Email Format" with a dropdown menu set to "HTML". Each input field has a question mark icon to its right. At the bottom of the form, there are four buttons: "Next", "Back", "Reset", and "Cancel".

New Non-Attorney E-Filing Registrations

- Read through and acknowledge the Non-Attorney E-Filing Terms and Conditions and click **Submit**.

Once you have submitted your registration, it will be reviewed by the ECF Helpdesk staff. If staff has questions, you will receive an email requesting additional information. All approved/denied registration requestors will receive an email notification from PACER of their status.

E-Filing Terms of Use

Non-Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

- Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *
- 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.](#) *

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.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit

Back

Reset

Cancel

For All New E-Filing Registrations

- Non-Attorney E-Filers submitting a new registration will be asked to add billing information.
- Completion is optional.
- New E-Filers must also submit an ECF Registration form to the court. Failure to do so will delay a timely response to your request. [Click here](#) to download the correct form.

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

[Add Credit Card](#) [Add ACH Payment](#)

[Next](#) [Back](#) [Cancel](#)