United States Bankruptcy Court
District of Rhode Island

NextGen/CM⚖ECF

Creating New Filing Agents
on behalf of
Attorney or Trustee

On or after, October 4, 2021

August 2021

First, a new Filing Agent must register for an individual **Non-Attorney** PACER account.

1.	To request an individual PACER account, go to pacer.uscourts.gov click **Manage your Account > Register for an Account** > **Non-Attorney Filers** PACER account, for the Role in Court, select **Filing Agent** **NOTE:** The username/password created here will be the filing agent's login going forward.	attorney filer, you will not be able to register for filing privileges at that court. * Required Information Court Type * U.S. Bankruptcy Courts Court * Delaware Bankruptcy Court (test) Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court The applicant agrees to comply with all Court rules, orders, and policies and procedures governing the use of the electronic filing system. The username and password serves as the signature of the registered user pursuant to the federal and local rules of this court. Registered users must protect and immediately notify the Court if their password has been compromised. The applicant hereby consents to receiving electronic notices of filings in accordance with the provisions of Fed. R. Civ. P. 5(b), Fed. R. Civ. P. 77(d), Fed. R. Bankr. P. 7005 and Del. Bankr. L. R. 5005-4. Role in Court * Filing Agent Name John Filingagent ☐ 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. *
2.	Filing Agent accounts are automatically approved by the Court. The **Attorney or Trustee** links the approved Filing Agent account to their CM/ECF account by logging in with their PACER/ECF account and under the Utilities menu; select **Maintain Your ECF Account**	**CM⚖ECF** **Bankruptcy** **Adversary** **Query** **Reports** **Utilities** **Search** **Help** **Utilities** **Your Account** Change Your Client Code Maintain Your ECF Account Review Billing History View PACER Account Information View Your Transaction Log Internet Payment History Internet Payments Due **Miscellaneous** Claims Upload Log Mailings... **System Administrator Options** Court Information **Miscellaneous** eFinCert Release 5.0 Menu Items Release 4.0 Menu Items NextGen Release 1.1 Menu Items
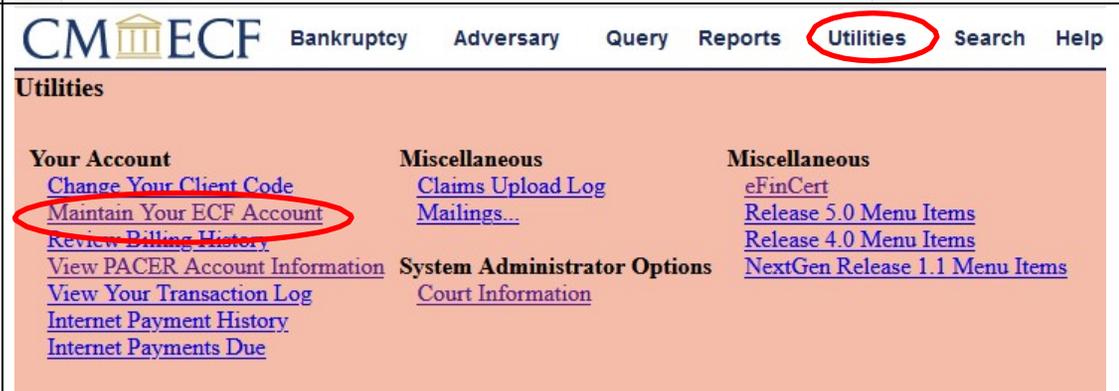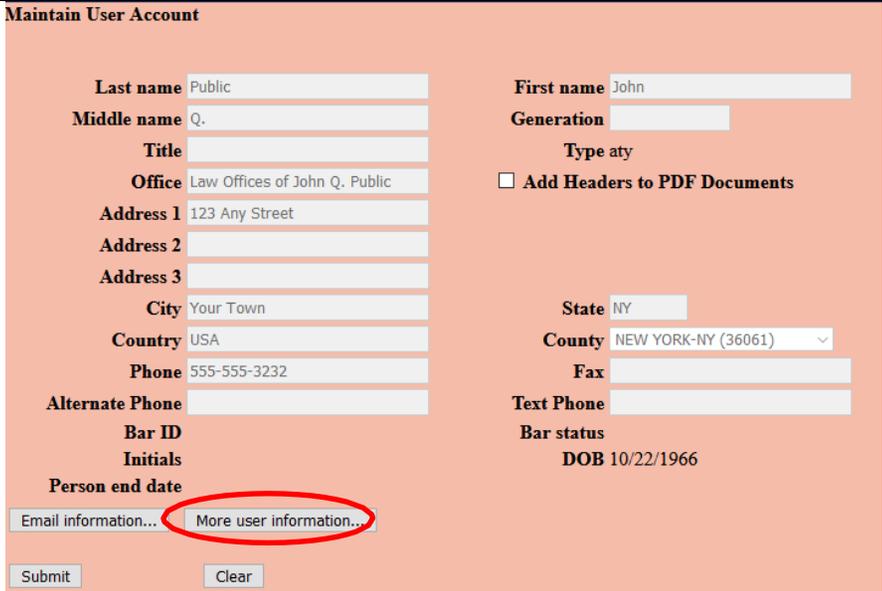
3.	Select **More User Information**, at the bottom of the Maintain User Account screen.	<table content below>

Maintain User Account

Last name	Public	**First name**	John
Middle name	Q.	**Generation**	
Title		**Type** aty	
Office	Law Offices of John Q. Public	☐ Add Headers to PDF Documents	
Address 1	123 Any Street		
Address 2			
Address 3			
City	Your Town	**State** NY	
Country	USA	**County** NEW YORK-NY (36061)	
Phone	555-555-3232	**Fax**	
Alternate Phone		**Text Phone**	
Bar ID		**Bar status**	
Initials		**DOB** 10/22/1966	
Person end date			

Email information...   More user information...

Submit   Clear

4.	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,** next to the person's name	<content below>

Internet Payment Y
Groups Out of State Attorney

Filing agents

Find filing agent filingagent 🔍

Return to Account screen   Clear

Add a Filing Agent

	Name	**Address**
Select	Filingagent, John Q.	Law Offices of John Q. Public 123 Any Street Your Town, NY 10022 555-555-3232

| 5. | The agent has been added to the attorney or trustee's account. Select **Return to Account Screen.** | |

More User Information for John Q. Public

Update Account Information		**Last login** 01-26-2021 11:01
Login attorneytest02		**Current login** 01-26-2021 11:13
Person ID 466088		**Create date** 06/12/2020
Person Authorization ID 60		**Update date**
Public User ID 7005151		**User end date**
Judiciary User ID		
E-Filing Status Active		
Internet Payment Y		
Groups Out of State Attorney		

Filing agents

☑ Filingagent, John Q. [Law Offices of John Q. Public, 123 Any Street, Your Tow

Find filing agent [filingagent] 🔍

[Return to Account screen] [Clear]

| 6. | Click **Submit.** | |

Maintain User Account

Last name	Public
Middle name	Q.
Title	
Office	Law Offices of John Q. Public
Address 1	123 Any Street
Address 2	
Address 3	
City	Your Town
Country	USA
Phone	555-555-3232
Alternate Phone	
Bar ID	
Initials	
Person end date	

[Email information...] [More user information...]

[Submit] [Clear]

| 7. | Have the Filing Agent log into PACER/ECF with the credentials they setup on PACER.

Once logged in, the attorney or trustee name the user is filing on behalf of will display at the top of the CM/ECF screen. | |

⟶ California Central Bankruptcy Court **Login**

* Required Information

Username *	filingagent2021
Password *	....
Client Code	

CM ECF **Bankruptcy**

Filing for John Q. Public (aty)

[Login] [Clear]

Forgot password? | Forgot username? | Need an account?

To REMOVE a Filing Agent from an Attorney/Trustee's user account

1.	Follow Steps 1 thru 3 from the instructions to add the Filing Agent.
	
	On Step 4, under Filing agents you will see the filing agent's name, address, and phone number.
	
	Uncheck the box to remove the filing agent and click **Return to Account Screen.**
		More User Information for John Q. Public
		  Update Account Information **Last login** 01-26-2021 11:13
		        Login attorneytest02 **Current login** 01-26-2021 11:32
		     Person ID 466088 **Create date** 06/12/2020
		Person Authorization ID 60 **Update date** 01/26/2021
		    Public User ID 7005151 **User end date**
		    Judiciary User ID
		    E-Filing Status Active
		    Internet Payment Y
		      Groups Out of State Attorney
		
		Filing agents
		Uncheck the box to remove a filing agent.
		☑ Filingagent, John Q. [Law Offices of John Q. Public, 123 Any Street, Your Town, N
		
		Find filing agent [ ] 🔍
		
		[Return to Account screen] [Clear]

2.	Click **Submit**.	

When a Filing Agent FILES ON BEHALF OF MORE THAN ONE Attorney/Trustee, to switch between Attorney/Trustee

1.	Login as the Filing Agent	⮕ **California Central Bankruptcy Court Login** * Required Information **Username *** filingagent2021 **Password *** •••••••• **Client Code** [Login] [Clear] Forgot password? | Forgot username? | Need an account?
2.	Select the appropriate attorney from the **Filing for** menu.	**Filing for** Attorney3 (aty) Attorney4 (aty)
3.	The selected attorney will show at the top of the CM/ECF screen. You have the ability to switch between attorneys by selecting **Change user**, which will return you to the previous screen (Step 2.)	**CM⚖ECF** Bankruptcy ▾ Adversary ▾ Query **Filing for Attorney3 (aty)** 👥 Change user