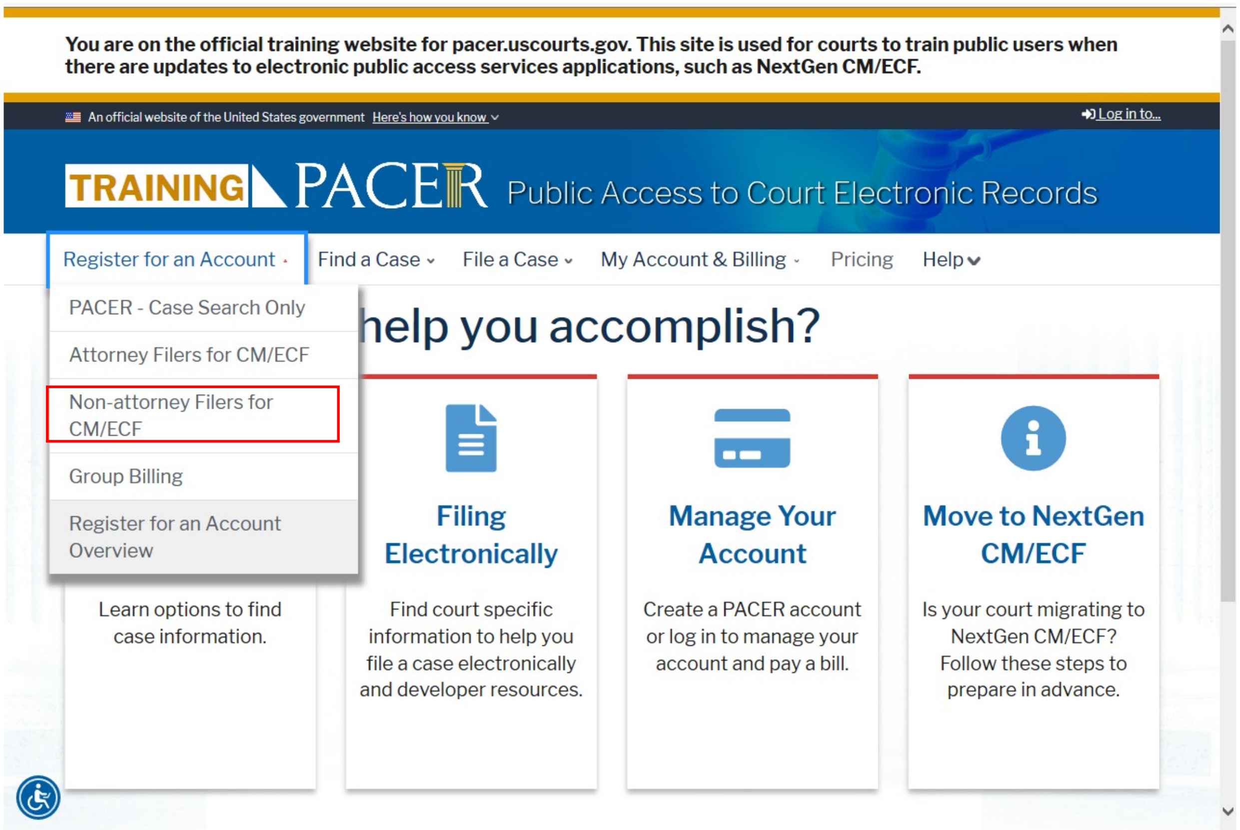
Guidance for Filing Agents [Rev.9/30/2021]

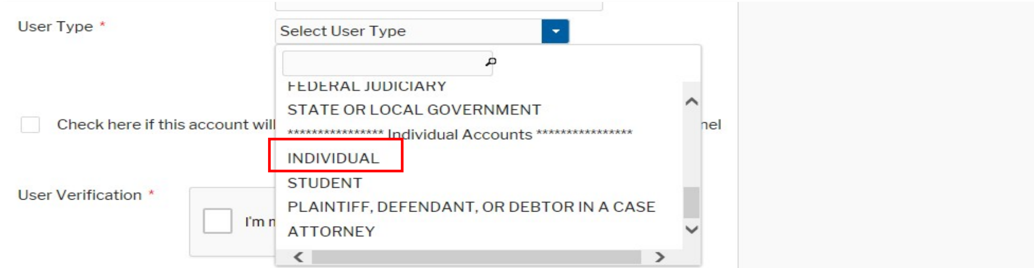
Any paralegal or support staff that will be filing on behalf of attorneys or trustees will be required to obtain their own PACER account after the court's transition to NextGen on October 4, 2021. After the PACER account has been obtained, and the electronic registration with the court has been completed, the attorney/trustee must link the Filing Agents Pacer Account to the attorney/trustee's CM/ECF account.

Create a PACER Account

1. Go to www.pacer.gov. Click **Register for an Account – Non attorney Filers for CM/ECF:**



3. Fill in all required fields and select **Individual** as the **User Type:**



4. Create a unique **Username** and **Password** on the next screen and answer **Security Questions.**
5. Payment information is not required as the attorney/trustee will grant rights for paying fees when adding the Filing Agent Account to their Cm/ECF account.
6. Click the box to acknowledge policies and procedures and **Submit** your account.
7. *Request "Filing Agent" access to the Rhode Island Bankruptcy Court.
    - From the PACER.uscourts.gov homepage, login to "Manage My Account"
    - Select the "Maintenance" tab
    - Select the "Non-Attorney E-file Registration" link
    - Select "Filing Agent" as the "Role in Court" when completing the registration form
    - Submit the request
8. When your e-file request is processed, you will receive a notification from the court.
9. You will not have access to ECF until the attorney or trustee for whom you file completes the steps below.

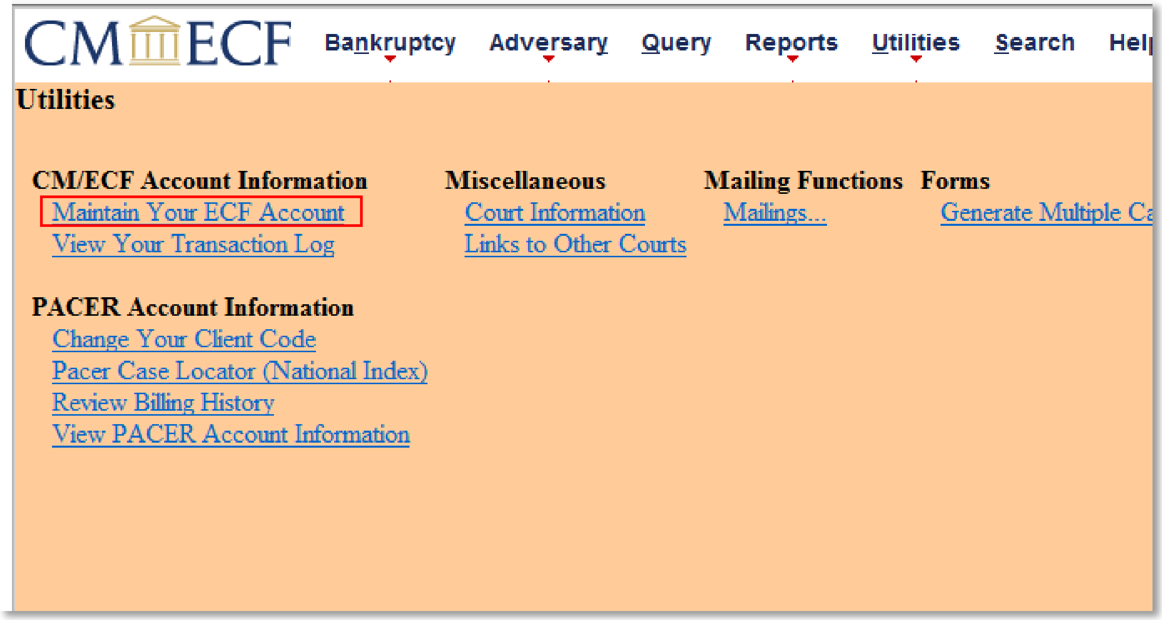
***Note**: If you created your individual PACER account prior to the court going live on NextGen, you will need to log in to your PACER account and request access to electronically file in the Rhode Island Bankruptcy Court as a Filing Agent.

The Individual PACER account is now created. It is the responsibility of the attorney/trustee for the filing agent to link this account to the Rhode Island Bankruptcy Court's NextGen CM/ECF System on or after October 4, 2021 before filing.

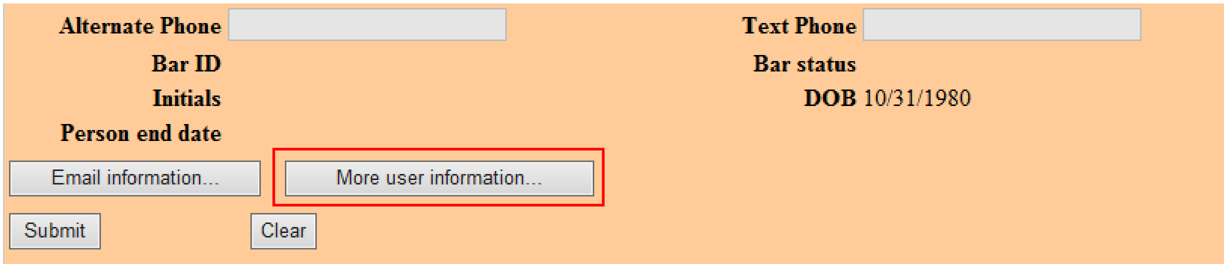
Add a Filing Agent to an Existing Attorney/Trustee Account

It is the obligation of the attorney/trustee to add the filing agent to their account (this cannot be completed until all accounts are linked to the our court).

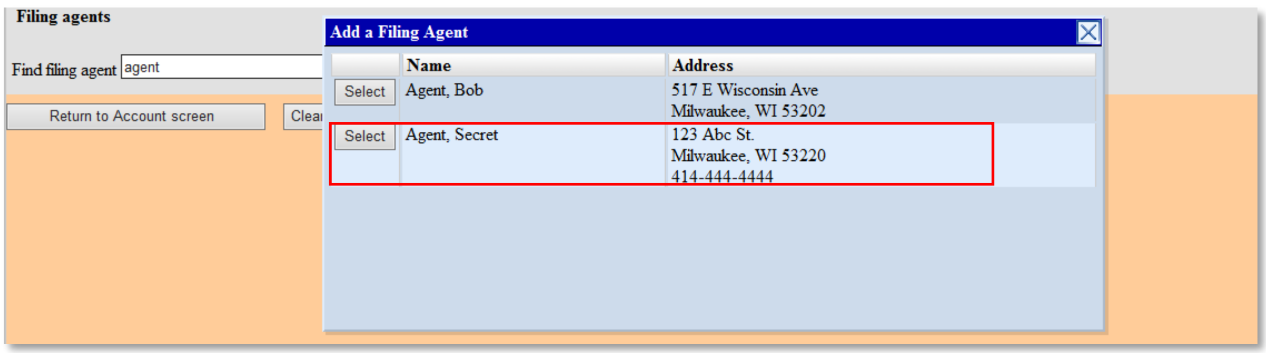
1. After the filing agent has linked to our court through Pacer, the attorney/trustee must log in to NextGen CM/ECF in our district.
2. Once logged in, select **Utilities – Maintain Your ECF Account**


CM ECF
Bankruptcy
Adversary
Query
Reports
Utilities
Search
Hel
Utilities
CM/ECF Account Information
Maintain Your ECF Account
View Your Transaction Log
Miscellaneous
Court Information
Links to Other Courts
Mailing Functions
Mailings...
Forms
Generate Multiple Ca
PACER Account Information
Change Your Client Code
Pacer Case Locator (National Index)
Review Billing History
View PACER Account Information

3. Click **More user information…**



4. Search for the filing agent's last name in the **Find filing agent** field. When the correct name appears, click **Select.** The filing agent will then be listed in the **Filing Agent** section



5. Click to **Return to Account screen** and **Submit**

Once the filing agent has been linked to the attorney/trustee account, the filing agent will have the same filing privileges as the attorney/trustee. When logged into CM/ECF, the filing agent will see the attorney/trustee's name in the upper left section of the screen. If the filing agent is linked to multiple accounts, they will see a list in order to select the appropriate filer.