



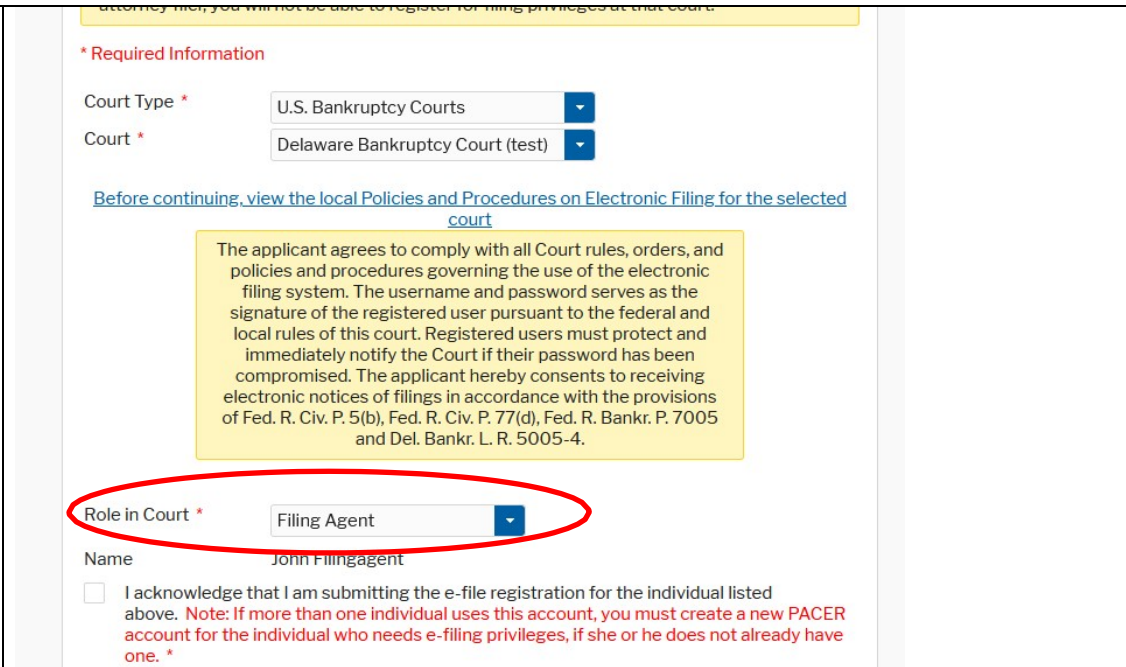
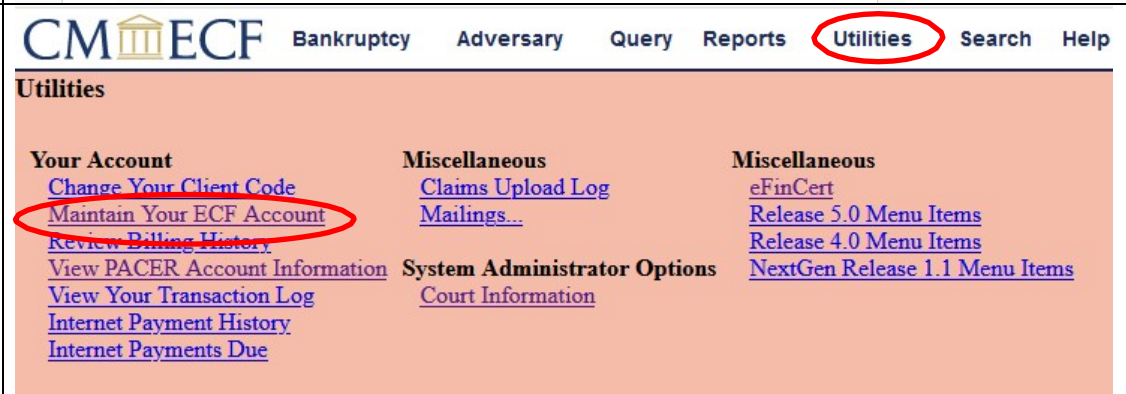
United States Bankruptcy Court
Central District of California

NextGen/CM  ECF

**Creating New Filing Agents
on behalf of
Attorney or Trustee**

On or after, April 26, 2021

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

<p>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</p> <p>NOTE: The username/password created here will be the filing agent’s login going forward.</p>	 <p>attorney filer, you will not be able to register for filing privileges at that court.</p> <p>* Required Information</p> <p>Court Type * U.S. Bankruptcy Courts</p> <p>Court * Delaware Bankruptcy Court (test)</p> <p>Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court</p> <p>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.</p> <p>Role in Court * Filing Agent</p> <p>Name John Filingagent</p> <p><input type="checkbox"/> 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. *</p>						
<p>2. Filing Agent accounts are automatically approved by the Court.</p> <p>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</p>	 <p>CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help</p> <p>Utilities</p> <table border="0"> <tr> <td> <p>Your Account</p> <p>Change Your Client Code</p> <p>Maintain Your ECF Account</p> <p>Review Billing History</p> <p>View PACER Account Information</p> <p>View Your Transaction Log</p> <p>Internet Payment History</p> <p>Internet Payments Due</p> </td> <td> <p>Miscellaneous</p> <p>Claims Upload Log</p> <p>Mailings...</p> </td> <td> <p>Miscellaneous</p> <p>eFinCert</p> <p>Release 5.0 Menu Items</p> <p>Release 4.0 Menu Items</p> <p>NextGen Release 1.1 Menu Items</p> </td> </tr> <tr> <td colspan="2"> <p>System Administrator Options</p> <p>Court Information</p> </td> <td></td> </tr> </table>	<p>Your Account</p> <p>Change Your Client Code</p> <p>Maintain Your ECF Account</p> <p>Review Billing History</p> <p>View PACER Account Information</p> <p>View Your Transaction Log</p> <p>Internet Payment History</p> <p>Internet Payments Due</p>	<p>Miscellaneous</p> <p>Claims Upload Log</p> <p>Mailings...</p>	<p>Miscellaneous</p> <p>eFinCert</p> <p>Release 5.0 Menu Items</p> <p>Release 4.0 Menu Items</p> <p>NextGen Release 1.1 Menu Items</p>	<p>System Administrator Options</p> <p>Court Information</p>		
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<p>System Administrator Options</p> <p>Court Information</p>							

3. Select **More User Information**, at the bottom of the Maintain User Account screen.

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...**

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

Internet Payment Y
Groups Out of State Attorney

Filing agents

Find filing agent

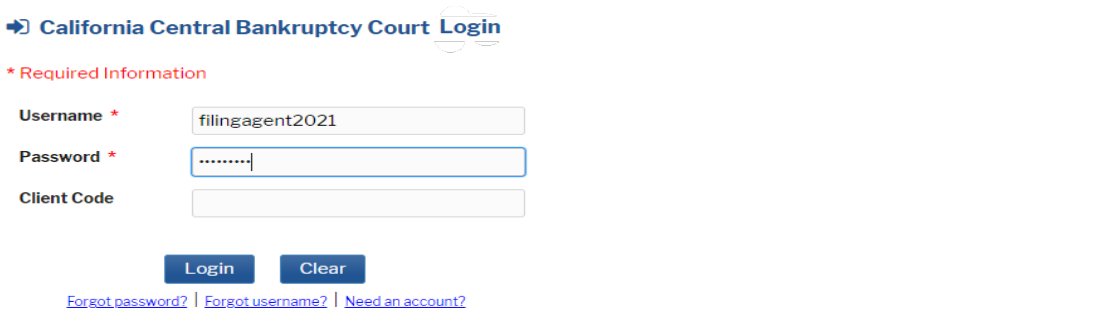

Add a Filing Agent		
	Name	Address
<input type="button" value="Select"/>	Filingagent, John Q.	Law Offices of John Q. Public 123 Any Street Your Town, NY 10022 555-555-3232

<p>5.</p>	<p>The agent has been added to the attorney or trustee’s account. Select Return to Account Screen.</p>	<p>More User Information for John Q. Public Update Account Information Login attorneytest02 Last login 01-26-2021 11:01 Person ID 466088 Current login 01-26-2021 11:13 Person Authorization ID 60 Create date 06/12/2020 Public User ID 7005151 Update date Judiciary User ID User end date E-Filing Status Active Internet Payment Y Groups Out of State Attorney</p> <p>Filing agents <input checked="" type="checkbox"/> Filingagent, John Q. [Law Offices of John Q. Public, 123 Any Street, Your Town]</p> <p>Find filing agent <input type="text" value="filingagent"/> </p> <p>Return to Account screen <input type="button" value="Clear"/></p>
<p>6.</p>	<p>Click Submit.</p>	<p>Maintain User Account</p> <p>Last name <input type="text" value="Public"/> Middle name <input type="text" value="Q."/> Title <input type="text"/> Office <input type="text" value="Law Offices of John Q. Public"/> Address 1 <input type="text" value="123 Any Street"/> Address 2 <input type="text"/> Address 3 <input type="text"/> City <input type="text" value="Your Town"/> Country <input type="text" value="USA"/> Phone <input type="text" value="555-555-3232"/> Alternate Phone <input type="text"/> Bar ID <input type="text"/> Initials <input type="text"/> Person end date <input type="text"/></p> <p><input type="button" value="Email information..."/> <input type="button" value="More user information..."/></p> <p>Submit <input type="button" value="Clear"/></p>
<p>7.</p>	<p>Have the Filing Agent log into PACER/ECF with the credentials they setup on PACER.</p> <p>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.</p>	<p>California Central Bankruptcy Court Login</p> <p>* Required Information</p> <p>Username * <input type="text" value="filingagent2021"/> Password * <input type="password" value="....."/> Client Code <input type="text"/></p> <p><input type="button" value="Login"/> <input type="button" value="Clear"/></p> <p>Forgot password? Forgot username? Need an account?</p> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">  Filing for John Q. Public (aty) </div>

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

<p>1.</p>	<p>Follow Steps 1 thru 3 from the instructions to add the Filing Agent.</p> <p>On Step 4, under Filing agents you will see the filing agent’s name, address, and phone number.</p> <p>Uncheck the box to remove the filing agent and click Return to Account Screen.</p>	<p>More User Information for John Q. Public</p> <p>Update Account Information</p> <p>Login attorneytest02 Last login 01-26-2021 11:13</p> <p>Person ID 466088 Current login 01-26-2021 11:32</p> <p>Person Authorization ID 60 Create date 06/12/2020</p> <p>Public User ID 7005151 Update date 01/26/2021</p> <p>Judiciary User ID User end date</p> <p>E-Filing Status Active</p> <p>Internet Payment Y</p> <p>Groups Out of State Attorney</p> <p>Filing agents</p> <p><i>Uncheck the box to remove a filing agent.</i></p> <p><input checked="" type="checkbox"/> Filingagent, John Q. [Law Offices of John Q. Public, 123 Any Street, Your Town, N</p> <p>Find filing agent <input type="text"/> </p> <p>Return to Account screen <input type="button" value="Clear"/></p>
<p>2.</p>	<p>Click Submit.</p>	

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

1.	Login as the Filing Agent	
2.	Select the appropriate attorney from the Filing for menu.	
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.)	