
*As of October 9, 2018, the Eastern District of New York is a NextGen Court.
Follow these instructions to e-file in the EDNY.*

Requirements:

- Every attorney must **Upgrade** any PACER account created before August 11, 2014.
- Every attorney must have an **Individual** PACER account. If you only have a firm (Shared Account), you must register at www.pacer.gov for an Individual PACER Account (which will automatically be an upgraded PACER Account).
- Every attorney who already has an EDNY CM/ECF account (“Legacy CM/ECF account”) must **Link** his or her Legacy CM/ECF account to his or her PACER account.

Step One: Upgrade Your PACER Account

1. Navigate to **PACER** – www.pacer.gov
2. Go to: **Manage My Account** tab.
3. Login with **PACER** credentials.
4. Check under **Account Type** (It will say either *Legacy* or *Upgraded*).
 - a. For the type: **Upgraded PACER Account** – continue to Step Two: Link your Legacy CM/ECF Account.
 - b. For the type: **Legacy PACER Account** – there will be an **Upgrade** Link.
 - (1) Click **Upgrade** link.
 - (2) Click on **Person** tab and verify all information is correct.
 - (3) Be sure to select **INDIVIDUAL** under *User Type*.
 - (4) Click on **Address** tab and verify all information is correct.
 - (5) Click on **Security** tab. You must create a new username between 8 and 40 characters long, but can use the old PACER password, and create two security questions and answers.

Go to Step Two on next page 

Step Two: Link Your Legacy CM/ECF Account to Your PACER Account

You must know your Legacy CM/ECF login and password to link your accounts. If you do not know them, please call the Clerk's Office at 718-613-2285 (Brooklyn) or 631-712-6010 (Central Islip)

1. Navigate to <https://ecf.nyed.uscourts.gov>.
2. Click log in hyperlink.
3. Login with **PACER** credentials.
4. Go to **Utilities>NextGen Release Menu Items**.
5. Click **Link a CM/ECF account to my PACER account**.
 - (a) Enter your **EDNY Legacy CM/ECF login and password**; click **Submit***.
 - (b) Confirm that this is your account and click **Submit** on the next screen.
6. Refresh browser.
 - (a) Windows: CTRL+F5; Mac: Command+R or Apple+R.
 - (b) All regular CM/ECF menu items for e-filing should now appear.

* If you get a message saying that your account does not exist, go to www.pacer.gov>Manage My Account>Attorney Admissions/E-filing Registration. Choose District Court, Eastern District of New York>E-file Registration Only. Submit your request. We will process your request within 24 hours.