

NYED Admitted Attorneys E-Filing Registration

The U.S. District Court for the Eastern District of New York is a NextGen CM/ECF court.

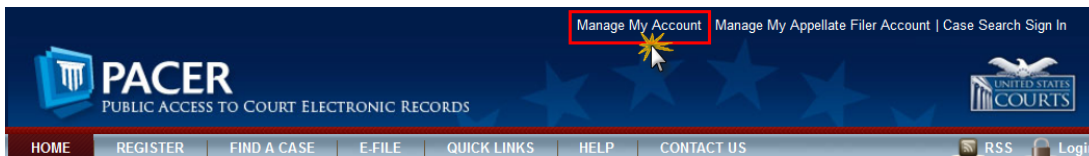
In order to request e-filing access, you must have an upgraded individual PACER account and be admitted to practice in the U.S. District Court for the Eastern District of New York.

If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures.

Once you have a PACER Account, follow the steps below to request filing access.

If not admitted to practice in the U.S. District Court for the Eastern District of New York, your request will be rejected.

1. Navigate to www.pacer.gov
2. Click **Manage My Account** at the very top of the page



3. **Login** with your PACER username and password

Login

*** Required Information**

Username *

Password *

[Need an Account?](#) |
 [Forgot Your Password?](#) |
 [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

4. Click on the **Maintenance** tab

Settings **Maintenance** Payments Usage

[Change Username](#)
[Update PACER Billing Email](#)
[Change Password](#)
[Set PACER Preferences](#)
[Set Security Information](#)

5. Select **Attorney Admission/E-File Registration**

Settings Maintenance **Payments** Usage

[Update Personal Information](#)
[Attorney Admissions / E-File Registration](#)
[Update Address Information](#)
[Non-Attorney E-File Registration](#)

6. Select **U.S. District Courts** as the Court Type, **New York Eastern District Court** as the Court. Click **Next**.

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type *

Court *

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).

7. Select **E-File Registration Only**

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

Instructions for e-filing can be found at
https://img.nyed.uscourts.gov/files/local_rules/UpdatedNextGenECFUserManual.pdf

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court.](#)

Instructions for attorney admissions can be found at
<https://www.nyed.uscourts.gov/nextgen-attorney-admissions>. Please note that only three separate PDFs may be uploaded. If you have multiple certificates of good standing or affidavits, please combine them into one PDF before uploading. Please be sure to follow the proper instructions for regular admission, admission by reciprocity, or by pro hac vice motion.

8. Complete all sections of the **E-File Registration** section, INCLUDING the **Additional Filer Information** and click **Next**. ***Failure to provide information may result in a delay or rejection of e-filing privileges.**

Already Admitted at Court

Court Bar ID

Other Names Used

Most Recent Case(in court where you are registering)

State Bar ID

State

9. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen. You can add a credit card or ACH payment method for each of the following fee types:

- Autobill PACER fees
- Filing fees default

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](#)

10. Check the two **Non-Attorney E-Filing Terms and Conditions** acknowledgment boxes.

[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.](#) *

11. Click **Submit**. The court will review your filing request and you provide you with further instructions via email.