

NextGen CM/ECF Registration/ Customer Support Reference Sheet

*To view documents and docket sheets, or to e-file documents in EDNY,
an attorney must have an individual, upgraded PACER account.*

FOR ATTORNEYS WHO DO NOT HAVE A PACER ACCOUNT:

If you do not have an individual PACER account, go to <http://www.pacer.gov>, click “Manage My Account,” and click “Need an Account?” Follow the steps to register for a PACER account. Then see directions below for e-filing privileges.

FOR ATTORNEYS WHO HAVE A PACER ACCOUNT:

If you have an individual PACER account, go to <http://www.pacer.gov> and log in. Upgrade your account if it is a legacy account. For assistance logging in, please call PACER 1-800-676-6856.

**Not
admitted
to
EDNY?**

▶ If you are not admitted to practice in the EDNY, log into PACER, go to the Maintenance tab.

- Click “Attorney Admissions/E-File Registration”
- Under Court Type, choose U.S. District Court; under Court, choose New York Eastern District Court, click “Next,” click “Attorney Admissions and E-File.” Follow all instructions for attorney admission.

**Admitted
but no
ECF
account?**

▶ If you are admitted to practice in the EDNY, but have no EDNY e-filing account, log into PACER, go to the Maintenance tab.

- Click “Attorney Admissions/E-File Registration”
- Under Court Type, choose U.S. District Court; under Court, choose New York Eastern District Court, click “Next,” click “E-File Registration Only.” Follow all instructions.

**Admitted
and have
legacy
EDNY ECF
account?**

▶ If you are admitted to practice in the EDNY and have a legacy EDNY ECF account, go to <https://ecf.nyed.uscourts.gov>. Use your PACER user name and password to log in.

- Click “Utilities,” click “Link a CM/ECF account to my PACER account.”
- Enter EDNY CM/ECF username and password; click “Submit” and refresh browser.
- If you do not know your EDNY CM/ECF login info, call us at (718) 613-2285 (Brooklyn) or (631) 712-6010 (Central Islip).

TROUBLESHOOTING TIPS

ALL LOGIN ISSUES, CALL PACER 1-800-676-6856

***Forgot
PACER
username
or
password?***

- ▶ Go to <http://www.pacer.gov> and log in. Click “Manage My Account” at the top of the screen.
 - Click “Forgot Your Password?” or “Forgot Username?”

***Need to
update
contact
information?***

- ▶ Go to <http://www.pacer.gov> and log in. Click “Manage My Account” at the top of the screen.
 - Click the Maintenance tab; click “Update Personal Information” or “Update Address Information.”
 - Under “Apply update to,” choose “Open Cases” or “None.” Do **not** choose “All Cases.”

***Want to
receive
notifications
of electronic
filings (NEFs)
on a case?***

- ▶ Go to <http://www.pacer.gov>. Click “Court Links” on the left side of the screen, click New York Eastern, click “Document Filing System” link.
 - Enter PACER username and password; acknowledge redaction agreement, click “Continue.”
 - File a Notice of Appearance on the relevant case.

***Want to
add/delete a
secondary
email
address?***

- ▶ Go to <http://www.pacer.gov>. Click “Court Links” on the left side of the screen, click New York Eastern, click “Document Filing System” link.
 - Enter PACER username and password; acknowledge redaction agreement, click “Continue,” click “Utilities,” click “Maintain Your Account,” click “Email information.”
 - Click “Add new email address,” type the email address in the Configuration options field. Choose any case-specific options. Click “Return to Person Information Screen,” click “Submit” twice.