Attorney Filers Registering to E-file

United States Bankruptcy Court / Northern District of Georgia

Once you have completed the review of the online training videos at https://www.ganb.uscourts.gov/cmecf-training-videos, go to PACER and register for an individual PACER account, if you do not already have your own upgraded PACER account.

Note: In order to electronically file in the court, you cannot have a shared PACER account. You *must* have your own upgraded PACER account.

If you already have your own upgraded PACER account, you can skip ahead to Step 9.

Step 1 Go to https://pacer.uscourts.gov/register-account/attorney-filers-cmecf

Step 2 Select **Register for a PACER Account**.

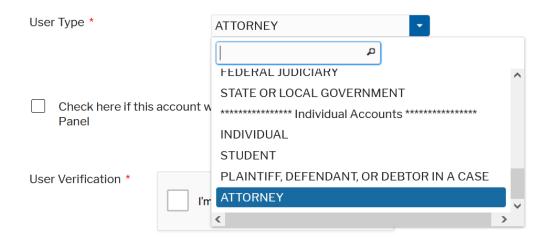
Attorney Filers for CM/ECF

Attorneys filing federal court records electronically or being admitted to practice at a court must first register for a PACER account. This will give attorneys access to view case information and documents. Courts are using one of two versions of CM/ECF – NextGen or CurrentGen.

- NextGen CM/ECF: Register through this site for a PACER account if the court you want to file in uses NextGen CM/ECF. First time users will be prompted to register for a PACER account and then select to apply for attorney admissions or electronic filing registration available for the selected court.
- CurrentGen CM/ECF: First you need to register for a PACER account. Then, register directly with each district and/or bankruptcy court who uses CurrentGen CM/ECF.



Step 3 Complete the **Attorney Admissions and/or E-File Registration** and select **Attorney** as the User Type under Individual Accounts.



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- Step 4 Check the reCAPTCHA box and click NEXT.
- **Step 5** Create a Username and Password, select and answer the security questions, and click **NEXT**.
- **Step 6** Enter the payment information to be saved and click **NEXT**.

Providing a credit card is optional. If you would like to register without providing a credit card, click **NEXT** without entering any information on this screen. For instant access to PACER for viewing dockets and documents, PACER will validate the credit card information you provide. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.

Step 7 Confirm you have read the policies and procedures by checking the box and click Submit.

Click here to download a printable version of the Policies and Procedures

* Required Information

Click here to acknowledge you have read and understand the policies and procedures listed above. *

If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.

Submit Back Reset Cancel

Step 8 You will see the following screen. Click Continue.





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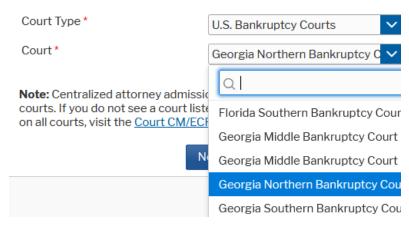
Step 9 This account is just for viewing documents, not for e-filing. In order to e-file, complete all sections of the **E-File Registration** by making selections as shown below:

Step 10 Select US Bankruptcy Courts as the court type from the drop-down list.

* Required Information



Step 11 Select Georgia Northern Bankruptcy Court from the Court drop-down list



Step 12 Click NEXT.

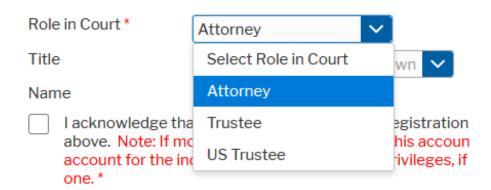
Step 13 You will be asked "What would you like to apply/register for?" Select the appropriate option; in most cases this will be **E-File Registration Only**.

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What would you like to apply/register for?



Step 14 As you scroll down the page, complete all sections of E-File Registration. Select **Attorney** for Role in Court:



Click the checkbox to acknowledge that you are submitting e-file registration and select your email preferences:



Make any other selections and click **NEXT.**

Step 15 Payment information screen will display; as previously stated, payment information is optional, and if you provided your payment information in Step 6, you do not need to enter it again. Click **NEXT**.

Step 16 Review the **Attorney E-filing Terms and Conditions**. Click the checkboxes to confirm and click **SUBMIT**.

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Click here to download a printable version of the 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. *

Step 17 The confirmation page will display; click **DONE.**

Confirmation Page

Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the E-File Registration/Maintenance History from the **Maintenance Tab**.

Done

Once you have submitted this registration, the court will activate your account and you will receive an email advising you that your account has been activated.

Once your account is activated you can begin e-filing with the court by going to www.ganb.uscourts.gov and selecting E-Filing (CM/ECF):

E-Filing (CM/ECF) »

You will then use the PACER login you created by following these steps to log in and file electronically.