



# NextGen / CM ECF

United States Bankruptcy Court / Northern District of Georgia

## Attorney Filers Registering to E-file

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.

Register for a PACER account



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

User Type \*

ATTORNEY

Check here if this account will be used for the Panel

User Verification \*

I'm

FEDERAL JUDICIARY  
STATE OR LOCAL GOVERNMENT  
\*\*\*\*\* Individual Accounts \*\*\*\*\*  
INDIVIDUAL  
STUDENT  
PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE  
ATTORNEY



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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**.

**PACER**  
Public Access To Court Electronic Records



## Registration

### Attorney Admissions and/or E-File Registration

**Click Continue to complete the attorney admissions and/or e-file registration.**

Your PACER account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the **Continue** button below. You may also apply for attorney admissions and/or register to e-file at any time through the **Manage My Account** link located in the upper right corner of the PACER Service Center website.

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**

Court Type \*

Court \*

[Before continuing, view](#) [lec](#)

- Select Court Type
- U.S. Appellate Courts
- U.S. District Courts
- U.S. Bankruptcy Courts**
- National Courts

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

Court Type \*

Court \*

**Note:** Centralized attorney admission courts. If you do not see a court listed on all courts, visit the [Court CM/ECF](#)

- Florida Southern Bankruptcy Court
- Georgia Middle Bankruptcy Court
- Georgia Middle Bankruptcy Court
- Georgia Northern Bankruptcy Court**
- Georgia Southern Bankruptcy Court

**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?

- E-File Registration Only
- Pro Hac Vice
- Federal Attorney

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

Role in Court \*

Title

Name

I acknowledge that I am submitting e-file registration above. Note: If you are submitting e-file registration on behalf of a firm, you must create an account for the individual filer. If you are submitting e-file registration on behalf of a firm, you must create an account for the individual filer. \*

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

Email Frequency \*

Email Format \*

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**.



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

[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](http://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.