



# NextGen / CM ECF

United States Bankruptcy Court / Northern District of Georgia

## Non-Attorney Limited Filers Registering to E-file

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

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

**If you already have your own upgraded PACER account, you can skip ahead to Step 10.**

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

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

### Non-attorney Filers for CM/ECF

Non-attorneys filing federal court records electronically must first register. Non-attorneys are considered: pro se filers, court reporters, interested parties, filing agents, creditors, trustees, or U.S. Trustees. Not all courts accept non-attorney filers and some only accept specific types of non-attorney filers.

Registration will give non-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 if the court you want to file in uses NextGen CM/ECF. First time users will be prompted to register for a PACER account, followed by the electronic filing registration for the selected court.
- CurrentGen CM/ECF: First you need to [register for a PACER account](#). Then, register with each district and/or bankruptcy court who uses CurrentGenCM/ECF.

Register for a PACER account



**Step 3** Complete the **Non-Attorney E-File Registration** and select **Individual** as the User Type.

User Type \*

Check here if this account will be used for the Panel

User Verification \*

Select User Type

SEARCH

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 6** Create a Username and Password, select and answer the security questions and click **NEXT**.

**Step 7** 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 8** 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 9** You will see the following screen. Click **Continue**.

### Non-Attorney E-File Registration

**Click Continue to complete the non-attorney e-file registration.**

Your PACER account has been created. Now you may register to e-file by clicking the **Continue** button below. You may also 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

**Step 10** 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:



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**Step 11** Select US Bankruptcy Courts as the court type from the drop-down list.

Court Type \* U.S. Bankruptcy Courts

Court \*  
[Before continuing, view](#)

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

**Step 12** Select Georgia Northern Bankruptcy Court from the Court drop-down list.

Court Type \* U.S. Bankruptcy Courts

Court \* Georgia Northern Bankruptcy C

[Before continuing, view](#)

tbd

- Florida Southern Bankruptcy Cour
- Georgia Middle Bankruptcy Court (
- Georgia Middle Bankruptcy Court (
- Georgia Northern Bankruptcy Cou**
- Georgia Southern Bankruptcy Cou

Role in Court \*

Name

**Step 13 Role in Court:**

If you will be filing on behalf of a company, select **Creditor** from the Role in Court drop-down list.

Role in Court \* Creditor

Name

I acknowledge that I am filing this account for the individual. \*  
Please verify your address on your CSO account.

- Select Role in Court
- Creditor**
- Filing Agent
- Trustee
- US Trustee



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If you will be filing on behalf of an attorney, select **Filing Agent** from the Role in Court drop-down list.

Role in Court \*  
Name  
 I acknowledge that I am the filer of this account for the individual. \*  
Please verify your address with your CSO account.

Filing Agent  
Select Role in Court  
Creditor  
Filing Agent  
Trustee  
US Trustee

**Step 14** Complete all other required fields on the screen 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 **Non-Attorney E-filing Terms and Conditions** screen will display; place checkmarks in the boxes to accept the terms. Click **SUBMIT**.

[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.](#) \*

**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



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## **United States Bankruptcy Court / Northern District of Georgia**

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**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.