

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

PUBLIC NOTICE AND ANNOUNCEMENTS

ENTRY OF STANDING ORDER 22-6

**ORDER EXEMPTING TRUSTEES AND THEIR EMPLOYEE FILING AGENTS FROM
ELECTRONIC PUBLIC ACCESS MISCELLANEOUS FEE SCHEDULE ITEM 1;
PROCEDURES FOR GRANTING EXEMPTIONS FROM THE ITEM 1 FEE**

PUBLIC NOTICE

Notice hereby is given that the Court has entered the attached Standing Order 22-6 rescinding:

Standing Order 01-4, which exempted the trustees from certain public access fees set forth in the Electronic Public Access (EPA) Miscellaneous Fee Schedule, which is accessible on the uscourts.gov website.¹ This is in addition to the procedures by which the Court may consider the granting of a fee exemption request from the Item 1 fee as set forth at EPA Miscellaneous Fee Schedule Item 9, which provides, in part: ‘Courts may exempt certain persons or classes of persons from payment of the user access fee.

To the extent that trustees perform trustee-related work, they are exempted from the EPA Miscellaneous Fee Schedule, Item 1, as permitted at Item 9, therein. Further, this exemption is made available to employees of trustees to the extent they directly perform needed trustee-related work. The Order provides procedures to obtain a PACER fee exemption for trustees’ employees. As set forth at Footnote 2 in the Order:

With respect to PACER accounts, as of the Court’s implementation of the Bankruptcy Next Generation (NextGen) Case Management /Electronic Case Files (CM/ECF) Systems mandatory Central Sign-on Module, multiple individuals will not be able to access PACER simultaneously through use of the user’s login and password. For this reason, all such employees in direct need of accessing PACER must secure a separate PACER account consistent with Central Sign-on – Filings Agents instructions document accessible on the Court’s website.

In addition, the Order makes provision for the Court to consider PACER fee exemption motions or other like written requests that the Court deems acceptable, which are filed or submitted by parties, as set forth therein.

ANNOUNCEMENTS

1. Bankruptcy NextGen CM/ECF System – Central Sign-On – Filing Agents

On the Court’s internet website, see the [NextGen Information web page](#), at the Central Sign-on – Filings Agents link, and as attached, hereto, for instructional information to become a filing agent. See the

¹ These and other fee provisions are subject to future adjustment by the Judicial Conference of the United States (Judicial Conference), as adopted pursuant to 28 U.S.C. § 1930. Any such adjustments are deemed incorporated into this Standing Order.

Requirements information set forth, therein. A series of screen shots and accompanying instructional information are provided, as well.

2. Bankruptcy NextGen CM/ECF System – NextGen Trustees

On the Court's internet website, see the [NextGen Information web page](#), at the NextGen Trustees link, and as attached hereto, for instructions pertaining to the following:

In order to use NextGen, trustees with individual CM/ECF accounts must have individual upgraded PACER accounts. Shared PACER accounts cannot be used by CM/ECF filers once the court has upgraded to NextGen. Trustee accounts are exempt from PACER fees. Trustee accounts can have filing agents. The filing agents will also be exempt from PACER fees, but an exemption request must be approved and processed by the Court. [See the Court's Standing Order 22-6, attached hereto, in addition to Announcement 1, above.] Trustees can have both a trustee account and an attorney account in ECF if they are also an attorney.

William C. Redden
Clerk of Court

Date: March 10, 2022

Attachments

UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF VIRGINIA

In Re:

Exemption of Trustees and their Employee)	
Filing Agents from Electronic Public Access)	Standing Order 22-6
Miscellaneous Fee Schedule Item 1; the)	
Procedures by Which the Court May Consider)	
the Granting of a Fee Exemption Request from)	
the Item 1 Fee)	

ORDER EXEMPTING TRUSTEES AND THEIR EMPLOYEE FILING AGENTS FROM
ELECTRONIC PUBLIC ACCESS MISCELLANEOUS FEE SCHEDULE ITEM 1; PROCEDURES FOR
GRANTING EXEMPTIONS FROM THE ITEM 1 FEE

On February 5, 2001, the Court entered Standing Order 01-1, as subsequently rescinded and replaced with Standing Order 01-4, which exempted the trustees from certain public access user fees set forth in the Electronic Public Access (EPA) Miscellaneous Fee Schedule, which is accessible on the uscourts.gov website.¹ This is in addition to the procedures by which the Court may consider the granting of a fee exemption request from the Item 1 fee as set forth at EPA Miscellaneous Fee Schedule Item 9, which provides, in part: “Courts may exempt certain persons or classes of persons from payment of the user access fee.”

The PACER Service Center is responsible for providing registration, billing, and technical support to PACER customers.

ACCORDINGLY, IT IS ORDERED that:

1. Standing Order No. 01-4 is hereby rescinded. The fee exemption granted to the trustees under that Order shall continue unabated, in the manner as set forth herein.
2. For good cause, all trustees appointed pursuant to 28 U.S.C. §586 and serving in cases before the Court shall be exempt from the current \$0.10 per page fee prescribed in Item 1 of the EPA Miscellaneous Fee Schedule, and as later may be adjusted by the Judicial Conference, through ecf.vaeb.uscourts.gov, from the public records of individual cases in the Court, including filed documents and the docket sheet.

¹ These and other fee provisions are subject to future adjustment by the Judicial Conference of the United States (Judicial Conference), as adopted pursuant to 28 U.S.C. § 1930. Any such adjustments are deemed incorporated into this Standing Order.

3. Each trustee shall make arrangements timely to establish an exempt account for trustee work with the PACER Service Center and, as required, shall make arrangements timely to establish a billable account for non-trustee work.
4. Each trustee will be responsible for using the appropriate PACER account.
5. The PACER Service Center will establish an account for each trustee who requires a billable account for non-trustee work in addition to a PACER fee exempt trustee account for trustee work.
6. In addition, the fee exemption is extended to employees of a trustee who have a direct need, through their trustee employer, as to trustee-related work being performed. To obtain a PACER fee exemption, the employing trustee will submit, in writing, the name(s) and PACER account number(s)² of such an employee(s) to the Clerk of the Court advising that the request conforms fully to the Court's Case Management/Electronic Case Files Policy (CM/ECF) Statement, at CM/ECF Policy 2D(2), which is accessible on the Court's website. Further, should the circumstances change or if the employee(s) separate(s) from employment with the trustee, the Clerk of the Court must be advised by the trustee, in writing, forthwith, so the granted PACER fee exemption can be revoked, as to the affected employee(s). If the above procedure is followed to the Clerk of the Court's satisfaction, the Clerk may proceed, accordingly, without further direction from the Court. Otherwise, the Clerk of the Court shall so advise the Court for such further action as the Court deems appropriate to the circumstances.
7. The Clerk of the Court, or the Clerk's designee, will be responsible for (a) establishing, maintaining, and updating a listing of trustees, and their properly authorized employees who perform trustee-related work, and who are exempt from the fees set out in this Standing Order, and (b) providing the PACER Service Center with a copy of this Standing Order and listing, including listing updates. A trustee, or an employee(s) of the trustee who perform(s) trustee-related work, shall follow the PACER fee exemption procedure, herein, regarding such employee(s).
8. The PACER fee exemption applies only to the trustee-related work performed by the trustee and employee(s) for the trustee.
9. (a) Upon motion by a party or other written request deemed acceptable to the Court, the Court may consider the granting of an exemption from the fee prescribed in Item 1 of the EPA Miscellaneous Fee Schedule for court data obtained electronically, through ecf.vaeb.uscourts.gov, from the public records of individual cases in the Court, including filed documents and the docket

² With respect to PACER accounts, as of the Court's implementation of the Bankruptcy Next Generation (NextGen) Case Management/Electronic Case Files (CM/ECF) System's mandatory Central Sign-on Module, multiple individuals will not be able to access PACER simultaneously through use of the user's login and password. For this reason, all such employees in direct need of accessing PACER must secure a separate PACER account consistent with the Central Sign-on – Filing Agents instructions document accessible on the Court's website.


sheet. The motion or other written request deemed acceptable to the Court, should demonstrate the basis upon which the party claims such an exemption.

(b) The party should demonstrate that all applicable standards, as set forth and otherwise incorporated by reference in this Standing Order, have been met before the Court will consider granting the requested exemption.

(c) The Clerk of the Court, or the Clerk's designee, will provide a copy of the order granting the requested exemption to the PACER Service Center so that the party will not be billed for use of the electronic public access service.

10. This order shall take effect on its date of entry.

FOR THE COURT:


FRANK J. SANTORO
Chief Bankruptcy Judge

Dated: March 10, 2022

Central Sign-On – Filing Agents

Requirements

- Upgraded PACER account is required.
- Filing agent must be an individual.
- Employees who act in a filing agent capacity may file for ECF Users as set forth in the Court's CM/ECF Policy 2D(2), which shall include trustees and Attorneys employed by the Office of the United States Trustee. (See the Court's Standing Order 22-5 regarding the procedure to obtain PACER fee exemptions for employees of trustees.)
- Filing Agents who access documents via PACER must either be charged a fee via a credit card or be granted fee exempt status. The latter is limited to employees of trustees who directly need to perform trustee-related work.
- Pro-se debtors are not permitted to file electronically, and, accordingly, must not use filing agent status to attempt to register for electronic filing.

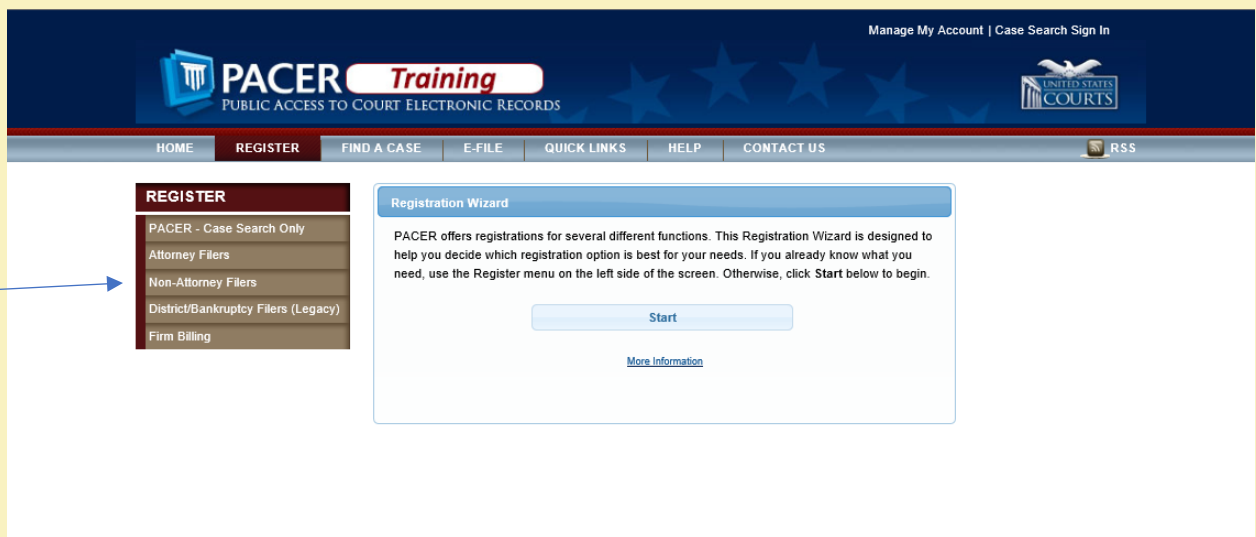
Create an Upgraded PACER account

To create a filing agent account, use the following instructions:

1. Go to www.pacer.uscourts.gov. Click **Register**.



2. Click **Non-Attorney Filers**.



3. Click **Register Now**.



Note: When filling in fields in PACER, all fields with (*) are required.

4. Fill in all required fields and select **INDIVIDUAL** for **User Type**.

REGISTER		NON-ATTORNEY E-FILE REGISTRATION	
PACER - Case Search Only		Account Information	
Attorney Filers		* Required Information	
Non-Attorney Filers		Prefix	Select Prefix
Register Now		First Name *	Teresa
District/Bankruptcy Filers (Legacy)		Middle Name	
Firm Billing		Last Name *	Tester
		Generation	Select Generation
		Suffix	Select Suffix
		Date of Birth *	10/20/1950
		Firm/Office	Tester Law Office
		Unit/Department	
		Address *	123 Test St
		Room/Suite	
		City *	Test
		State *	Indiana
		County *	VANDERBURGH
		Zip/Postal Code *	47710
		Country *	United States of America
		Primary Phone *	812-449-8440
		Alternate Phone	
		Text Phone	
		Fax Number	
		Email *	TTester@Testerlaw.com
		Confirm Email *	Ttester@Testerlaw.com
		User Type *	INDIVIDUAL

5. Create a unique **Username** and **Password** on the next screen and answer **Security Questions**. Click **Next**.
6. Payment information is not required as the Attorney or Trustee will grant rights for paying fees when adding a Filing Agent account to their ECF account.
7. On the next screen, click in the box to acknowledge policies and procedures. Click **Submit**.

Manage My Account | Case Search Sign In

PACER

PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

Training

HOME
REGISTER
FIND A CASE
E-FILE
QUICK LINKS
HELP
CONTACT US
RSS

REGISTER

[PACER - Case Search Only](#)
[Attorney Filers](#)
[Non-Attorney Filers](#)
▶ Register Now
[District/Bankruptcy Filers \(Legacy\)](#)
[Firm Billing](#)

NON-ATTORNEY E-FILE REGISTRATION

Acknowledgment of Policies and Procedures

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of the PACER system will generate a \$.10 per-page charge.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.

Acknowledgment of Policies and Procedures
I understand that:

- There is a charge for accessing information in PACER. See the Fee Information section above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.
- Certain accounts may be designated, under Judicial Conference policy, as exempt from fees. If my account is exempt from the fee, it is my responsibility to use the account only within the scope of the fee exemption.
- I must alert the PACER Service Center to any errors in billing within 90 days of the date of the bill.
- The per-page charge applies to the number of pages that result from any search, regardless of the number of pages viewed, printed, or downloaded. Searches that result in no matches incur a charge for one page of data.

[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

8. Click **Continue** to submit a request to the Court.
9. Complete all sections of E-file Registration (may already be prefilled from the PACER account screens). Choose **Filing Agent** as **Role in Court**. Click **Next** when all required fields have been completed.

PACER

Training

PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

Manage My Account | Case Search Sign In

HOME

REGISTER

FIND A CASE

E-FILE

QUICK LINKS

HELP

CONTACT US

RSS

PACER Links

Court Links

Search PACER Case Locator

Announcements

Frequently Asked Questions

Resources

Manage My Account

MANAGE MY ACCOUNT

Welcome, Teresa Tester

Logout

Account Number

7039652

Username

TeTester59

Account Balance

\$0.00

Case Search Status

Inactive

Account Type

Upgraded PACER Account

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

* Required Information

Court Type *

U.S. Bankruptcy Courts

Court *

Indiana Southern Bankruptcy Court (test)

Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court

All e-filers, except Filing Agents, must take ECF training either through our court or another bankruptcy court. After training is completed, a registration form must be submitted before access to e-file is granted. To access training and registration information, copy the following address into your web browser:

http://www.insb.uscourts.gov/cmecf-registration-training or visit the courts' website at insb.uscourts.gov.

Role in Court *

Filing Agent

Name

Teresa Tester

☒

I acknowledge that I am submitting the e-file registration for the individual

10. Credit card information is optional.
11. Click both boxes on next screen to acknowledge the E-Filing Terms of Use.
Click **Submit**, then Click **Done**.
12. Confirmation received. The User Registration Team will review and approve the request.

Note: Filer will receive email from PACER notifying that the account has been approved by the Court.

13. After filer receives approval notification, they should go to the Attorney or Trustee and ask them to add the account to their ECF account.
14. The Attorney or Trustee will need to log in to their ECF account via PACER.
15. Click **Utilities**.
16. Click **Maintain Your ECF Account**.

Utilities

Your Account

[Docket Summary](#)

[Maintain Your ECF Account](#)

[View Your Transaction Log](#)

[Your PACER Account...](#)

Miscellaneous

[Check PDF Document](#)

[Court Information](#)

[Links to Other Courts](#)

[Mailings...](#)

[Pacer Case Locator \(National Index\)](#)

[Verify a Document](#)

[Change PACER Exemption Status](#)

17. Click on **More user information.**

Maintain User Account

[Edit my name and address](#)

Last name

First name

Middle name

Generation

Title

Type tr

Office

☐ Add Headers to PDF Documents

Address 1

Address 2

Address 3

City

State

Zip

Country

County

Phone

Fax

Alternate Phone

Text Phone

Bar ID

Bar status

Mail group

Initials

Bar Status Date 06/05/1993

AO code AAAA

Person end date

18. Enter the last name of the filing agent in the **Find filing agent** field. Click the **Magnifying glass** symbol. Name will appear.

More User Information for Amanda Trustee

[Update Account Information](#)

Login amandatr
 Person ID 1158933
 Person Authorization ID 222
 Public User ID 7035960
 Judiciary User ID
 E-Filing Status Active
 Internet Payment Y
 Groups E-Orders Trustee, Trustee/US Trustee

Last login 02-26-2020 16:44
 Current login 02-26-2020 16:59
 Create date 02/04/2019
 Update date 02/14/2019
 User end date

ECF Training Date

Filing agents

Find filing agent

Click **Return to Account** screen and then **Submit** to save.

Add a Filing Agent

	Name	Address
<input type="button" value="Select"/>	Tester, Teresa	Amanda Trustee 123 Test St Test, IN 47710 812-449-8440

19. Click **Select** to set payment permissions.

More User Information for Amanda Trustee

[Update Account Information](#)

Login amandatr
 Person ID 1158933
 Person Authorization ID 222
 Public User ID 7035960
 Judiciary User ID
 E-Filing Status Active
 Internet Payment Y
 Groups E-Orders Trustee, Trustee/US Trustee

Last login 02-26-2020 16:44
 Current login 02-26-2020 16:59
 Create date 02/04/2019
 Update date 02/14/2019
 User end date

ECF Training Date

Filing agents

Find filing agent

Click **Return to Account** screen and then **Submit** to save.

Add a Filing Agent

	Name	Address
<input type="button" value="Select"/>	Tester, Teresa	Amanda Trustee 123 Test St Test, IN 47710 812-449-8440

20. Name will appear in blue. Click on **name** to set Internet Payment permissions.

More User Information for Amanda Trustee

[Update Account Information](#)

Login amandatr
 Person ID 1158933
 Person Authorization ID 222
 Public User ID 7035960
 Judiciary User ID
 E-Filing Status Active
 Internet Payment Y
 Groups Attorney, E-Orders Trustee, Trustee/US Trustee

Last login 02-26-2020 17:13
 Current login 02-26-2020 17:26
 Create date 02/04/2019
 Update date 02/26/2020
 User end date

ECF Training Date

Filing agents

☒ [Tester, Teresa](#) [Amanda Trustee, 123 Test St, Test, IN 47710, 812-449-8440]

Find filing agent

Click [Return to Account screen](#) and then **Submit** to save changes on this screen.

[Return to Account screen](#) [Clear](#)

21. Click **name** to set **Permissions** for **Internet Payment** as **yes** or **no (Y or N)** and highlight appropriate **Groups**. Click **Save**. Click **Return to Account screen**.

More User Information for Amanda Trustee

[Update Account Information](#)

Login amandatr
 Person ID 1158933
 Person Authorization ID 222
 Public User ID 7035960
 Judiciary User ID
 E-Filing Status Active
 Internet Payment Y
 Groups Attorney, E-Orders Trustee, Trustee/US Trustee

Last login 02-26-2020 17:13
 Current login 02-26-2020 17:26
 Create date 02/04/2019
 Update date 02/26/2020
 User end date

ECF Training Date

Filing agents

☒ [Tester, Teresa](#) [Amanda Trustee, 123 Test St, Test, IN 47710, 812-449-8440]

Find filing agent

Click [Return to Account screen](#) and then **Submit** to save changes on this screen.

[Return to Account screen](#) [Clear](#)

Update Filing Agent Permissions

Teresa Tester filing for Amanda Trustee

Internet Payment

Groups Attorney, E-Orders Trustee, Trustee/US Trustee

[Save](#) [Clear](#)

22. Click **Submit** to activate filing agent account.

Maintain User Account

[Edit my name and address](#)

Last name	Trustee	First name	Amanda
Middle name		Generation	
Title		Type	tr
Office		<input type="checkbox"/> Add Headers to PDF Documents	
Address 1	123 Trustee St.		
Address 2			
Address 3			
City	Evansville	State	IN
Country	USA	County	VANDERBURGH-IN (18163) ▾
Phone	812-434-4464	Fax	
Alternate Phone		Text Phone	
Bar ID		Bar status	
Initials		Bar Status Date	06/05/1993
Person end date			

Email information...

More user information...

Submit

Clear

23. When Filing Agent logs into ECF, the Attorney or Trustee name will appear. Each pleading filed by the Filing Agent will reflect the Attorney or Trustee's name on the docket.

Note: If the Filing Agent files on behalf of more than one Attorney or Trustee, a list will appear for the Filing Agent to select the appropriate filer.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Procedures Help Log Out
Filing for Amanda Trustee (tr)



U.S. Bankruptcy Court [TEST]
Southern District of Indiana [TEST]
Official Court Electronic Document Filing System

CM/ECF-BK V10.3.3

NextGen Trustees

In order to use NextGen, trustees with individual CM/ECF accounts must have individual upgraded PACER accounts. Shared PACER accounts cannot be used by CM/ECF filers once the court has upgraded to NextGen. Trustee accounts are exempt from PACER fees. Trustee accounts can have filing agents. The filing agents will also be exempt from PACER fees, but an exemption request must be approved and processed by the Court. Trustees can have both a trustee account and an attorney account in ECF if they are also an attorney.

Trustees With an Upgraded PACER Account and a CM/ECF Account

- Trustee accounts are processed the same as attorneys. If you have both an upgraded PACER account and a CM/ECF Account, follow the steps to link your account. See Linking a PACER Account to NextGen.

Trustees With a Legacy PACER Account and CM/ECF Account

- Trustee accounts are processed the same as attorneys. If you have a legacy PACER account and a CM/ECF Account, you must first upgrade your PACER account. See Upgrading Your PACER Account. The **User Type** should be **Individual**.
- After you have upgraded your PACER account, follow the steps to link your account. See Linking a PACER Account to NextGen.

Trustees Without a PACER Account or CM/ECF Account

- Trustee accounts are processed the same as attorneys. If you do not have your own PACER account, follow the steps to register for an account. See Registering for a PACER Account. The **User Type** should be **Individual**.
- You must also submit an E-File Registration request through PACER. When you submit an E-File Registration request, the **Role in Court** should be **Trustee**.