

Central Sign-On – Filing Agents

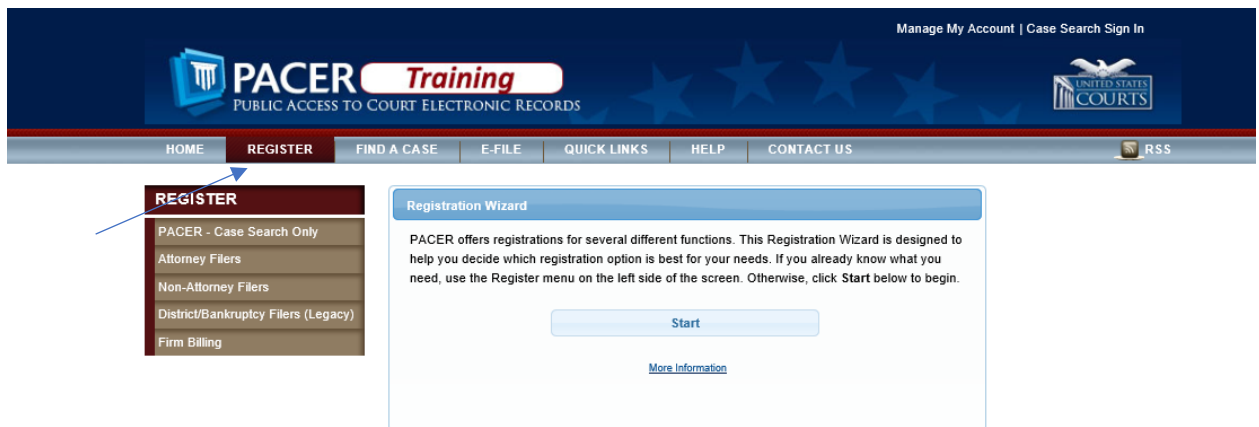
Requirements

- PACER account is required.
- Filing agent must be an individual.
- Filing agents may be registered under Attorneys and Trustees. For Attorney users they should be limited only to attorneys employed by the Office of the United States Trustee.
- Pro-se debtors are not permitted to file electronically, and therefore should not use filing agent to attempt to register for electronic filing.

Create a PACER account

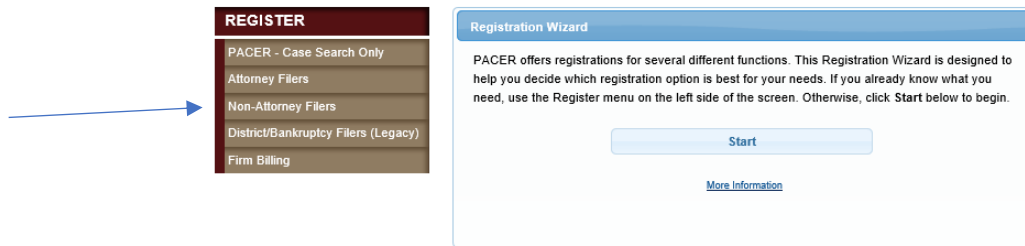
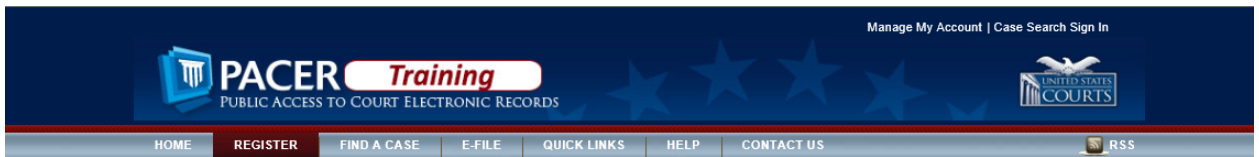
To create a filing agent account for an Attorney or a Trustee, use the following instructions:

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

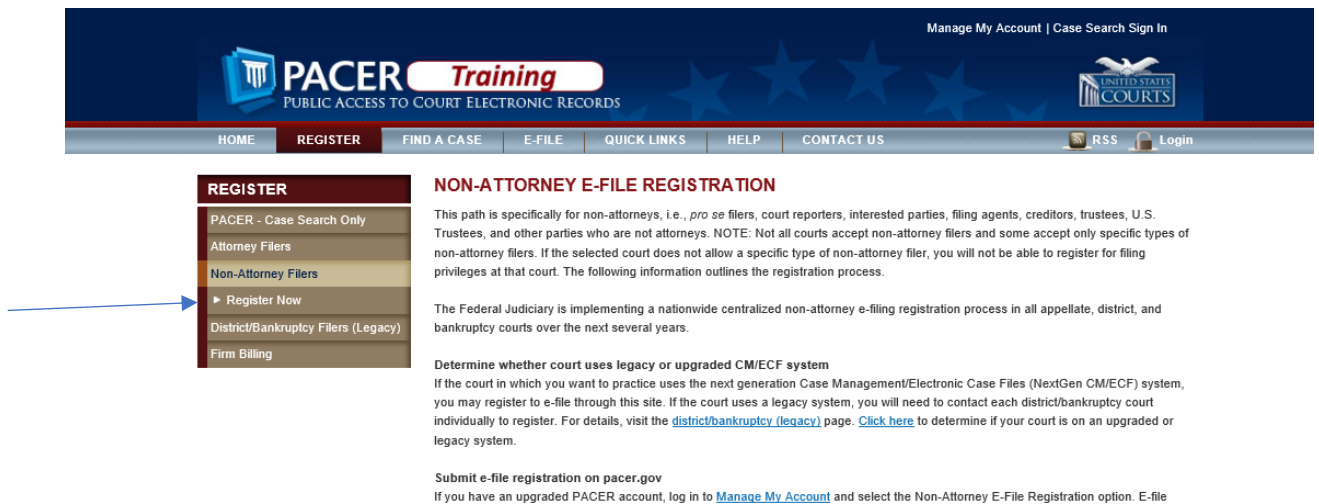


The screenshot shows the PACER Training website interface. At the top, there is a navigation bar with the PACER logo and the text "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS". To the right of the logo is the word "Training" in a red box. Further right, there are links for "Manage My Account" and "Case Search Sign In". Below the navigation bar is a horizontal menu with the following items: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, and an RSS icon. The "REGISTER" menu item is highlighted, and a dropdown menu is visible below it. The dropdown menu contains the following options: PACER - Case Search Only, Attorney Filers, Non-Attorney Filers, District/Bankruptcy Filers (Legacy), and Firm Billing. A blue arrow points from the "REGISTER" menu item to the "Non-Attorney Filers" option. To the right of the dropdown menu is a "Registration Wizard" box. The box contains the following text: "PACER offers registrations for several different functions. This Registration Wizard is designed to help you decide which registration option is best for your needs. If you already know what you need, use the Register menu on the left side of the screen. Otherwise, click Start below to begin." Below the text is a blue "Start" button and a link for "More Information".

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

NON-ATTORNEY E-FILE REGISTRATION

Account Information

*** Required Information**

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

Firm/Office

Unit/Department

Address *

Room/Suite

City *

State *

County *

Zip/Postal Code *

Country *

Primary Phone *

Alternate Phone

Text Phone

Fax Number

Email *

Confirm Email *

User Type *

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**.

- 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.

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 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	<input type="text" value="Trustee"/>	First name	<input type="text" value="Amanda"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Title	<input type="text"/>	Type tr	<input type="text"/>
Office	<input type="text"/>	<input type="checkbox"/> Add Headers to PDF Documents	
Address 1	<input type="text" value="123 Trustee St."/>	State	<input type="text" value="IN"/>
Address 2	<input type="text"/>	County	<input type="text" value="VANDERBURGH-IN (18163)"/> ▾
Address 3	<input type="text"/>	Zip	<input type="text" value="47715"/>
City	<input type="text" value="Evansville"/>	Fax	<input type="text"/>
Country	<input type="text" value="USA"/>	Text Phone	<input type="text"/>
Phone	<input type="text" value="812-434-4464"/>	Bar status	<input type="text"/>
Alternate Phone	<input type="text"/>	Bar Status Date	<input type="text" value="06/05/1993"/>
Bar ID	<input type="text"/>	Mail group	<input type="text" value="AO code AAAA"/>
Initials	<input type="text"/>		
Person end date	<input type="text"/>		

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
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Public User ID 7035960
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E-Filing Status Active
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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
ECF Training Date

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

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.

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
ECF Training Date

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

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.

Update Filing Agent Permissions ✕

Teresa Tester filing for Amanda Trustee

Internet Payment

Groups
Attorney
E-Orders Trustee
Trustee/US Trustee

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.	State	IN
Address 2		County	VANDERBURGH-IN (18163) ▾
Address 3		Fax	
City	Evansville	Text Phone	
Country	USA	Bar status	
Phone	812-434-4464	Bar Status Date	06/05/1993
Alternate Phone			
Bar ID			
Initials			
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