

ATTORNEY ECF REGISTRATION

All ECF users must have an individual PACER account to e-file and to register to e-file in the Court's CM/ECF filing system. If you do not already have your own individual PACER account, go to www.pacer.uscourts.gov to create an account. You may visit the Court's CM/ECF webpage for instructions. Shared accounts cannot be used for ECF registration.

ADMISSION REQUIREMENT

An attorney must be authorized to practice law in the Court under one of the following:

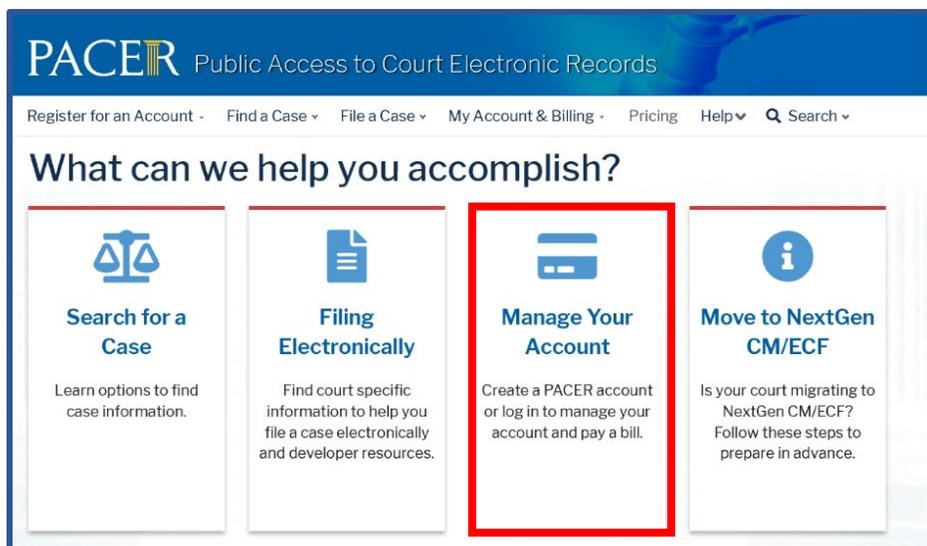
- Admitted to practice in the U. S. District Court for the Northern District of Mississippi and in good standing; (A letter/certification of good standing is required.) or
- Authorized to appear before the Court as a government attorney pursuant to Miss. Bankr. L. R. 9010-1(b)(2)(D); or
- Admitted *pro hac vice* to practice in the Court pursuant to Miss. Bankr. L. R. 9010-1(b)(1). E-filing privileges will be temporary and limited to pro hac vice admission.

OTHER REQUIREMENTS AND TRAINING

- You must comply with the requirements set forth in the Court's local rules and administrative procedures which are available on the Court's CM/ECF webpage.
- Contact the Clerk's Office to receive information regarding ECF training. ECF training sessions may be periodically offered by the Clerk's Office. Training may also be available upon request.

REGISTRATION INSTRUCTIONS

1. Go to www.pacer.uscourts.gov.
2. Select **Manage Your Account** and click on **Manage My Account Login**.



ATTORNEY ECF REGISTRATION

3. Login using your individual PACER account username and password.

The screenshot shows a login form with a blue header bar containing the word "Login". Below the header, there is a red asterisk followed by the text "* Required Information". There are two input fields: "Username *" and "Password *". Below these fields are three buttons: "Login", "Clear", and "Cancel". At the bottom of the form, there are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". A notice at the bottom states: "NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

4. Select the **Maintenance** tab and click on the **Attorney Admissions/E-File Registration** link.

The screenshot shows a navigation menu with four tabs: "Settings", "Maintenance", "Payments", and "Usage". The "Maintenance" tab is highlighted with a red border. Below the tabs, there are several links. The link "Attorney Admissions / E-File Registration" is highlighted with a red border. Other links include "Update Personal Information", "Update Address Information", "Check E-File Status", "Non-Attorney E-File Registration", and "E-File Registration/Maintenance History".

5. Select **U. S. Bankruptcy Courts** from the **Court Type** list. Select **Mississippi Northern Bankruptcy Court** from the **Court** list. Click **Next**.

The screenshot shows a form titled "In what court do you want to practice?". Below the title, there is a red asterisk followed by the text "* Required Information". There are two dropdown menus: "Court Type *" and "Court *". The "Court Type" dropdown is set to "U.S. Bankruptcy Courts" and the "Court" dropdown is set to "Mississippi Northern Bankruptcy Court". Below the dropdowns, there is a note: "Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#)." At the bottom of the form, there are three buttons: "Next", "Reset", and "Cancel".

ATTORNEY ECF REGISTRATION

6. Select the appropriate attorney registration:

What would you like to apply/register for?

E-File Registration Only

Pro Hac Vice

Federal Attorney

- **E-File Registration Only** – if you are admitted to practice in the U. S. District Court for the Northern District of Mississippi and in good standing. The Court will request a letter/certificate of good standing via email.
 - **Pro Hac Vice** – if you have been admitted pro hac vice in this Court pursuant to Miss. Bankr. L. R. 9010-1(b)(1). E-filing privileges will be temporary and should only be used in cases in which pro hac vice admission is granted.
 - **Federal Attorney** – if you are authorized to appear before this Court as an attorney for the government pursuant to Miss. Bankr. L. R. 9010-1(b)(2)(D).
7. If you selected **E-File Registration Only** in the step above, select **Attorney** for the **Role in Court**. (If you selected Pro Hac Vice or Federal Attorney, the role should already be preset to **Attorney** with no other available options.)

Filer Information

* Required Information

Role in Court * Attorney

Title Select a title or enter your own

Name Shallanda Clay

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one.***

Complete all required information fields and click **Next**.

ATTORNEY ECF REGISTRATION

8. Enter your **Email Information** and click **Next**.

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email * ?

Confirm Email * ?

Email Frequency * At The Time of Filing (One E)

Email Format * HTML

9. The **Payment Information** section is **Optional**. Once you have finished entering payment information OR if you choose not to enter payment information, click **Next**.

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

[Add Credit Card](#) [Add ACH Payment](#)

ATTORNEY ECF REGISTRATION

10. After reviewing the attorney e-filing terms and conditions and the Court's policies and procedures, click the two boxes to acknowledge that you have done so and click **Submit**.

E-Filing Terms of Use

Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am

[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. *

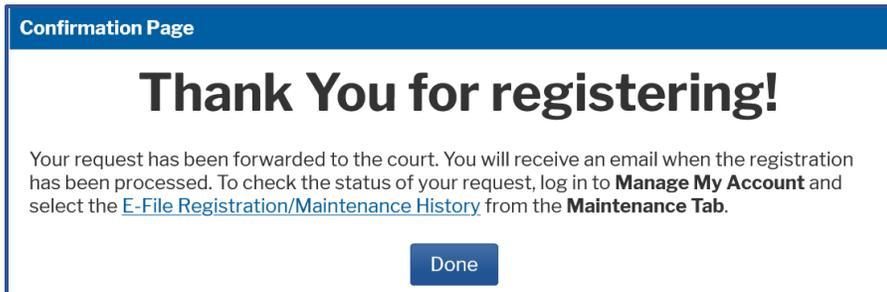
Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

ATTORNEY ECF REGISTRATION

11. The **Confirmation Page** should display. Click **Done** to close the window.



PACER will submit your registration to the court. You will receive an email notification once the court has processed your registration.

You may check the status of your registration at any time by following the instructions below.

CHECK THE STATUS OF YOUR REGISTRATION

You may login to your PACER account and check the status of your registration request as follows:

1. Select the **Maintenance** tab and the **E-File Registration/Maintenance History** link.



2. The status of your registration should display. Click **Done** to close the window.

