

## ATTORNEY ECF REGISTRATION

The Northern District of Mississippi Bankruptcy Court has upgraded its CM/ECF system to the Next Generation of CM/ECF (NextGen). Users must login to 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, [click here](#) or visit the Court's CM/ECF webpage for instructions on how to register. Shared accounts cannot be used to request e-filing privileges.

### 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; 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).

### 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 website.
- You must receive ECF training from our Court or be able to provide documentation to confirm that you are a registered ECF user in another bankruptcy or district court.

### REGISTRATION INSTRUCTIONS

1. Go to [www.pacer.gov](http://www.pacer.gov).
2. Click **Manage My Account** at the top of the page.



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



Login

\* Required Information

Username \*

Password \*

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

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. Click the **Maintenance** tab.



Settings Maintenance Payments Usage

[Change Username](#) [Update PACER Billing Email](#)

[Change Password](#) [Set PACER Billing Preferences](#)

[Set Security Information](#)

5. Select the **Attorney Admissions/E-File Registration** link.

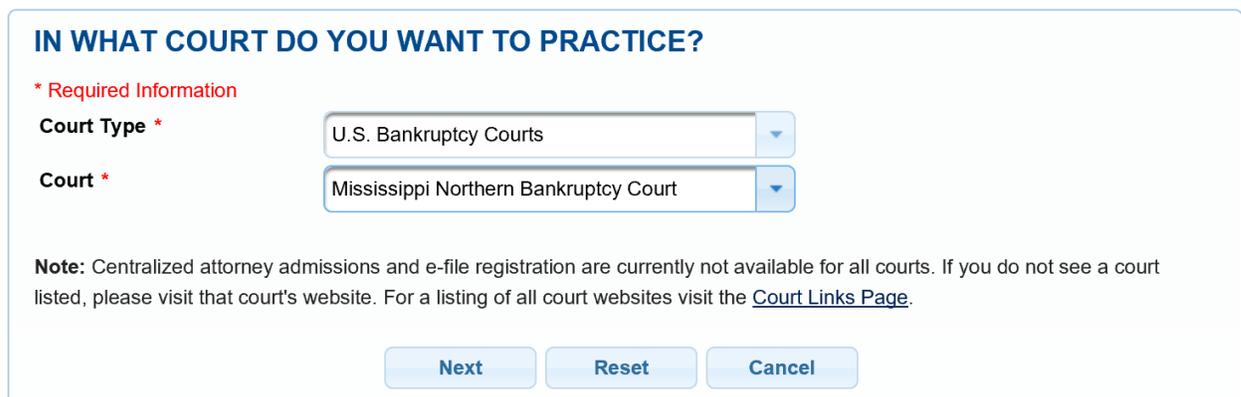


Settings Maintenance Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) [Non-Attorney e-File Registration](#)

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



IN WHAT COURT DO YOU WANT TO PRACTICE?

\* Required Information

Court Type \* U.S. Bankruptcy Courts

Court \* Mississippi Northern Bankruptcy Court

**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. For a listing of all court websites visit the [Court Links Page](#).

Next Reset Cancel

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7. 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.
  - **Pro Hac Vice** – if you have been admitted pro hac vice in this Court pursuant to Miss. Bankr. L. R. 9010-1(b)(1).
  - **Federal Attorney** – if you are authorized to appear before this Court as a government attorney pursuant to Miss. Bankr. L. R. 9010-1(b)(2)(D).
8. 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 be preset to **Attorney** with no other available options.)

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

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 SECTIONS OF E-FILE REGISTRATION

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**.

9. 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 \*  Enter a valid email address. All official correspondence will be sent to this address

Confirm Primary Email \*

Email Frequency \* Select Email Frequency

Email Format \* Select Email Format

Next Back Reset Cancel

# ATTORNEY ECF REGISTRATION

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

The screenshot shows a 'Payment Information' form. At the top, there is a yellow note: '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.' Below the note, there is explanatory text: '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.' It then asks the user to 'Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.' A link to 'Set default' is provided. At the bottom of the form, there are three buttons: 'Next', 'Back', and 'Cancel'.

11. 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**.

The screenshot shows the 'E-Filing Terms of Use' section. It features a scrollable area with the heading 'ATTORNEY E-FILING TERMS AND CONDITIONS' and a list of terms. Below the terms, there are two checkboxes, both of which are checked and highlighted with a red box. The first checkbox is labeled 'Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration.' The second checkbox is labeled '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.' Below the checkboxes, there is a note: '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.' At the bottom, there is a 'Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.' and four buttons: 'Submit', 'Back', 'Reset', and 'Cancel'.

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12. 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.

**Already a CM/ECF user in another court?** If so, expedite your approval by emailing one of the following to [ECF\\_reg@msnb.uscourts.gov](mailto:ECF_reg@msnb.uscourts.gov) after you complete registration:

- A recent notice of electronic filing (NEF) from another district or bankruptcy court; or
- A copy of approved registration from another district or bankruptcy court.

You may check the status of your registration at any time by following the instructions on the next page.

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## CHECK THE STATUS OF YOUR REGISTRATION

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

1. After selecting **Manage My Account**, click on the **Maintenance** tab and the **E-File Registration/Maintenance History** link.

The screenshot shows the PACER website header with the 'Manage My Account' link highlighted in red. Below the header, the 'Maintenance' tab is selected and highlighted in red. Under the 'Maintenance' tab, the 'E-File Registration/Maintenance History' link is highlighted in red.

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

The screenshot shows the 'E-File Registration/Maintenance History' window. It contains a table with the following data:

Court	Description	Date Submitted	Status
Mississippi Northern Bankruptcy Court	registration	05/05/2020	Unknown

Below the table is a 'Done' button.