

LIMITED ECF USER (NON-ATTORNEY) 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 upgraded 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 for ECF registration.

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.
2. Click **Manage My Account** at the top of the page.



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

A screenshot of the PACER login form. The form is titled 'Login' and has a blue header. Below the header, there is a red asterisk followed by the text '* Required Information'. There are two input fields: 'Username *' and 'Password *'. Below the input 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?'. Below the links, there is a notice: '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.'

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- Click the **Maintenance** tab.

The screenshot shows the 'Maintenance' tab selected in a navigation bar. Below the navigation bar, there are several links: 'Change Username', 'Change Password', 'Set Security Information', 'Update PACER Billing Email', and 'Set PACER Billing Preferences'. The 'Maintenance' tab is highlighted with a red box.

- Select the **Non-Attorney/E-File Registration** link.

The screenshot shows the 'Non-Attorney E-File Registration' link highlighted with a red box. Other links visible include 'Update Personal Information', 'Update Address Information', and 'Attorney Admissions / E-File Registration'. The 'Maintenance' tab is selected in the navigation bar.

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

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

The screenshot shows the 'Filer Information' section. A yellow box contains a warning: '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.' Below this, there is a red asterisk indicating required information. The 'Court Type' dropdown is set to 'U.S. Bankruptcy Courts' and the 'Court' dropdown is set to 'Mississippi Northern Bankruptcy Court'.

- Select the appropriate **Role in Court**, complete all required fields, and click **Next**:

The screenshot shows the 'Role in Court' dropdown menu open. The dropdown list includes: 'Select Role in Court', 'Court Reporter', 'Creditor', 'Filing Agent', 'Trustee', and 'US Trustee'. The 'Court Reporter' option is highlighted. To the left of the dropdown, there is a checkbox for 'I acknowledge that I am...' and a note: 'Note: If you are an individual filer, you must create a new PACER account if she or he does not already have one.' Below the dropdown, there is a checkbox for 'Use a different address...' and a note: 'Checking this will clear the address fields below.'

- Transcribers** should select **Court Reporter**.
- All other parties without a specific role listed should select **Creditor** and contact the Court at 662-369-2596 with your role information (i.e., auditor or accountant).

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

The screenshot shows a form titled "Delivery Method and Formatting". At the top, there is a checkbox labeled "Use a different email. Checking this will clear the primary email fields below." Below this are four fields: "Primary Email" (a text input field), "Confirm Primary Email" (another text input field), "Email Frequency" (a dropdown menu with "Select Email Frequency" selected), and "Email Format" (a dropdown menu with "Select Email Format" selected). A note on the right side of the form reads: "Enter a valid email address. All official correspondence will be sent to this address." At the bottom of the form are four buttons: "Next", "Back", "Reset", and "Cancel".

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**.

The screenshot shows a form titled "Payment Information". A yellow note box at the top contains the text: "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, the text reads: "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." Further down, it says: "Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods." At the bottom of the form, it states: "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." Below this text are two links: "Add Credit Card" and "Add ACH Payment". At the bottom of the form are three buttons: "Next", "Back", and "Cancel".

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

E-Filing Terms of Use

NON-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 my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay any fees incurred for transactions made in CMECF 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 aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court, are solely responsible for redacting pleadings. See [Fed. R. App. P. 25\(a\)\(5\)](#); [Fed. R. Civ. P. 5.2](#); [Fed. R. Crim. P. 49.1](#); and [Fed. R. Bankr. P.](#)

[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. \[Click here to view local Court Policies and Procedures.\]\(#\)](#)

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.

[Submit](#) [Back](#) [Reset](#) [Cancel](#)

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

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](#)

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 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.

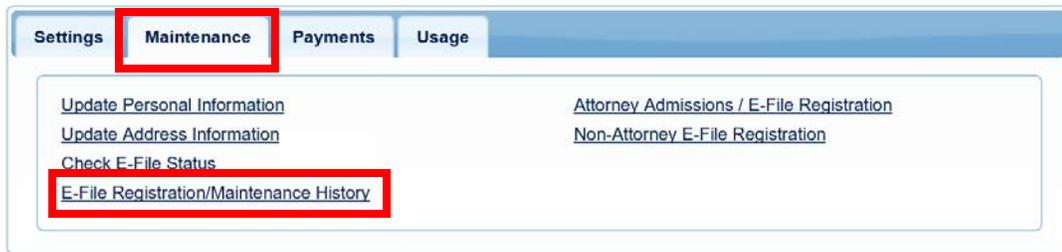
You may check the status of your registration at any time by following the instructions on the next page.

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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.



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

