



# UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK ECF NEWSLETTER

*Our mission is to provide an opportunity for debtors to receive a fresh economic start and for creditors to be paid in accordance with the law, and to promote public confidence in the judiciary, by serving the public and all of our constituencies in the fair and just resolution of cases within our jurisdiction.*

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### CENTRAL SIGN-ON LINKING YOUR CM/ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT

United States Bankruptcy Court  
Eastern District of New York

COUNTDOWN  
TO



“GO LIVE DAY”

**January 19, 2021**

The United States Bankruptcy Court for the Eastern District of New York will begin upgrading its Case Management/Electronic Case Filing System (CM/ECF) to the Next Generation of CM/ECF (NextGen). **This will require CM/ECF to be offline from 5:00 p.m. on Thursday, January 14, 2021, through Monday, January 18, 2021.** During this time access to Querying and Docketing will be unavailable. The Court’s Electronic Document Upload Program will be available at <https://www.nyeb.uscourts.gov/content/pro-se-electronic-document-upload-program>.

ECF NEWSLETTER

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**January 19, 2021**

To electronically file in this Court on January 19<sup>th</sup> and thereafter, existing CM/ECF account holders must link their CM/ECF accounts (login and password) to their upgraded PACER accounts. Linking is a one-time process that can be completed only after the Court is live on NextGen CM/ECF. Follow the procedure below to link.

**STEP 1.** Go to the court’s CM/ECF site: <https://ecf.nyeb.uscourts.gov/>. Select **Eastern District of New York Document Filing System** link. (You will be on the NextGen CM/ECF Live Screen).

A screenshot of the Eastern District of New York Document Filing System interface. At the top center is the official seal of the United States Bankruptcy Court for the Eastern District of New York, featuring an eagle with wings spread, holding an olive branch and arrows, with a shield on its chest. The seal is surrounded by the text 'UNITED STATES BANKRUPTCY COURT' and 'EASTERN DISTRICT OF NEW YORK'. Below the seal, the text reads 'Welcome to the U.S. Bankruptcy Court for the Eastern District of New York' and 'Eastern District of New York - Document Filing System'. A navigation menu consists of four blue buttons: 'Court Information', 'CM/ECF Registration', 'Forgot Password', and 'Change Address'. Below these buttons are four columns of links: 'ePOC Filing Claims' and 'ePOC Withdraw Claims' under Court Information; 'ePOC Supplement 1' and 'Financial Management Certificates' under CM/ECF Registration; 'ePOC Supplement 2' and 'Financial Management Certificates' under Forgot Password; and 'Response to Notice of Final Cure Payment' and 'ePoc 5.0 Filing Claims' under Change Address. At the bottom, a red banner states 'You are accessing a test site. Documents contained herein are not official court records.' and a small blue link says 'We apologize for any inconvenience.'

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**STEP 2.** Enter your **upgraded PACER Username and Password**. **Client Code** is optional and is used for your case management.

Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

**➔ Login**

**\* Required Information**

**Username \***

**Password \***

**Client Code**

**Court \***

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

**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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**STEP 3.** From the **Court CM/ECF Look** dropdown list type **New York Eastern Bankruptcy Court** in the search box. Then select the Court.

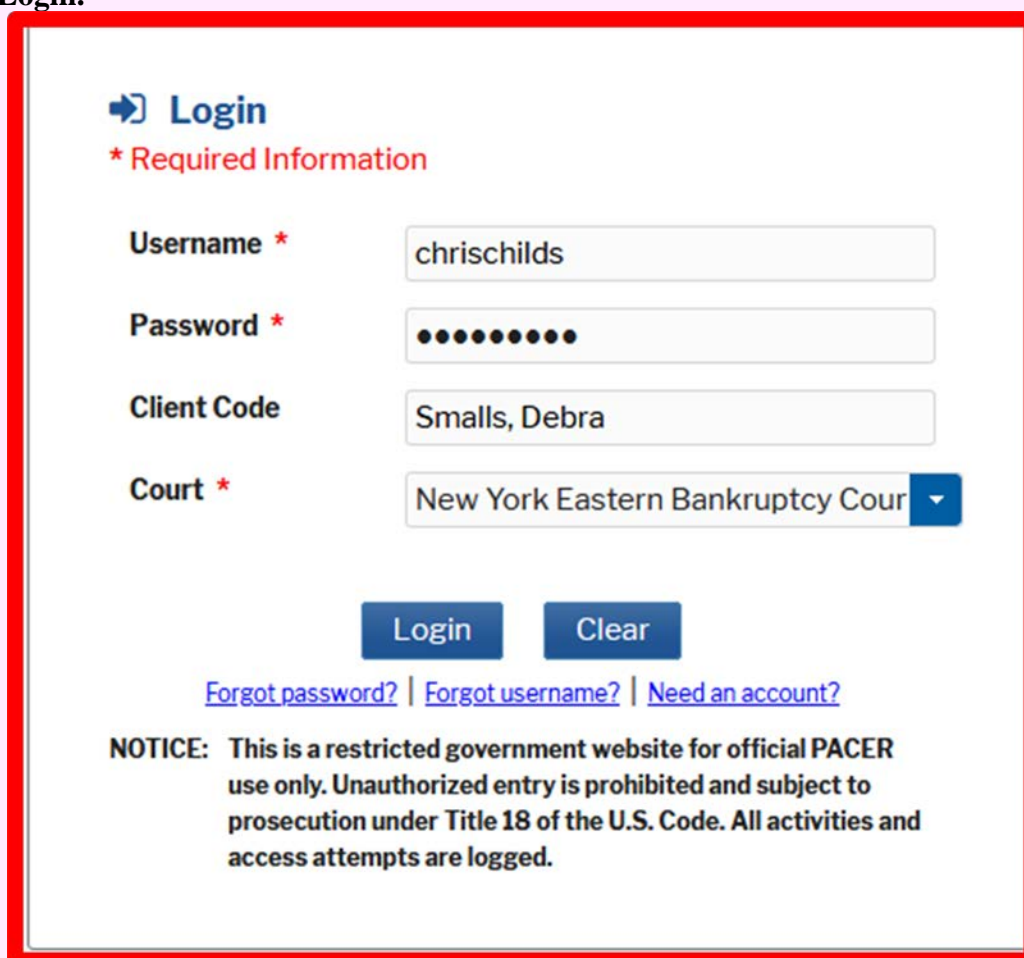
A screenshot of the CM/ECF login page, enclosed in a red border. The page has a white background. At the top left, there is a blue icon of a right-pointing arrow followed by the word 'Login' in blue. Below this, the text '\* Required Information' is shown in red. There are four input fields: 'Username \*' with the value 'chrischilds', 'Password \*' with ten black dots, 'Client Code' which is empty, and 'Court \*' which is a dropdown menu. The dropdown menu is open, showing a search box with 'New York Eastern Ba' and a magnifying glass icon. Below the search box, the text 'U.S. Bankruptcy Courts' is displayed in blue. Two options are listed: 'New York Eastern Bankruptcy Court(test)' and 'New York Eastern Bankruptcy Court(train)'. The second option is highlighted with a blue background. At the bottom left of the form area, there is a blue link that says 'Forgot password?'. Below the form fields, there is a 'NOTICE' section with black text: 'NOTICE: This is a restric 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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STEP 4. Select **Login**.

A screenshot of the PACER login page, enclosed in a red border. At the top left is a blue arrow icon followed by the text 'Login'. Below this is a red asterisk and the text '\* Required Information'. There are four input fields: 'Username \*' with the value 'chrischilds', 'Password \*' with ten black dots, 'Client Code' with the value 'Smalls, Debra', and 'Court \*' with a dropdown menu showing 'New York Eastern Bankruptcy Cour'. Below the fields are two blue buttons: 'Login' and 'Clear'. Underneath the buttons are three blue links: 'Forgot password?', 'Forgot username?', and 'Need an account?'. At the bottom is a 'NOTICE' section with the text: '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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**STEP 5.** Review the **Redaction Agreement**.

**Redaction Agreement**

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:**

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

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**STEP 6:** The **Continue** button will remain grayed-out until you check the **Notice of Redaction Responsibility** box to indicate compliance with the redaction rules. Select the **Continue** button.

**Redaction Agreement**

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All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

**Continue**      **Cancel**

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**STEP 7.** Select the **Eastern District of New York - Document Filing System** hyperlink.



Welcome to the U.S. Bankruptcy Court for the Eastern District of New York

[Eastern District of New York - Document Filing System](#)

<a href="#">Court Information</a>	<a href="#">CM/ECF Registration</a>	<a href="#">Forgot Password</a>	<a href="#">Change Address</a>
<a href="#">ePOC Filing Claims</a>	<a href="#">ePOC Supplement 1</a>	<a href="#">ePOC Supplement 2</a>	<a href="#">Response to Notice of Final Cure Payment</a>
<a href="#">ePOC Withdraw Claims</a>	<a href="#">Financial Management Certificates</a>	<a href="#">Financial Management Certificates</a>	<a href="#">ePoc 5.0 Filing Claims</a>

**You are accessing a test site. Documents contained herein are not official court records.**

5 a.m. We apologize for any inconvenience.



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**STEP 8. Select Utilities.**

A screenshot of the CM/ECF website interface, enclosed in a red border. At the top left is the CM/ECF logo and a navigation menu with links for Query, Reports, Utilities, Help, and Log Out. In the center is the official seal of the U.S. Bankruptcy Court for the Eastern District of New York. Below the seal, the text reads: 'U.S. Bankruptcy Court Eastern District of New York Official Court Electronic Document Filing System'. A red warning message states: 'You are accessing a test site. Documents contained herein are not official court records.' Below this is a blue note: 'PLEASE NOTE: CM/ECF is unavailable every weekday morning between 5:30 a.m. and 5:45 a.m. We apologize for any inconvenience.' Further down, a disclaimer states: 'This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18 USC 152 and 3571.' A welcome message follows: 'Welcome to the U.S. Bankruptcy Court for the Eastern District of New York Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system.' A link for 'Information about viewing PDF files' is provided. At the bottom left, it says 'Last login: Unavailable.' and '17 September 2019'.

ECF NEWSLETTER

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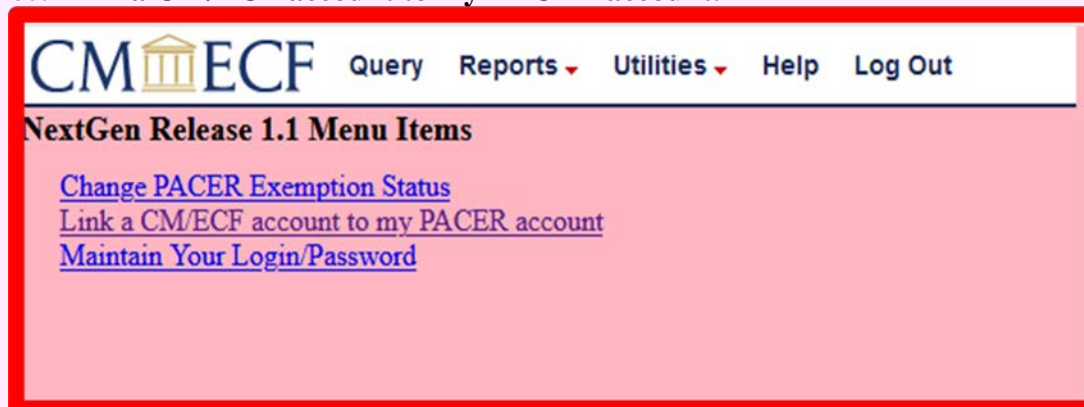


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**STEP 9.** Select the hyperlink **NextGen Release 1.1. Menu Items**.



**STEP 10.** Select **Link a CM/ECF account to my PACER account**.



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**STEP 11.** If you had a CM/ECF e-filing account in this court before the court converted to NextGen CM/ECF, enter your existing CM/ECF login and password and click **Submit**.

A screenshot of a web utility page titled "Link a CM/ECF account to my PACER account". The page has a light pink background. At the top, there is a navigation bar with the CM/ECF logo and links for "Query", "Reports", "Utilities", "Help", and "Log Out". The main heading is "Link a CM/ECF account to my PACER account" in blue. Below the heading, there is explanatory text: "This utility links your PACER account with your e-filer account in this court. If you use CM/ECF for PACER only, no action is necessary. If you had a CM/ECF e-filing account in this court before the court converted to NextGen C to link the accounts (or go back if the names don't match).". There are two input fields: "CM/ECF login:" with the text "attorney1" and "CM/ECF password:" with masked characters. Below the fields are "Submit" and "Clear" buttons. At the bottom, there are two blue links: "Forgot login/password" and "More about Upgraded PACER account".

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**STEP 12.** Confirm that you want to link your PACER account to your existing CM/ECF e-filing account. Make sure that your CM/ECF and PACER accounts match. Click **Submit** to link the accounts. After you submit this screen, your e-filing credentials for the CM/ECF account will be permanently linked to your upgraded PACER account. Use your upgraded PACER account to e-file in this court.

**YOUR UPGRADED PACER ACCOUNT HAS BEEN LINKED TO YOUR CM/ECF ACCOUNT.**

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**STEP 13.** You will be sent to the filing screen for the court. If the filing menu options do not appear, refresh your browser (**F5**) and or clear your cookies, cache and history.



**CONTACT INFORMATION**



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United States Bankruptcy Court  
Eastern District of New York  
Conrad B. Duberstein United States Bankruptcy Courthouse  
271-C Cadman Plaza East, Suite 1595  
Brooklyn, NY 11201-1800  
(347) 394-1700 press 6

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United States Bankruptcy Court  
Eastern District of New York  
Alfonse M. D’Amato United States Bankruptcy Courthouse  
290 Federal Plaza  
Central Islip, NY 11722  
(631) 712-6200  
Help Desk: (631) 712-6200, press 6

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PACER Service Center – 800-676-6856 <https://pacer.uscourts.gov/>

The Court’s website address is: <http://www.nyeb.uscourts.gov/>.

Email non-emergency procedural and NextGen questions to: [ECF\\_Helpdesk@nyeb.uscourts.gov](mailto:ECF_Helpdesk@nyeb.uscourts.gov).

[Click here](#) to visit the ECF Newsletters to access NextGen CM/ECF editions

Each week the court will publish a similar newsletter, with helpful features, tips and procedures pertaining to NextGen. Bookmark these newsletters for easy access to the NextGen information.