

CM/ECF Online Registration for Attorneys

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CM/ECF Information

CM/ECF is a case management program that allows attorneys to file pleadings and other documents with the U.S. Bankruptcy Court, Southern District of New York, over the Internet 24 hours per day, 7 days a week, provided there is no scheduled maintenance. CM/ECF is the primary method for docketing and filing documents with the Court.

In order to file documents electronically, and to receive email notices of documents that are filed, attorneys must be registered to file electronically and must be admitted to practice before the District Court (SDNY). After submitting the online registration, attorneys are provided with a login and password via email that will allow access to the system.

Note: A **PACER account** is necessary for viewing case information, PDF documents on ECF and accessing standard reports. You may register for a [PACER account](#) either online or by calling (800) 676-6865. To obtain more information regarding PACER (including the charges incurred when using PACER), please visit their web site at: www.pacer.uscourts.gov.

CM/ECF Online Registration

To begin the ECF password application process you must go to the CM/ECF Filer or PACER login page.

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

Don't have an account? You can now [Register Online](#)

Lost your password? Attempt to [Reset](#) it.

Authentication

Login:

Password:

Client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with [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.

Login Clear

1. Click the link [Register Online](#) to apply for CM/ECF access.

CM/ECF Online Registration for Attorneys

Enter email address, then click Start.

Please enter your primary email address

**enter email address for electronic notice and service*

Note: If you need to update your existing CM/ECF account information (e.g. changed law firms) please log into CM/ECF with your filing password and click the [Maintain your ECF Account](#) link on the Utilities menu of CM/ECF.

2. Enter Primary email address in the box and **click the Start** button.

You **do not maintain** a primary email address on file. Continue to [Register Online](#)

a. If you **do not** have an email address on file you may continue with the registration process by clicking the link – [Register Online](#).

You **still maintain the primary email address on file**. A new password can be generated and sent to the e-mail account on record with the court by clicking the [Reset](#) link.

b. If you have an email address on file you will be prompted with a message to [Reset](#) your password.

CM/ECF Online Registration for Attorneys

Warning! If you are attempting to update your ECF User Account information (e.g. changed law firms, name change, phone#...) do not submit this application. Instead, go to the [Maintain your ECF Account](#) link on the Utilities menu of CM/ECF.

Name: Great Attorney
Bar ID and Bar State: GA9874 NY
Firm Name:
Firm Tax ID:
Address: 123 Park Avenue
New York, NY 10012
Phone: 212-444-9999
Fax:
Email: great_attorney@greatlaw.com
Additional Addresses

Submitting this screen sends us the registration. Please ensure that information is correct before submitting.

Submit

Back

6. Prior to submitting the attorney password application, you have an opportunity to review and confirm the accuracy of all information entered. You may **click the Back button to make corrections** and if **there are no changes**, then **Click Submit**.

Thank you for submitting your ECF Registration form.

ECF Registration requests will be processed Monday through Friday, 8:30 AM through 4:00 PM weekdays, except for **court holidays and emergency closings**. You will receive an email with your username and password after your registration request has been processed.

OK

7. **Click Ok** to complete the process and exit.

***After you complete the on-line attorney registration form, your password will be emailed to you.**

IMPORTANT NOTE

- ✓ For CM/ECF Policies and Procedures for Electronic Filing refer to [General Order M-399](#).
- ✓ All CM/ECF users must have access to a [PACER](#) account for viewing case information, PDF documents on ECF and accessing standard reports.
- ✓ All Notices of Electronic Filing (NEF's) will originate from nysbinfo@nysb.uscourts.gov.
 - If your email system employs an "anti-spam" feature, please configure your anti-spam filter to accept emails from this system as it may get rejected by your own anti-spam feature.
 - We cannot be responsible for undeliverable emails caused by invalid email addresses, nor can we be responsible for anti-spam rejections.

CM/ECF Online Registration for Attorneys

Forgot or Misplaced Password

Note: The Reset password link is only for CM/ECF logins and will not work for PACER accounts. Please contact the [Pacer Service Center](#) regarding your Pacer login.

Forgot or misplaced your CM/ECF login information? A new password can be generated and sent to the primary email account on record with the court by **clicking** the [Reset](#) link.

CM/ECF Filer or PACER Login

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Instructions for filing:
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Don't have an account? You can now [Register Online](#)

Lost your password? Attempt to [Reset](#) it. [Click Here](#)

Authentication	IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037 . This requirement applies to all documents, including attachments.
Login: <input type="text"/>	<input type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.
Password: <input type="text"/>	
Client code: <input type="text"/>	

Enter your **CM/ECF Login id** and **Click Submit**.

-Or-

Enter your **First Name, Last Name** and **Primary Email Address** on record with the Court.

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF NEW YORK

CM/ECF Password Changes

**This page is for CM/ECF logins only, it will not work for PACER accounts.
For a lost password on a PACER account, please contact the [PACER Service Center](#).**

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry or use or any use that attempts to circumvent access controls or PACER billing processes is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Enter your Login ID, **or** enter your first name, last name, and the primary email address for your ECF account and click on "Submit":

Login ID:

--OR--

First Name:

Last Name:

Primary Email Address only:

CM/ECF Online Registration for Attorneys

On the following screen, you will receive confirmation that an email was sent to the email address on record; this email will contain a URL that you may use to change your password.

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF NEW YORK

CM/ECF Password Changes

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E-Mail has been sent from nysbinfo@nysb.uscourts.gov.

Your request has been processed and an e-mail message has been sent to primaryemailonrecord@thecourt.net which contains a URL that will allow a change to the password

All activity is logged. Any attempt to bypass the security or billing features of this web site or the CM/ECF system is prohibited and subject to prosecution under Title 18 of the U.S. Code.

CM/ECF Online Registration for Attorneys

Maintaining Your ECF Account/Password

This function allows you to update your personal information, change your password and activate/change the CM/ECF system to specify how you want to be notified of CM/ECF filings (Notice of Electronic Filing), and the email address at which you want to receive notification.

Log in to CM/ECF with your court issued login id/password and click "Utilities" on the upper right side of the blue bar that runs across the top of the screen.

To update attorney information (firm name, address, telephone number)

- Click *Utilities*.
- Click on *Maintain Your ECF Account* hypertext link.
- **Update** appropriate fields for current attorney information.
- Click **Submit**.
- **Select** cases you wish to update information in or **Select Update All**.
- Click **Next** button.

To change/add an Email address

- Click *Utilities*.
- Click *Maintain Your ECF Account*.
- Click "Email information" button.
- **Add** or delete email addresses and/or case numbers.
- Click "Return to Account" screen button.
- Click **Submit**.
- Click **Next** to continue with update.
- Click on **Return to Account Screen** button.
- Click **Submit**.
- Click **Submit** again.

The system will display all cases you are involved in. The top item on that menu will default to *****Update All*****. Do not change this selection. The system will display update information and your update is now complete.

To change your password

1. Click *Utilities*.
2. Click on *Change your Password* hypertext link.
3. **Enter your new password**.
4. Re-enter new password.

Important Note: Be sure to **make note of your new password** before updating your records as you will not have a second chance to see the password once you leave this screen. Whenever this screen is displayed again, the password will be hidden.

5. Click on **Submit** button.