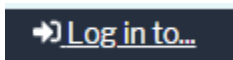# NextGen CM/ECF:
How to Register as a Filing Agent

Filing Agents may register for e-filing accounts with the Middle District of Tennessee Bankruptcy Court if your Attorney, Trustee and US Trustee is already registered with our Court.

All Filing Agents must have their own, individual PACER accounts. If you do not have a PACER account, you must first create one. Click here to create a PACER account and select the Non-Attorney Filer option.

To Submit an E-Filing Registration Request as a Filing Agent:

1. Go to www.pacer.gov

2. **SELECT** Log in to… in the upper right corner.

3. **SELECT** Manage PACER Account.

4. **ENTER** PACER username and password then **SELECT** Login.

5. **SELECT** Maintenance tab.

6. **SELECT** Non-Attorney E-File Registration.

7. **SELECT** from the dropdown menus: Court Type – U.S. Bankruptcy Courts, Court – Tennessee Middle Bankruptcy Court and Role in Court – Filing Agent. Acknowledge that you are in fact the individual listed above and verify your information. **CLICK** Next.

*NOTE: When selecting Email Format, HTML is the best format.

8. Verify payment information, if any. (You can add payment information on this screen if you'd like.) **CLICK** Next.

9. Acknowledge the Non-Attorney E-filing Terms and Conditions. **CLICK** Submit.

10. You should receive a screen which acknowledges your registration.

    SELECT Done.

11. Note, your Attorney, Trustee or US Trustee will need to add you as a Filing Agent before you will be able to file for them. You may find the instructions they must complete at www.tnmb.uscourts.gov/nextgen-filing-instructions titled 'How to Link a Filing Agent with Your TNMB Account.'