

NextGen CM/ECF: How to Register as a Non-Attorney Filer

Non-Attorney filers may register for e-filing accounts with the Middle District of Tennessee Bankruptcy Court.

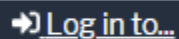
E-filers who are Non-Attorney include:

- Trustee;
- US Trustee;
- Creditor (Limited Filer);
- Court Reporter (Transcriber);
- Party (Pro Se & Interested Parties); and
- Filing Agents.

All E-filers 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.

To Submit an E-Filing Registration Request as a Non-Attorney Filer:

1. Go to www.pacer.gov
2. **SELECT** Log in to... in the upper right corner.



→ Log in to...

3. **SELECT** Manage PACER Account.

→ Log in to the federal Judiciary's electronic public access services.

Close X

PACER Case Locator

PACER Log in

Manage PACER Account

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

The screenshot shows a 'Login' form with a blue arrow icon and the title 'Login'. Below the title is the text '* Required Information'. There are two input fields: 'Username *' and 'Password *'. Both fields are highlighted with red rectangular boxes. Below the input fields are three buttons: 'Login', 'Clear', and 'Cancel'. The 'Login' button is also highlighted with a red rectangular box.

5. **SELECT** Maintenance tab.

The screenshot shows a navigation menu with four tabs: 'Settings', 'Maintenance', 'Payments', and 'Usage'. The 'Maintenance' tab is highlighted with a red rectangular box. Below the navigation menu, there are five links: 'Change Username', 'Change Password', 'Set Security Information', 'Update PACER Billing Email', and 'Set PACER Billing Preferences'.

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

The screenshot shows the same navigation menu as in the previous step, with the 'Maintenance' tab highlighted. Below the navigation menu, there are six links: 'Update Personal Information', 'Update Address Information', 'Check E-File Status', 'Attorney Admissions / E-File Registration', 'Non-Attorney E-File Registration', and 'E-File Registration/Maintenance History'. The 'Non-Attorney E-File Registration' link is highlighted with a red rectangular box.

7. **SELECT** Court Type, Court and Role in Court from the dropdown menus. Acknowledge that you are in fact the individual listed above. **CLICK** Next.

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

*** Required Information**

Court Type *

Court *

Role in Court *

Name

- 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. ***

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

Payment Information

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.

9. Acknowledge the Non-Attorney E-filing Terms and Conditions. **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 CM/ECF 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.

[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**

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

SELECT Done.

Once the Court approves your registration, you will receive an email confirmation.