

NextGen CM/ECF: How to Register as an Attorney Filer

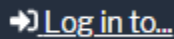
Attorneys admitted to practice in the Middle District of Tennessee, or those who have been admitted in a single case via Pro Hac Vice, may submit a request through PACER for an e-filing account with the Middle District of Tennessee Bankruptcy Court.

These instructions outline the steps attorney filers should take to submit registration requests for an e-filing account with the Tennessee Middle Bankruptcy Court.

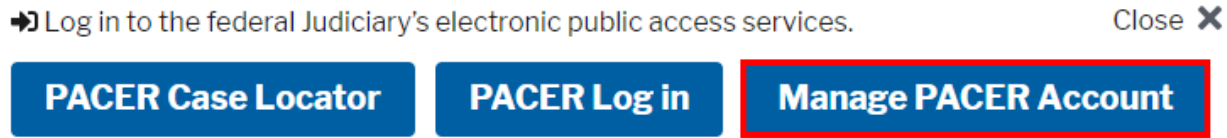
If you do not have a PACER account, you must first create one. Click [here](#) to create a PACER account.

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

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

A dark blue button with a right-pointing arrow icon and the text "Log in to..." in white.

3. **SELECT** Manage PACER Account.

A horizontal menu with a right-pointing arrow icon and the text "Log in to the federal Judiciary's electronic public access services." in dark blue. To the right is a "Close" link with an 'X' icon.

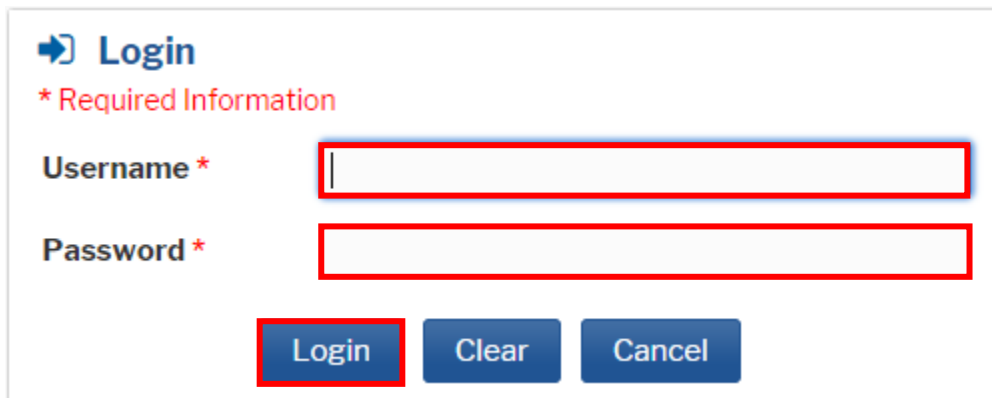
➔ Log in to the federal Judiciary's electronic public access services. Close X

PACER Case Locator

PACER Log in

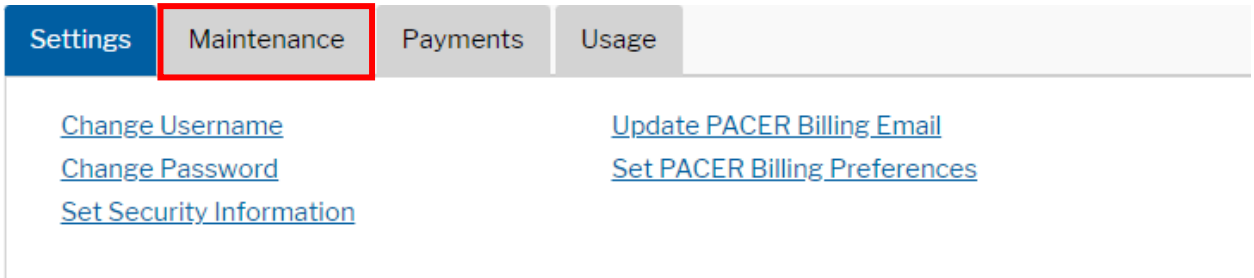
Manage PACER Account

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

A login form titled "Login" with a right-pointing arrow icon. Below the title is the text "* Required Information". There are two input fields: "Username *" and "Password *", both outlined in red. At the bottom are three buttons: "Login" (outlined in red), "Clear", and "Cancel".

➔ Login
* Required Information
Username *
Password *
Login Clear Cancel

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 border. Below the tabs, there are six links arranged in two columns: Change Username, Change Password, Set Security Information, Update PACER Billing Email, and Set PACER Billing Preferences.

6. **SELECT** Attorney Admissions/E-File Registration.

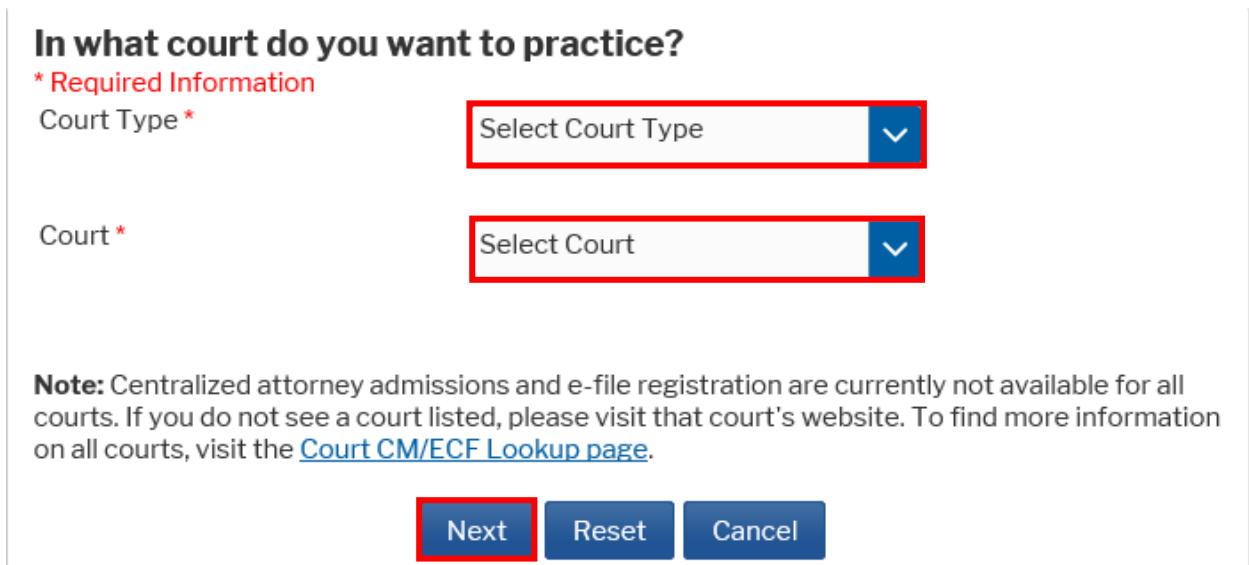


The screenshot shows the same navigation menu as above, but the Maintenance tab is now selected and highlighted in blue. The link "Attorney Admissions / E-File Registration" is highlighted with a red border. Other links include Update Personal Information, Update Address Information, Check E-File Status, Non-Attorney E-File Registration, and E-File Registration/Maintenance History.

7. **SELECT** from the dropdowns:

- Court Type (Bankruptcy)
- Court (Tennessee Middle Bankruptcy).

CLICK Next.



The screenshot shows a form titled "In what court do you want to practice?". Below the title is a red asterisk and the text "* Required Information". There are two dropdown menus: "Court Type *" and "Court *". Both dropdown menus are highlighted with a red border and show "Select Court Type" and "Select Court" respectively. Below the dropdowns is a note: "Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#)." At the bottom of the form are three buttons: "Next", "Reset", and "Cancel". The "Next" button is highlighted with a red border.

8. **SELECT** registration type:

- E-File Registration Only: Admitted Attorneys
- Pro Hac Vice: Attorneys who have been admitted Pro Hac Vice
- Federal Attorney: Attorneys who represent the Federal Government (**Note:** Your email address will end in “.gov” if you are a Federal Attorney.)

What would you like to apply/register for?

E-File Registration Only

Pro Hac Vice

Federal Attorney

9. Verify the information in the E-File Registration is complete and accurate. Acknowledge that you are submitting the e-file registration for yourself. (Only sections with * are required.)

When you are done, **SELECT** Next.

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

Complete all sections of E-File Registration

Filer Information

*** Required Information**

Role in Court *

Title

Name Christa Attorney

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. ***

10. 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.

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.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

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.

[Add Credit Card](#) [Add ACH Payment](#)

Next

Back

Cancel

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

E-Filing Terms of Use

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 by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for 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 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.

12. You should receive a screen which acknowledges your registration. **SELECT** Done. Once the Court approves your registration, you will receive an email confirmation.

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