

## Obtaining E-Filing Privileges for New Attorney Filers October 2021

Attorneys seeking to file electronically in the <u>CM/ECF</u> system for the <u>U.S. Bankruptcy Court</u>, <u>Southern District of Georgia (GASB)</u>, must be certified and register through <u>PACER</u> before effling privileges can be approved for <u>GASB</u>. Attorneys must also be admitted to practice in the <u>United States District Court for the Southern District of Georgia</u> and the attorney's bar status must be "active."

Appearance *pro hac vice* and the order granting such motion, along with the \$200.00 fee to District Court, and all other rules and requirements of appearing *pro hac vice* will continue to apply.

<u>GASB</u> is a <u>NextGen CM/ECF</u> Court, so filers must obtain a <u>PACER</u> account before requesting E-Filing privileges.

Please read the Court's <u>CM/ECF Administrative Procedures</u> and <u>ECF Local Rules</u> before registering for e-filing privileges in our Court.

A <u>CM/ECF Attorney User Manual</u> has been created to assist attorneys and their staff with finding the appropriate docket events, filing documents, and paying fees in <u>CM/ECF</u>. While the entire manual contains useful information for you as a filer, <u>you are required</u> to review at least the following sections of the manual before obtaining filing privileges with our Court:

- Technical Requirements
- Preparing for Electronic Filing
- Scanning/Converting Docs to PDF
- Navigating CM/ECF
- Fees and Payments
- Orders

By agreeing to the <u>Attorney Filer Terms and Conditions</u> during your registration process, you are certifying that you have reviewed the sections of the <u>CM/ECF Attorney User Manual listed</u> above, the Court's CM/ECF Administrative Procedures, and the ECF Local Rules.

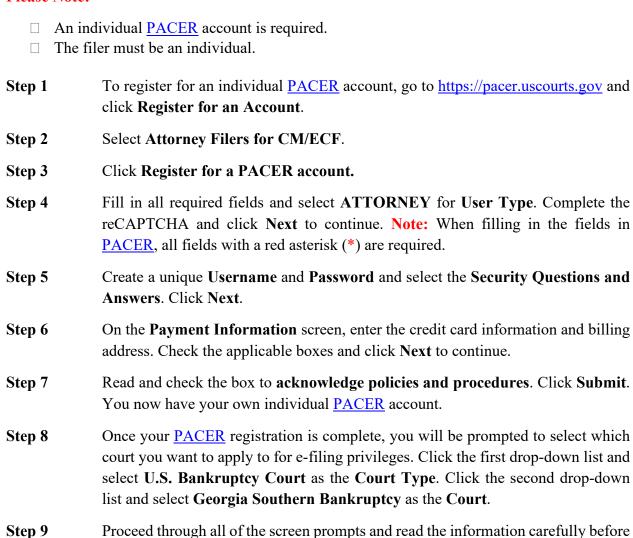
GASB's <u>Local Rules</u> and <u>General Orders</u> can be found on our website (<u>www.gasb.uscourts.gov</u>) under **Court Information**.

## **Registration for First-Time Users (for PACER and CM/ECF)**

If you already have a <u>PACER</u> account, skip to the section below entitled:

Current PACER User Requesting E-Filing Privileges with GASB

## **Please Note:**



The submitted request will electronically transmit to <u>GASB</u> for verification and processing. Document filing and access to restricted cases/documents in <u>GASB</u> is not permitted until we process the registration request.

You will receive an email from the Court after your request has been processed, indicating that you are approved for e-filing or if there are additional steps you need to take to obtain electronic filing privileges. Your <u>PACER</u> username (login) and password will be your E-filing username (login) and password once your registration request has been approved.

submitting.

## **Current PACER User Requesting E-Filing Privileges with GASB**

Attorneys requesting new e-filing accounts must make the requests through their PACER account.

- Step 1 Log in to PACER (https://pacer.uscourts.gov) and click Manage My Account.
- Step 2 Click the Maintenance tab and then click Attorney Admissions/E-File Registration.
- Step 3 Select which court you want to apply to for e-filing privileges. Click the first drop-down list and select U.S. Bankruptcy Court as the Court Type. Click the second drop-down list and select Georgia Southern Bankruptcy as the Court.
- **Step 4** Proceed through all of the screen prompts and read the information carefully before submitting.

The submitted request will electronically transmit to <u>GASB</u> for verification and processing. Document filing and access to restricted cases/documents in <u>GASB</u> is not permitted until we process the registration request.

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