

Instructions for a Filing Agent who has an ECF account AND an individual PACER account

STEP 1 Upgrade your PACER account at: www.pacer.uscourts.gov.
[Click here for instructions on how to upgrade a PACER account.](#)

STEP 2 Link the PACER account to your ECF Account:
[Click here for instructions on how to link your PACER account to your ECF account.](#)

STEP 3 The Attorney or Trustee links the Filing Agent to the Attorney/Trustee’s ECF account:
To link the accounts, go to the Court’s [CM/ECF](#) site (e.g., <https://ecf.gasb.uscourts.gov>). Click the Document Filing System link:



STEP 4 Log in with your [PACER](#) user name and password:

Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Login
** Required Information*

Username *

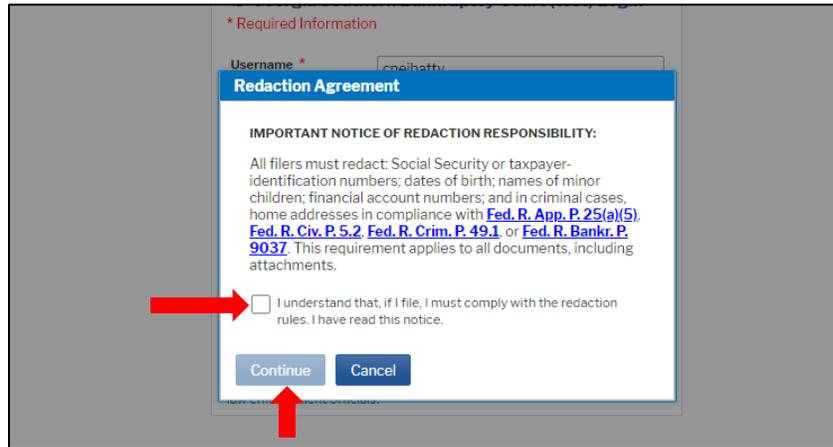
Password *

Client Code

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

STEP 5 Check the box to indicate that you understand, if you file, you must comply with the redaction rules and have read the important notice of redaction responsibility. Click **Continue**:



* Required Information

Username * [input field]

Redaction Agreement

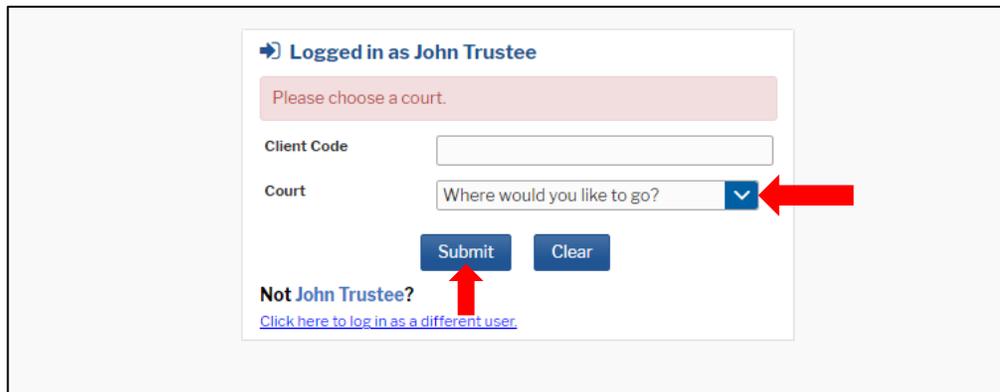
IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [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.

Continue Cancel

STEP 6 Choose the court by clicking the drop-down list “Where would you like to go?” and click **Submit**:



Logged in as John Trustee

Please choose a court.

Client Code [input field]

Court Where would you like to go? [dropdown arrow]

Submit Clear

Not John Trustee?
[Click here to log in as a different user.](#)

STEP 7 Click **Utilities**, and then click the **Maintain Your ECF Account** link under *Your Account*:

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Utilities

<p>Your Account</p> <ul style="list-style-type: none"> Internet Payments Due Internet Payment History NEF Summary Report Maintain Your ECF Account Link a CM/ECF account to my PACER account Maintain Your Login/Password Your PACER Account... Change My Role Change PACER Exemption Status View Your Transaction Log Court Information 	<p>Miscellaneous</p> <ul style="list-style-type: none"> eFinCert Mailings... Docket Using XML Forms Data Open Bankruptcy Case Using XML Forms Data <p>Administrative Menu</p> <ul style="list-style-type: none"> Verify a Document Check PDF Document Judgment Index 	<p>Local Apps</p> <ul style="list-style-type: none"> Access Bankruptc...
--	---	--

STEP 8 Click **More user information:**

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Maintain User Account

<p>Last name <input type="text" value="Neibel-Atty"/></p> <p>Middle name <input type="text"/></p> <p>Title <input type="text"/></p> <p>Office <input type="text" value="Neibel Law Firm Test"/></p> <p>Address 1 <input type="text" value="123 Any Street"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text" value="Savannah"/></p> <p>Country <input type="text" value="USA"/></p> <p>Phone <input type="text" value="555-555-3232"/></p> <p>Alternate Phone <input type="text"/></p> <p>Bar ID <input type="text"/></p> <p>Initials <input type="text"/></p> <p>Person end date <input type="text"/></p>	<p>First name <input type="text" value="Courtney"/></p> <p>Generation <input type="text"/></p> <p>Type aty <input type="text"/></p> <p><input type="checkbox"/> Add Headers to PDF Documents</p> <p>State <input type="text" value="GA"/></p> <p>County <input type="text"/></p> <p>Fax <input type="text"/></p> <p>Text Phone <input type="text"/></p> <p>Bar status <input type="text"/></p> <p>DOB <input type="text" value="01/01/1999"/></p>	<p>Zip <input type="text"/></p> <p>Mail group <input type="text"/></p> <p>AO code <input type="text"/></p>
---	---	--

STEP 9 Under **Filing agents**, enter the last name of the filing agent in the box next to *Find filing agent* and click the magnifying glass:

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

More User Information for Courtney Neibel-Atty

[Update Account Information](#)

Login cneibatty
 Person ID 13414553
 Person Authorization ID 32
 Public User ID 7008151
 Judiciary User ID
 E-Filing Status Active
 Internet Payment Y
 Groups Attorney, E-Orders Attorney, FinMgtPro

Last login 09-23-2021 15:51
 Current login 09-29-2021 12:32
 Create date 09/16/2021
 Update date 09/29/2021
 User end date

Filing agents

Find filing agent 

[Agents previously removed from this account](#)

Return to Account screen Clear

Note: the Filing Agent must have his/her own PACER account and register for e-filing access with the Court prior to being linked to the attorney/trustee account.

STEP 10 Review the pop-up to make sure you have the correct filing agent, then click **Select**:

Add a Filing Agent

	Name	Address
Select	Filing-Agent, Clarissa	355 Filing Agent Ave. Savannah, GA 31410 912-650-4000

The filing agent will now appear in this account under **Filing agents**:

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

More User Information for Courtney Neibel-Atty

[Update Account Information](#)

Login cneibatty
 Person ID 13414553
 Person Authorization ID 32
 Public User ID 7008151
 Judiciary User ID
 E-Filing Status Active
 Internet Payment Y
 Groups Attorney, E-Orders Attorney, FinMgtPro

Last login 09-29-2021 12:32
 Current login 09-29-2021 12:40
 Create date 09/16/2021
 Update date 09/29/2021
 User end date

Filing agents

[Filing-Agent, Clarissa](#) [355 Filing Agent Ave., Savannah, GA 31410, 912-650-4000]

Find filing agent 

[Agents previously removed from this account](#)

Return to Account screen Clear

Click on the link to the filing agent's name to **Update Filing Agent Permissions** for Internet Payment and Groups and click **Save** to continue:

More User Information for Courtney Neibel-Atty

[Update Account Information](#) Last login 09-29-2021 12:32
 Login cneibatty Current login 09-29-2021 12:40
 Person ID 13414553 Create date 09/16/2021
 Person Authorization ID 32 Update date 09/29/2021
 Public User ID 7008151 User end date

Judiciary User ID
 E-Filing Status Active
 Internet Payment Y
 Groups Attorney, E-Orders Attorney, FinMgtPro

Filing agents

Filing-Agent_Clarissa [355 Filing Agent Ave., Savannah, GA 31410, 912-650-4000]

Find filing agent:

[Agents previously removed from this account](#)

Update Filing Agent Permissions

Clarissa Filing-Agent filing for Courtney Neibel-Atty

Internet Payment

Groups

STEP 11 To save the filing agent, click **Return to Account screen**:

CM ECF Bankruptcy Adversary Query Reports Utilities Search

More User Information for Courtney Neibel-Atty

[Update Account Information](#) Last login 09-29-2021 12:32
 Login cneibatty Current login 09-29-2021 12:40
 Person ID 13414553 Create date 09/16/2021
 Person Authorization ID 32 Update date 09/29/2021
 Public User ID 7008151 User end date

Judiciary User ID
 E-Filing Status Active
 Internet Payment Y
 Groups Attorney, E-Orders Attorney, FinMgtPro

Filing agents

Filing-Agent_Clarissa [355 Filing Agent Ave., Savannah, GA 31410, 912-650-4000]

Find filing agent:

[Agents previously removed from this account](#)

Finally, click **Submit**:

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Maintain User Account

Last name: First name:

Middle name: Generation:

Title: Type aty:

Office: Add Headers to PDF Documents

Address 1:

Address 2:

Address 3:

City: State: Zip:

Country: County:

Phone: Fax:

Alternate Phone: Text Phone:

Bar ID: Bar status: Mail group:

Initials: DOB: AO code:

Person end date: