

Instructions for a Filing Agent who has NO ECF account AND NO individual PACER account

STEP 1 Register for a Non-Attorney/Individual PACER account at:

www.pacer.uscourts.gov.

[Click here for instructions on how to register for a PACER account.](#)

STEP 2 Request e-filing access for Georgia Southern Bankruptcy Court:

- After completing the registration for a PACER account, click **Continue** to submit a request for e-filing access to the Court.
- Complete all sections of E-file Registration (*this may already be pre-filled from the PACER account screens*). Choose **Filing Agent** as **Role in Court**. Click **Next** when all required fields have been completed:

The screenshot shows the PACER Training website interface. At the top, there is a navigation bar with links for HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. Below this, there is a 'MANAGE MY ACCOUNT' section for user 'Teresa Tester'. The account details include: Account Number 7039852, Username ToTester59, Account Balance \$0.00, Case Search Status Inactive, and Account Type Upgraded PACER Account. The main section is titled 'COMPLETE ALL SECTIONS OF E-FILE REGISTRATION' and contains a 'Filer Information' form. A yellow warning box states: 'Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.' Below this, there is a section for '* Required Information' with dropdown menus for 'Court Type' (set to 'U.S. Bankruptcy Courts') and 'Court' (set to 'Indiana Southern Bankruptcy Court (test)'). A yellow information box states: 'All e-filers, except Filing Agents, must take ECF training either through our court or another bankruptcy court. After training is completed, a registration form must be submitted before access to e-file is granted. To access training and registration information, copy the following address into your web browser: http://www.usab.uscourts.gov/ecf-registration-training or visit the court's website at inb.uscourts.gov.' The 'Role in Court' dropdown menu is highlighted with a red arrow pointing to 'Filing Agent'. The 'Name' field is filled with 'Teresa Tester'. At the bottom, there is a checkbox labeled 'I acknowledge that I am submitting the e-file registration for the individual' which is checked.

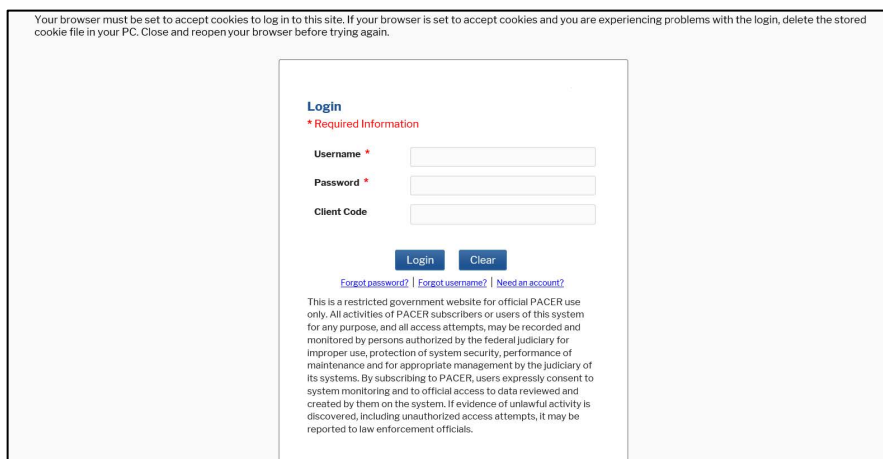
- Credit card information is optional.
- Click both boxes on the next screen to acknowledge the E-Filing Terms of Use. Click **Submit**, then click **Done**.
- Confirmation is received. You will receive an email from PACER notifying you when the account has been approved by the Court.

STEP 3 The Attorney or Trustee links the Filing Agent to the Attorney/Trustee's ECF account:

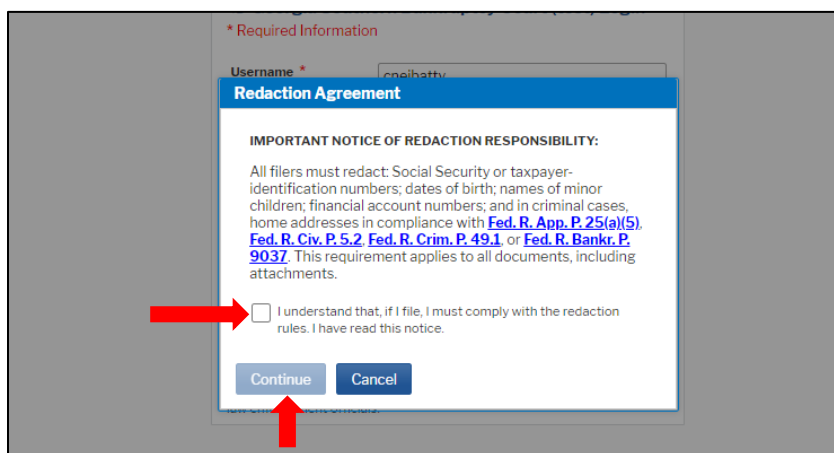
To link the accounts, go to the Court's [CM/ECF](https://ecf.gasb.uscourts.gov) site (e.g., <https://ecf.gasb.uscourts.gov>). Click the Document Filing System link:



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



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**:





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

Court 

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

Your Account 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	Miscellaneous eFinCert Mailings... Docket Using XML Forms Data Open Bankruptcy Case Using XML Forms Data	Local Apps Access Bankruptc
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STEP 8 Click **More user information**:

CM/ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Help Log Out
Maintain User Account



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

Email information... More user information... 
 Submit Clear

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 Last login: 09-23-2021 15:51
 Person ID: 13414553 Current login: 09-29-2021 12:32
 Person Authorization ID: 32 Create date: 09/16/2021
 Public User ID: 7008151 Update date: 09/29/2021
 Judiciary User ID: User end date:
 E-Filing Status: Active
 Internet Payment: Y
 Groups: Attorney, E-Orders Attorney, FinMetPro

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					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									
<input checked="" type="checkbox"/> Filing-Agent, Clarissa [355 Filing Agent Ave., Savannah, GA 31410, 912-650-4000]									
Find filing agent <input type="text" value="Filing-Agent"/>									
Agents previously removed from this account									
<input type="button" value="Return to Account screen"/>					<input type="button" value="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:

CM ECF		Bankruptcy	Adversary	Query	Reports	Utilities	Search	Help	Log Out
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									
<input checked="" type="checkbox"/> Filing-Agent, Clarissa [355 Filing Agent Ave., Savannah, GA 31410, 912-650-4000]									
Find filing agent <input type="text" value="Filing-Agent"/>									
Agents previously removed from this account									
<input type="button" value="Return to Account screen"/>					<input type="button" value="Clear"/>				


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**:


[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**:


[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 01/01/1999 AO code
 Person end date