



## United States Bankruptcy Court Southern District of Georgia

### Obtaining E-Filing Privileges for New **Limited Filers**

October 2021

Limited filers (*creditors, attorneys not admitted to practice in the Southern District of Georgia, personal financial management course providers, and other limited filers*) seeking to file electronically in the [CM/ECF](#) system for the [U.S. Bankruptcy Court, Southern District of Georgia \(GASB\)](#), must be certified and register through [PACER](#) before e-filing privileges can be approved for [GASB](#).

[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.

[GASB](#) is a [NextGen CM/ECF](#) Court, so filers must obtain a [PACER](#) account before requesting E-Filing privileges.

Please read the Court's [CM/ECF Administrative Procedures](#) and [ECF Local Rules](#) before registering for e-filing privileges in our Court.

A [CM/ECF Limited User Manual](#) has been created to assist users with finding the appropriate docket events, filing documents, and paying fees in [CM/ECF](#). While the entire manual contains useful information for you as a filer, limited filers may find it helpful 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 [Limited Participant Terms and Conditions](#) during your registration process, you are certifying that you have reviewed the sections of the [CM/ECF Limited User Manual](#) listed above, the Court's [CM/ECF Administrative Procedures](#), and the [ECF Local Rules](#).

GASB's [Local Rules](#) and [General Orders](#) can be found on our website ([www.gasb.uscourts.gov](http://www.gasb.uscourts.gov)) under **Court Information**.

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

If you already have a [PACER](#) account, skip to the section below entitled:

*[Current PACER User Requesting E-Filing Privileges with GASB](#)*

- Step 1** To register for an individual [PACER](#) account, go to <https://pacer.uscourts.gov> and click **Register for an Account**.
- Step 2** Select **Non-Attorney Filers for CM/ECF**.
- Step 3** Click **Register for a PACER account**.
- Step 4** Fill in all required fields and select **INDIVIDUAL** for **User Type**. Complete the reCAPTCHA and click **Next** to continue. **Note:** When filling in the fields in [PACER](#), all fields with a red asterisk (\*) are required.
- Step 5** Create a unique **Username** and **Password** and select the **Security Questions and Answers**. Click **Next**.
- Step 6** On the **Payment Information** screen, enter the credit card information (optional) and billing address. Check the applicable boxes and click **Next** to continue.
- Step 7** Read and check the box to **acknowledge policies and procedures**. Click **Submit**. You now have your own individual [PACER](#) account.
- Step 8** Once your [PACER](#) registration is complete, you will be prompted to 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 9** Proceed through all of the screen prompts and read the information carefully before submitting.

The submitted request will electronically transmit to [GASB](#) for verification and processing. Document filing and access to restricted cases/documents in [GASB](#) 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 [PACER](#) username (login) and password will be your E-filing username (login) and password once your registration request has been approved.

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

Limited filers (*creditors, attorneys not admitted to practice in the Southern District of Georgia, personal financial management course providers, and other limited filers*) requesting new e-filing accounts must make the requests through their [PACER](#) account.

- Step 1** Log in to [PACER \(https://pacer.uscourts.gov\)](https://pacer.uscourts.gov) and click **Manage My Account**.
- Step 2** Click the **Maintenance** tab and then click **Non-attorney 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 [GASB](#) for verification and processing. Document filing and access to restricted cases/documents in [GASB](#) is not permitted until we process the registration request.

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