

## Attorneys Requesting Admission to E-file

---

If you do not have your own PACER, go to PACER and register for an individual PACER account, account. If you already have your own PACER account, skip to STEP 10.

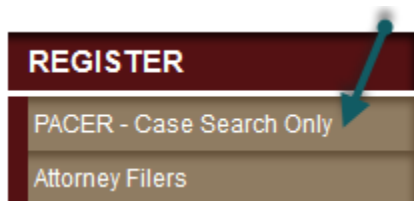
**Note: In order to electronically file in the court, you cannot have a shared PACER account, you must have your own PACER account.**

**Step 1** Go to [www.pacer.gov](http://www.pacer.gov)

**Step 2** Select Register from main menu bar



**Step 3** Select PACER from left panel



**Step 4** Select link REGISTER FOR PACER ACCOUNT NOW

**Register for a PACER Account Now**

**Step 5** Complete the View Only PACER registration form and select **Individual** as the User Type and Click **NEXT**.

**Step 6** Create a User Name and Password, select and answer the security questions and click **NEXT**.

**Step 7** Enter the payment information to be saved. This screen is optional.

**Providing a credit card is optional.** If you would like to register without providing a credit card, click **Next** without entering any information on this screen. For instant access to PACER, PACER will validate the credit card information you provide. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.

**Step 8** Confirm you have read the policies and procedures.

[Click here to download a printable version of the Policies and Procedures](#)

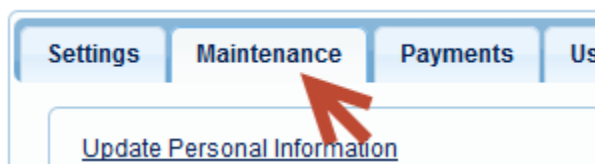
**\* Required Information**

☐ Check here to acknowledge you have read and understand the policies and procedures listed above. \*

**Step 9** The last screen will thank you for registering with the PACER service center. This account is just for viewing documents, not for e-filing.

**Step 10** Select **Manage My Account** and login with new PACER login and password

**Step 11** Select the **Maintenance** tab on the top



**Step 12** Select **Attorney Admissions/E-File Registration**



**Step 13** Select US Bankruptcy Courts as the court type from the drop down list

**\* Required Information**

**Court Type \***

**Court \***

A screenshot of the PACER account management interface showing the 'Court Type' dropdown menu. The dropdown menu is open, displaying the following options: 'Select Court Type', 'U.S. Appellate Courts', 'U.S. District Courts', and 'U.S. Bankruptcy Courts'. The 'U.S. Bankruptcy Courts' option is highlighted in yellow. A red arrow points from the 'Court Type' label to the dropdown menu.

**Step 14** Select **California Northern Bankruptcy Court** from the list and click **NEXT**.

Court \*

California Northern Bankruptcy Court

**Step 15** Select **EFILE Registration Only**

### WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

E-File Registration Only

Pro Hac Vice

Federal Attorney

**Step 16** All your information will display from when you registered in PACER.

**Step 17 Role in Court:** Select **Attorney** from drop down list

Attorney

Select Role in Court

Attorney

Trustee

US Trustee

**Step 18** Complete all other required fields on the screen and click **NEXT**

**Step 19** Payment information screen will display, you can just click **NEXT**

**Step 20** E-filing Terms and Conditions screen will display, place checkmark in the boxes to accept the terms. Click **SUBMIT**.

**Step 21** The confirmation page will display, click **DONE**.

## 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

## Once you have submitted the registration, please submit the additional requirements for a waiver by email:

1. Submit by [email](#) a letter of acknowledgment written by the attorney affirming that they:
  - Qualify with [Civil LR 11-1\(a\), 11-2 or 11-3](#), as incorporated by [BLR 1001-2\(a\)](#). Qualified attorneys are those who are either admitted to [District Court in the Northern District of California](#), appearing [Pro Hac Vice](#) or representing the U.S. Government.
  - Has read the court's [Electronic Case Filing Procedures](#) and [Chamber Copy Requirements and Division Procedures for ECF](#).
  - In the past six months, has successfully filed electronic documents with a bankruptcy court in another district.
2. Submit by [email](#) six [Notices of Electronic Filing](#) which were successfully filed with a CM/ECF bankruptcy court in another district. (Note: If you have only filed in the Eastern District of California Bankruptcy Court, you will be required to take the training course).

All documents must be submitted as a PDF. Please e-mail all documentation to:  
[ecf\\_training@canb.uscourts.gov](mailto:ecf_training@canb.uscourts.gov).

**The court will review your submission activate your account. You will receive an email from PACER advising you that your account has been activated.**

Once your account is activated you can begin e-filing with the court by going to <https://ecf.canb.uscourts.gov/> Use the PACER login you created when registering for PACER to login to file electronically.