

Non-Attorneys Requesting Admission to E-file

If you do not have your own PACER account, 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

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](#)

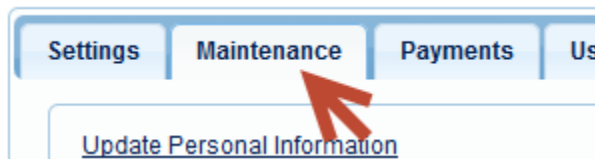
*** Required Information**

☐ 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**

[Attorney Admissions / E-File Registration](#)

[Non-Attorney E-File Registration](#)



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

*** Required Information**

Court Type *

Select Court Type

Court *

Select Court Type

U.S. Appellate Courts

U.S. District Courts

U.S. Bankruptcy Courts

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

Creditor

Select Role in Court

Court Reporter

Creditor

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**.

Confirmation Page

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 six Notice of Electronic Filings \(NEF's\)](#), from the **past six months**, demonstrating successful electronic document filings with a CM/ECF bankruptcy court in another district.

All documents must be submitted as a PDF. Please e-mail all documentation to:
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.