

## REGISTRATION REQUIREMENTS

### ECF Registration - Request for Login and Password

Participants requesting to file electronically using CM/ECF must register with the court to receive a username and password for the system. Users may register by accessing our electronic registration process located on our website: [www.flnb.uscourts.gov](http://www.flnb.uscourts.gov). Now that the registration process is automated, we no longer accept paper applications. If you have trouble submitting electronically, please contact Ne'Shoni Foulks at (850) 521-5011 for alternative instructions.

There are three CM/ECF admission types:

- Attorney (for Debtor)
- Attorney & Creditor Claimant
- Non-attorney (Limited)

Attorneys applying for full access must first be admitted to practice in the Northern District of Florida. Admission status will be verified with the U.S. District Court for the Northern District of Florida using the last name and the Bar ID provided. If admission cannot be verified, the application will not be approved.

Attorneys requesting both Attorney & Creditor Claimant permissions are required to send a subsequent email stating such to [FLNB\\_ECFReg@flnb.uscourts.gov](mailto:FLNB_ECFReg@flnb.uscourts.gov).

Upon submitting your registration, you will be required to complete two prerequisites before your username and password will be activated:

- Verification of your email address by selecting the "verification link" in the email received upon submission.
  - Send an email to [FLNB\\_ECFReg@flnb.uscourts.gov](mailto:FLNB_ECFReg@flnb.uscourts.gov) stating one of the following:
    - You have completed training and are a registered ECF user in another U.S. Court (either Bankruptcy or District Court)
- OR**
- You are not a registered user and are requesting ECF training.

Please note that, for security purposes, a login and password cannot be provided by telephone. The login and password may only be provided by email to the primary email address listed on the registration form.

## **PACER Registration**

ECF users must have a PACER account to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center at 1-800-676-6856 or 1-210-301-6440 to establish an account. You may also register for PACER online at [www.Pacer.gov](http://www.Pacer.gov).