



CM/ECF Account Access Rights

U.S. Bankruptcy Court

Northern District of Florida

The U.S. Bankruptcy Court for the Northern District of Florida is a mandatory “electronic filing” court pursuant to Standing Order #11. All Attorneys, Trustees, U.S. Trustees, and Creditors/Creditor Claimants or Other Limited Use filers who are designated as “high-volume paper-notice recipients” pursuant to Fed. R. Bankr. P. 9036(b)(2)(B) must file electronically unless a judicial waiver is issued prior to submitting a paper document for filing.

Requests for a CM/ECF account to file electronically must be submitted through PACER (Public Access to Court Electronic Records). Anyone may obtain a PACER account to view cases and documents filed in this court or any U.S. District Court, U.S. Bankruptcy Court, or U.S. Court of Appeals. PACER registration is free however, a fee may be incurred when viewing case documents or generating reports. Please visit www.pacer.uscourts.gov for more information.

Our court allows electronic filing access to the following “groups” of filers, each of which has unique permissions, as described below: Attorney; Creditor (includes Creditor/Creditor Claimant or Limited Use); Child Support Creditor; Filing Agent; Trustee; U.S. Trustee; and Special Access (includes auditors, mediators, and court reporters or transcriptionists). Use the descriptions below to determine what type of account access you should request.

Attorney Group

Attorney Group filing access is granted only to attorneys in good standing with their local bar association and who are admitted to practice at the U.S. District Court for the Northern District of Florida. In accordance with Fed. R. Bankr. P. 9036 (b)(1), attorneys who are registered users of the Court’s CM/ECF system will receive Notices of Electronic Filing (“NEFs”) in lieu of conventional service. Attorneys must ensure both their PACER and CM/ECF accounts always contain a valid e-mail address.

Attorneys wishing to gain *pro hac vice* filing access must apply in compliance with N.D. Fla. Loc. R. 11.1 (C).

Access rights: Registered users in the Attorney group have CM/ECF access which allows the user to electronically file bankruptcy cases, adversary proceedings, documents required for the progression and judicial notice of such cases, and proofs of claim. The user’s PACER account allows viewing of cases, documents, and reports in this court.

Request filing access through PACER: When requesting filing access in this court, the applicant will register as an “Attorney Filer.” *Pro hac vice* applicants will have the opportunity to indicate they are applying as such and must provide the case number

of the case in which they will appear.

Creditor Group

“Creditor” Group filing access is provided to creditor/creditor claimant filers, limited use filers, and attorneys who are not admitted to practice at the U.S. District Court for the Northern District of Florida and are not appearing *pro hac vice*. Filers in this group do not receive electronic notifications other than a Notice of Electronic Filing (“NEF”) of items electronically filed by the user. A “*Request for Notices (Not Attorney Appearance)*” may be electronically filed to request service of other case documents via traditional methods (e.g., U.S. Mail) pursuant to Fed. R. Bankr. P. 2002.

Access rights: Registered users in the Creditor Group have CM/ECF access which allows the user to electronically file Proofs of Claim and claim-related documents, Reaffirmation Agreements, certain notices, and limited other documents which do not require attorney representation pursuant to N.D. Fla. LBR 2090-1 (E)(5). The user’s PACER account allows viewing of cases, documents, and reports in this court.

Request filing access through PACER: When requesting filing access in this court, the applicant will select the option for “Non-attorney Filers” and then select that their “Role in Court” is that of a “Creditor.” ***Do not request Filing Agent access. CM/ECF does not allow Filing Agent accounts for creditor entities.***

NOTE: Creditor filers who will only file Proofs of Claim may do so without a CM/ECF account on our website at www.flnb.uscourts.gov through the ePOC (Electronic Proof of Claim) program.

Child Support Creditor Group

Child Support Creditor Group access is granted to creditors and attorneys pursuant to Section 304(g) of the Bankruptcy Reform Act of 1994 (Public Law No. 103-394). Child Support Creditors may apply for electronic filing access without being admitted to practice in the U.S. District Court for the Northern District of Florida however, compliance with all other provisions of the Administrative Procedures, Standing Order No. 11, and this Court’s Local Rules is required.

Pursuant to Fed. R. Bankr. P. 9036, Child Support Creditors will receive Notices of Electronic Filing (“NEFs”) in lieu of traditional service (e.g., U.S. Mail) therefore, they must ensure both their PACER and CM/ECF accounts always contain a valid e-mail address.

Access rights: Registered Child Support Creditor users have CM/ECF access which allows the user to electronically file documents and pleadings in active bankruptcy cases and adversary proceedings and to file Proofs of Claim. The user's PACER account allows viewing of cases, documents, and reports in this court. A Child Support Creditor's CM/ECF account will only be active while the case in which they are involved is pending. Upon the closing of the specified case, the CM/ECF account will be deactivated.

Request filing access through PACER: The applicant will request access as an "Attorney" (if applicable) or "Non-attorney filer" and then select their "Role in Court" as that of a "Party." The Clerk's Office will assign the appropriate filing rights when creating the account.

Filing Agent

Filing Agent access is granted to non-attorney individuals to electronically file documents on behalf of a registered attorney, trustee, and/or U.S. Trustee (the "primary user"). Filing Agents, as secondary account holders, will receive a Notice of Electronic Filing ("NEF") of documents filed using their account login but will only receive NEFs of all filings in a case if the attorney or trustee for whom they file has added the Filing Agent's email to the "Secondary email address" field of the primary user's account. Filing Agents must ensure both their PACER and CM/ECF accounts always contain a valid e-mail address and should periodically have the primary account holder review and update the secondary email addresses in their account. Filing Agents may file on behalf of multiple attorneys and/or trustees (as authorized) using a single CM/ECF account.

NOTE: Filing Agent accounts are only available to individuals filing on behalf of an Attorney, a Trustee, or U.S. Trustee. Individuals filing on behalf of creditor entities must register as a Creditor user.

Access rights: Filing Agents have the same CM/ECF filing access as the primary user for whom they are filing, except for the filing of restricted or sealed cases or documents which must be filed by the primary user. This is a CM/ECF security measure to prevent potentially unauthorized viewing of sensitive information.

Request filing access through PACER: When requesting filing access in this court, the applicant will select the option for "Non-attorney filers" and then select that their "Role in Court" is that of a "Filing Agent." Although a Filing Agent may be granted a CM/ECF account in this court, they will not have filing privileges until the primary user authorizes the individual as a filing agent on their behalf through their CM/ECF account (*not a PACER account function*).

U.S. Trustee Group

U.S. Trustee Group filing access in this court's CM/ECF system is granted only to the duly appointed U.S. Trustee for Region 21, the duly appointed Assistant U.S. Trustee for the Northern District of Florida, and staff attorneys in their employ authorized to act on their behalf. These individuals are also given "Attorney" group filing rights. Registered users in the U.S. Trustee Group will receive Notices of Electronic Filing ("NEFs") in lieu of traditional service (e.g., U.S. Mail) and therefore, must ensure both their PACER and CM/ECF accounts always contain a valid e-mail address.

Access rights: Registered users in the U.S. Trustee Group have filing access in CM/ECF access which allows the user to electronically file documents and pleadings in all bankruptcy cases and adversary proceedings. The user's PACER account allows viewing of cases, documents, and reports in this court.

Request filing access through PACER: When requesting filing access in this court, the applicant will select the option for "Attorney Filers." The Clerk's Office will assign the appropriate U.S. Trustee and Attorney access rights to the account when created.

Trustee Group

Trustee Group filing access in this court's CM/ECF system is granted only to duly appointed bankruptcy case trustees for the Northern District of Florida. Registered users in the Trustee filing group will receive Notices of Electronic Filing ("NEFs") in lieu of traditional service (e.g., U.S. Mail) and therefore, must ensure both their PACER and CM/ECF accounts always contain a valid e-mail address.

NOTE: Trustees who are also practicing attorneys must create and maintain separate CM/ECF and PACER accounts for the two types of filing access.

Access rights: Registered users in the Trustee Group have filing access in CM/ECF which allows the user to electronically file in all bankruptcy cases and adversary proceedings and to file Proofs of Claim. The user's PACER account allows viewing of cases, documents, and reports in this court.

Request filing access through PACER: When requesting filing access in this court, the applicant will select the option for "Non-attorney Filers" then select their "Role in Court" as that of a "Trustee." The Clerk's Office will assign the appropriate Trustee access rights to the account when created.

Special Access Groups (Auditors, Mediators, and Court Reporters or Transcriptionists)

This court will grant very limited electronic filing access to approved auditors, mediators, and court reporters or transcriptionists. Prior to requesting access through PACER, please contact our Help Desk (CMECF_HelpDesk@flnb.uscourts.gov or by telephone at 1-866-639-4615) to determine what special requirements, if any, may be applicable for the filer type. Failure to notify us in advance and/or to meet the specified requirements, if applicable, may result in denial of your request. These user types generally do not receive electronic notification of filings.

Access rights: Registered users in the special access groups have very limited filing access. They will typically have access to a single menu category for filing documents related to their role in the case. The user's PACER account allows for viewing of cases, documents, and reports in this court.

Request filing access through PACER: The applicant will select the option for "Non-attorney filers" and then select their "Role in Court." If there is not a title specific to your participation in a case (e.g., Mediator or Court Reporter), you will select that your Role is that of a "Party." The Clerk's Office will provide the appropriate filing rights to the account type.

Contact Us

While users access CM/ECF through their PACER accounts, the systems are independent of each other and are maintained by separate entities.

If you have questions regarding a CM/ECF account at the U.S. Bankruptcy Court for the Northern District of Florida, email our Help Desk at CMECF_HelpDesk@flnb.uscourts.gov or you may reach us by telephone during regular business hours at 1-866-639-4615.

For questions regarding your PACER account, please visit www.pacer.uscourts.gov or call 1-800-676-6856 for assistance.

We are unable to assist you PACER issues or with questions regarding a CM/ECF account at another court.