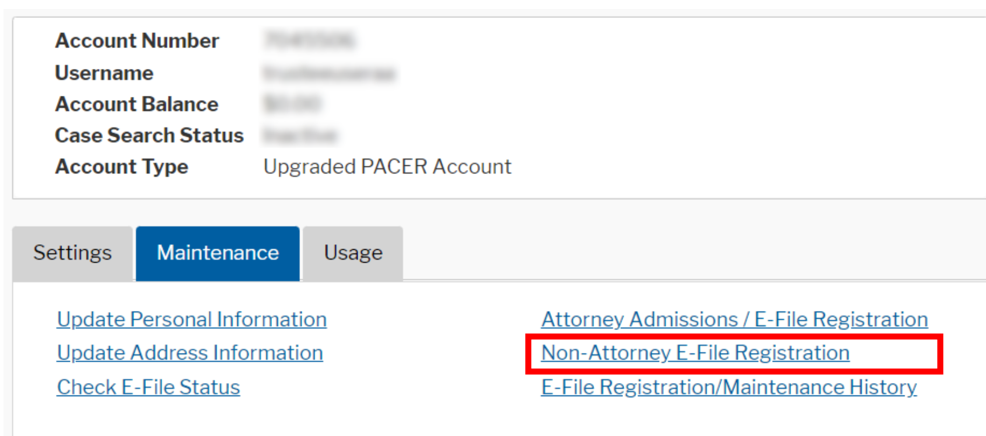
Information for Filing Agents and their Attorneys & Trustees

Puerto Rico Bankruptcy Court

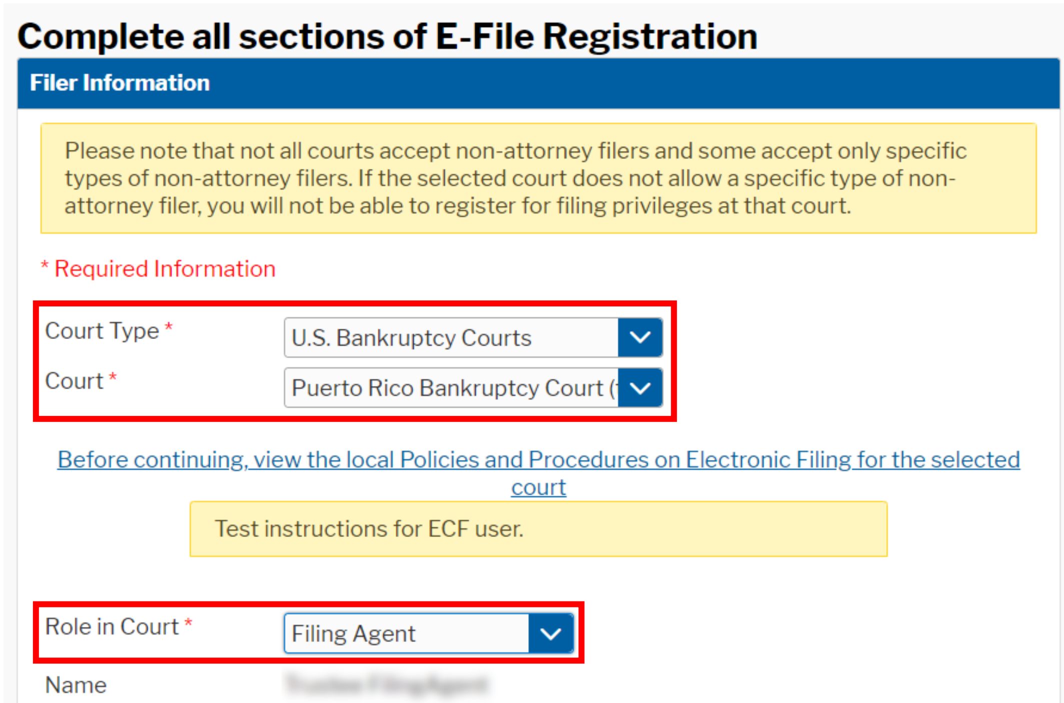
Filing agent accounts allow staff to file on behalf of attorneys and trustees. An attorney or trustee may have multiple filing agents, and each filing agent must have an individual PACER account linked to the court's CM/ECF filing system.

Filing Agents

1. **Register for a Non-Attorney PACER account**. *When completing the registration form, make sure to select "United States of America" as the "Country".
2. **Request "Filing Agent" access to the Puerto Rico Bankruptcy Court.**
   a. From the PACER homepage, login to "**Manage My Account**"
   b. Select the "**Maintenance**" tab and select the "**Non-Attorney E-file Registration**" link



c. On "Court Type" select "**US Bankruptcy Courts**", then on "Court" select "**Puerto Rico Bankruptcy**", and then Select "**Filing Agent**" as the "Role in Court" when completing the registration form.



d. Submit the request

3. When your E-file request is processed, you will receive a notification from the Court.
4. The Attorney or Trustee who you file on behalf of must then associate your Filing Agent account to their CM/ECF Account (steps available on the next page).

Attorneys & Trustees

1. Link your PACER account to your existing CM/ECF Account

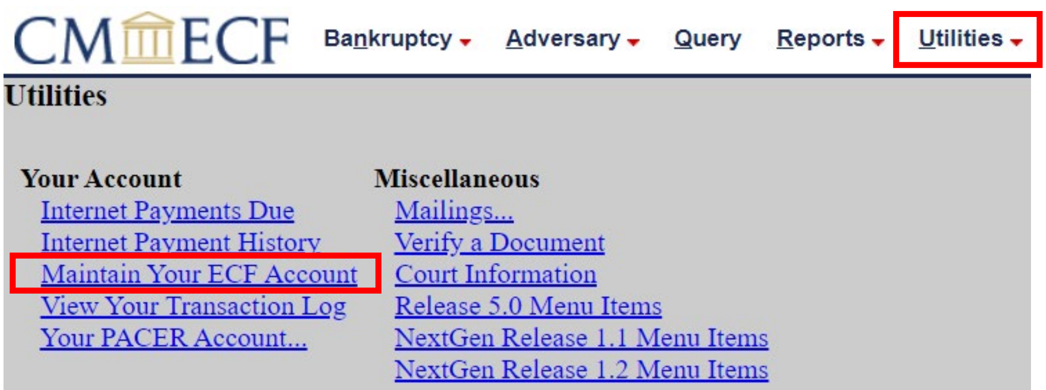
a. [Click here to view the instructions on our website (PDF)]

2. Associating your Filing Agent(s) with your CM/ECF Account

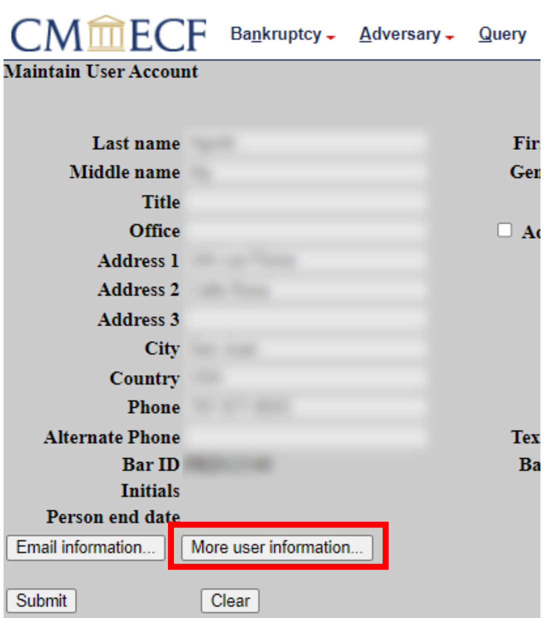
An attorney or trustee must take the following steps in CM/ECF to associate the Filing Agent with the attorney or trustee's CM/ECF account.

a. Log in to the court's **E-Filing (CM/ECF) System**.

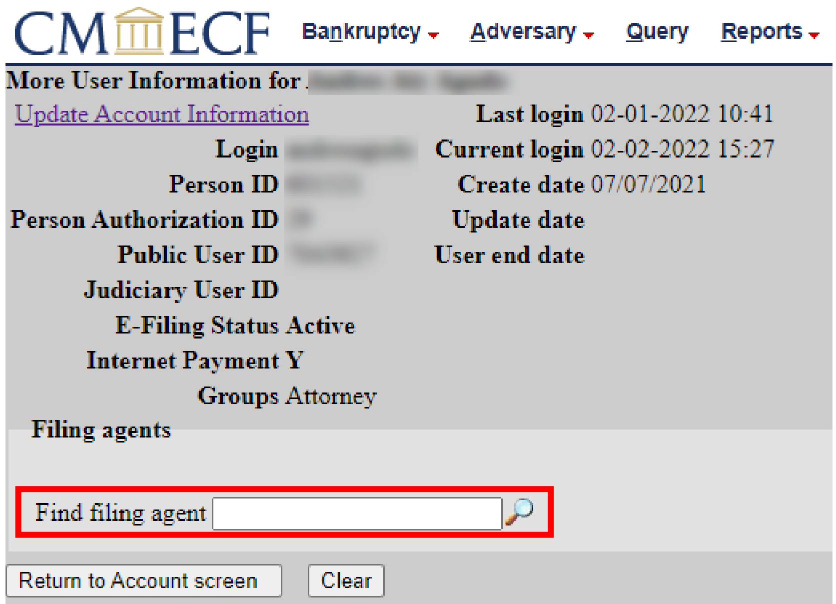
b. Click **Utilities** > **Maintain Your ECF Account**



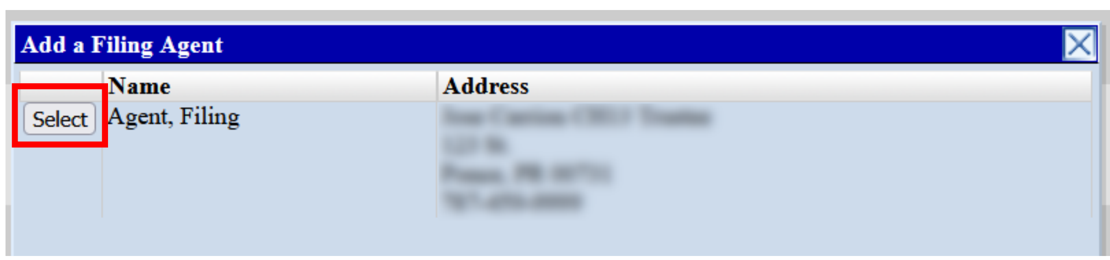
c. Click on the **More user information** button.



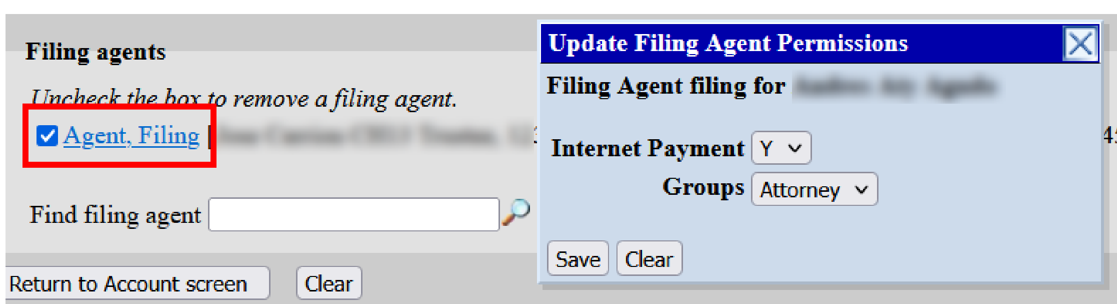
d. In the **Find Filing Agent** field, enter the last name of the Filing Agent and click the search icon.



e. Select the Filing Agent.



f. Click on the Filing Agent's name once it has been linked, and the Update Filing Agent Permissions box will appear.



g. Change **Internet Payment to Y** and select all of the Groups to which the Filing Agent will have permissions (these are typically the same permissions as the attorney or trustee have). Click **Save**.

h. Click **Return to Account Screen**.

i. Click **Submit**.