

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

Account Number	XXXXXXXXXX
Username	XXXXXXXXXX
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings	Maintenance	Usage
Update Personal Information	Attorney Admissions / E-File Registration	
Update Address Information	Non-Attorney E-File Registration	
Check E-File Status	E-File Registration/Maintenance History	

- 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.

Complete all sections of E-File Registration

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

*** Required Information**

Court Type * U.S. Bankruptcy Courts

Court * Puerto Rico Bankruptcy Court

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

Test instructions for ECF user.

Role in Court * Filing Agent

Name

- 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 \(PDF\)](#)

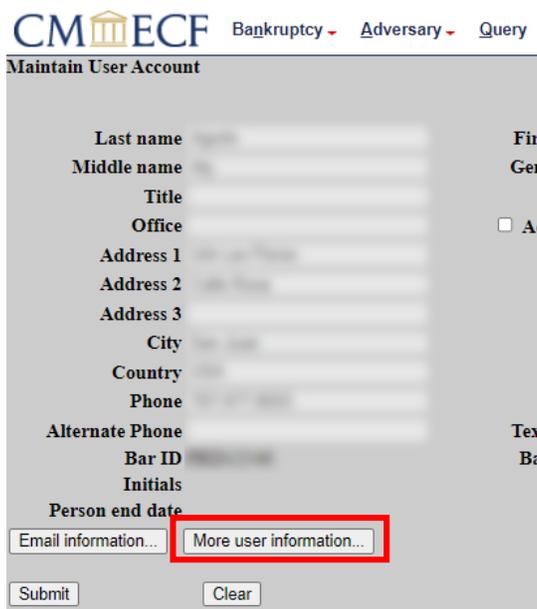
2. Associating your Filing Agent(s) with your CM/ECF Account

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.

CM ECF Bankruptcy Adversary Query Reports

More User Information for [Name]

[Update Account Information](#) Last login 02-01-2022 10:41

Login [Name] Current login 02-02-2022 15:27

Person ID [Name] Create date 07/07/2021

Person Authorization ID [Name] Update date

Public User ID [Name] User end date

Judiciary User ID

E-Filing Status Active

Internet Payment Y

Groups Attorney

Filing agents

Find filing agent

Return to Account screen Clear

- e. Select the Filing Agent.

Add a Filing Agent

Name	Address
<input type="button" value="Select"/> Agent, Filing	[Blurred Address]

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

Filing agents

Uncheck the box to remove a filing agent.

Agent, Filing [Blurred Name]

Find filing agent

Return to Account screen Clear

Update Filing Agent Permissions

Filing Agent filing for [Blurred Name]

Internet Payment Y

Groups Attorney

Save Clear

- 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**.



Update Filing Agent Permissions

Filing Agent filing for [blurred name]

Internet Payment Y ▾

Groups Attorney ▾

Save Clear

- h. Click **Return to Account Screen**.
- i. Click **Submit**.