

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	Not 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	▼
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Name

- d. Submit the request

- When your E-file request is processed, you will receive a notification from the Court.
- 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

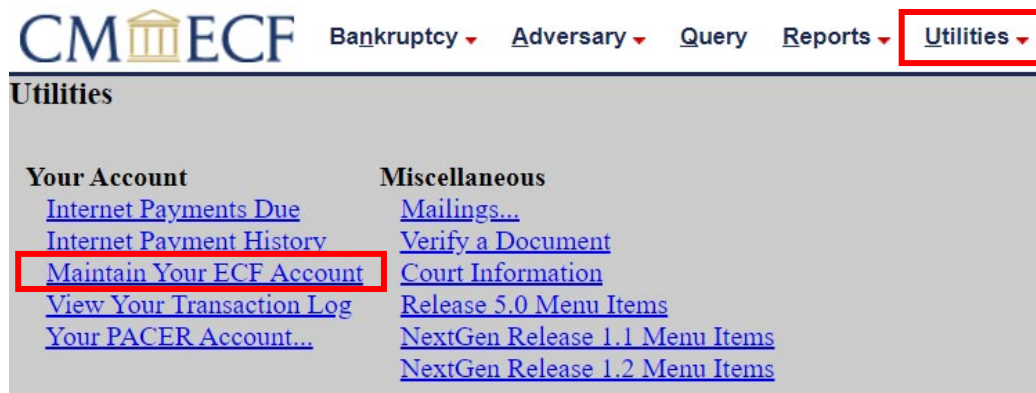
1. Link your PACER account to your existing CM/ECF Account

- 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.

A screenshot of the 'Maintain User Account' form in the CM/ECF system. The form contains various input fields for user information, including Last name, Middle name, Title, Office, Address 1, Address 2, Address 3, City, Country, Phone, Alternate Phone, Bar ID, Initials, and Person end date. At the bottom of the form, there are two buttons: 'Email information...' and 'More user information...'. The 'More user information...' button is highlighted with a red box. Below these buttons are 'Submit' and 'Clear' buttons.

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

The screenshot shows the CM ECF user interface. At the top, there are navigation links: **Bankruptcy**, **Adversary**, **Query**, and **Reports**. Below these, the page is titled "More User Information for [redacted]". On the left, there is a link to "Update Account Information". On the right, login details are shown: "Last login 02-01-2022 10:41" and "Current login 02-02-2022 15:27". Below this, user information is listed: "Login [redacted]", "Person ID [redacted]", "Create date 07/07/2021", "Person Authorization ID [redacted]", "Update date [redacted]", "Public User ID [redacted]", "User end date [redacted]", "Judiciary User ID [redacted]", "E-Filing Status Active", "Internet Payment Y", and "Groups Attorney". A section titled "Filing agents" contains a search field labeled "Find filing agent" with a magnifying glass icon. Below the search field are two buttons: "Return to Account screen" and "Clear".

- e. Select the Filing Agent.

The screenshot shows a dialog box titled "Add a Filing Agent". It contains a table with two columns: "Name" and "Address". The first row in the table has the name "Agent, Filing" and a partially visible address. To the left of the table, there is a "Select" button, which is highlighted with a red box.

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

The screenshot shows the "Filing agents" section of the user interface. It includes a link to "Update Account Information" and a search field labeled "Find filing agent" with a magnifying glass icon. Below the search field are two buttons: "Return to Account screen" and "Clear". A list of filing agents is shown, with the first entry "Agent, Filing" checked with a blue box. To the right, a dialog box titled "Update Filing Agent Permissions" is open. It contains the text "Filing Agent filing for [redacted]", "Internet Payment Y", and "Groups Attorney". At the bottom of the dialog box are two buttons: "Save" and "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**.