

Non-Attorney Request for E-Filing Access to NextGen Puerto Rico Bankruptcy Court

Non-attorneys are considered: pro se filers, court reporters, interested parties, filing agents, creditors, trustees, or U.S. Trustees. You must have an upgraded PACER account to request e-filing access in a NextGen court. If your PACER account was created prior to August 2014, you must first upgrade your account.

1. From the [PACER](#) homepage, login to “**Manage My Account**”.
2. Select the “**Maintenance**” tab and select the “**Non-Attorney E-file Registration**” link.

Account Number [redacted]
Username [redacted]
Account Balance [redacted]
Case Search Status [redacted]
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](#)

3. On “Court Type” select “**US Bankruptcy Courts**”, then on “Court” select “**Puerto Rico Bankruptcy**”, and then Select the appropriate **Role in Court**. **Verify your personal information and complete the required fields** on the Registration screen, and then click **Next**.

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 *
Name
☐ I acknowledge the above. Note: If not, you must create a new PACER account for the individual listed above. *

Please verify your address for your CSO account.
☐ Use a different address for the address fields below.

Role in Court *
Select Role in Court
Court Reporter
Creditor
Filing Agent
Trustee
US Trustee

4. Acknowledge the policies and procedures for non-

E-Filing Terms of Use

Non-Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

☐ Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

☐ Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

SubmitBackResetCancel

5. Click on **Submit**. When your E-file request is processed, you will receive an email notification from the Court.