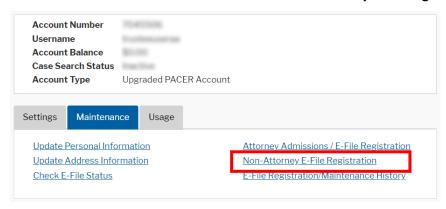
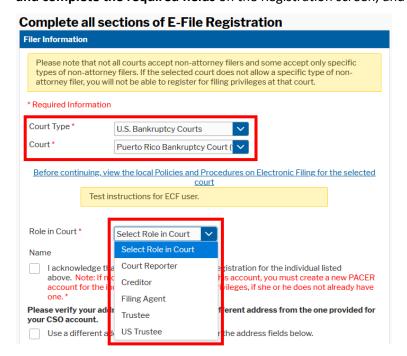
## Non-Attorney Request for E-Filing Access to NextGen Puerto Rico Bankruptcy Court

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.

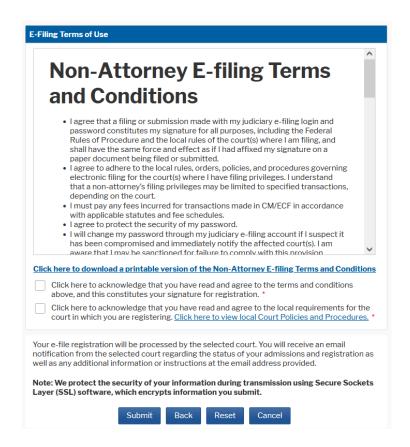
- 1. From the <u>PACER</u> homepage, login to "Manage My Account".
- 2. Select the "Maintenance" tab and select the "Non-Attorney E-file Registration" link.



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.



4. Acknowledge the policies and procedures for non-



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