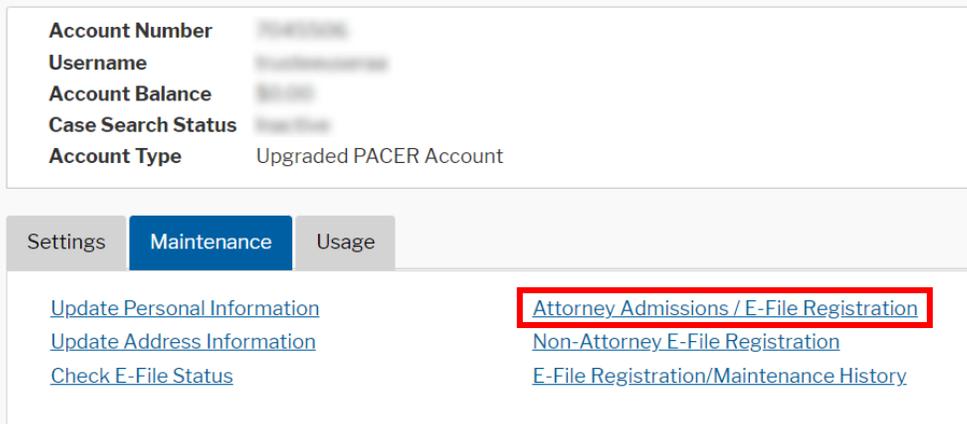


## Attorney Request for E-Filing Access to NextGen Puerto Rico Bankruptcy Court

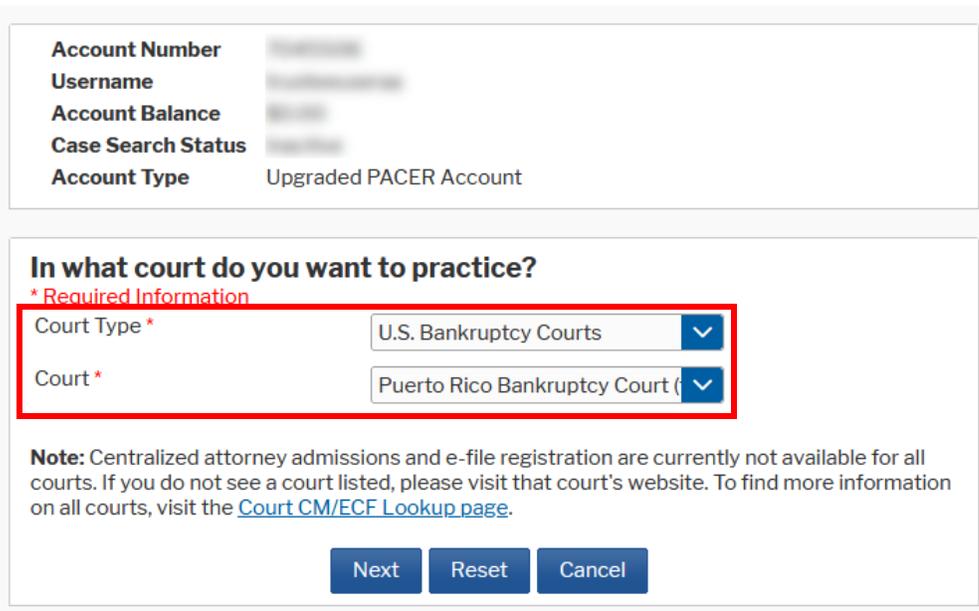
You must have an upgraded PACER account to request e-filing access in a NextGen court. If your PACER account was created prior to August 2014, you must first upgrade your account.

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



The screenshot shows the PACER account maintenance page. At the top, there is a summary box with the following information: Account Number, Username, Account Balance, Case Search Status, and Account Type (Upgraded PACER Account). Below this, there are three tabs: Settings, Maintenance (which is selected and highlighted in blue), and Usage. Under the Maintenance tab, there are several links: Update Personal Information, Update Address Information, Check E-File Status, Attorney Admissions / E-File Registration (highlighted with a red box), Non-Attorney E-File Registration, and E-File Registration/Maintenance History.

3. On “Court Type” select “**US Bankruptcy Courts**”, then on “Court” select “**Puerto Rico Bankruptcy**”. Click **Next**.



The screenshot shows the court selection page. At the top, there is a summary box with the following information: Account Number, Username, Account Balance, Case Search Status, and Account Type (Upgraded PACER Account). Below this, there is a section titled “In what court do you want to practice?” with a red asterisk and the text “\* Required Information”. There are two dropdown menus: “Court Type \*” with “U.S. Bankruptcy Courts” selected (highlighted with a red box), and “Court \*” with “Puerto Rico Bankruptcy Court (” selected (highlighted with a red box). Below the dropdown menus, there is a note: “Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court’s website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).” At the bottom, there are three buttons: Next, Reset, and Cancel.

4. Select the applicable registration. **Members of the Federal Bar and Government attorneys** must click **E-File Registration Only**. **Pro Hac Vice attorneys** must click **Pro Hac Vice**.

**What would you like to apply/register for?**

E-File Registration Only

Pro Hac Vice

Federal Attorney

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

Test instructions for ECF user.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

Attorney Text Instructions.

Back Cancel

5. **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**

\* Required Information

Role in Court \*

Name

I acknowledge that I am the individual listed above. Note: If you are registering for the individual listed above, you must create a new PACER account for the individual listed above. \*

**Please verify your address. You may also enter a different address from the one provided for your CSO account.**

Use a different address. Checking this will clear the address fields below.

Firm/Office

Unit/Department

6. Acknowledge the policies and procedures for attorney e-filers by selecting all

**E-Filing Terms of Use**

## 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 by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for 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

[Click here to download a printable version of the 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.**

7. Click **Submit**. The court will review your request and provide you with further instructions via email.