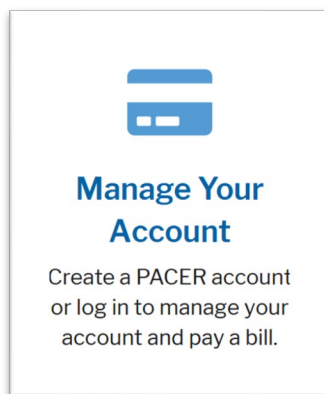


## LINK YOUR INDIVIDUAL PACER ACCOUNT TO THE NORTHERN DISTRICT OF NEW YORK

The Northern District of New York converted to CM/ECF: NextGen on January 16, 2018. Attorneys admitted to practice prior to this date must first upgrade their PACER account through [www.pacer.gov](http://www.pacer.gov). The attorney must then link their legacy CM/ECF account to their upgraded individual PACER account to obtain filing access. You must be a member of the bar of the Northern District of New York with a valid bar number in order to use these linking instructions.

### FOLLOW THE STEPS BELOW TO SUBMIT AN E-FILE REGISTRATION REQUEST IN ORDER TO LINK YOUR PACER ACCOUNT TO CM/ECF

1. Navigate to [www.pacer.gov](http://www.pacer.gov).
2. Click on “Manage Your Account” and select “Manage My Account Login”.



3. Click on “Log in to Manage My Account”

[Log in to Manage My Account](#)

4. Enter your PACER username and password then click Login

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

➔ Login

\* Required Information

Username \*

Password \*

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

**WARNING: After you log in, check your “Account Type”. If it states “Legacy PACER Account (Upgrade)”, you MUST immediately upgrade your account FIRST before continuing the steps of these instructions to submit an E-file registration request to link your account.**

Manage My Account

Account Number [REDACTED]  
Username [REDACTED]  
Account Balance \$0.00  
Case Search Status Active  
Account Type Legacy PACER Account (Upgrade)

Settings Maintenance Payments Usage

[Change Username](#) [Update PACER Billing Email](#)  
[Change Password](#) [Set PACER Billing Preferences](#)  
[Set Security Information](#)

5. Select the “Maintenance” tab then click the “Attorney Admission/E-Filing Registration” link.

Settings Maintenance Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)  
[Update Address Information](#) [Non-Attorney E-File Registration](#)

6. Select U.S. District Courts as the Court Type and New York Northern District Court – NextGen as the Court. Click Next

IN WHAT COURT DO YOU WANT TO PRACTICE?

\* Required Information

Court Type \*

Court \*

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. For a listing of all court websites visit the [Court Links Page](#).

7. Since you're already admitted to the Northern District of New York, select "E-File Registration Only".



8. Complete all sections of the "Filer Information" screen.

#### COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

**Filer Information**

\* Required Information

Role in Court: Attorney  
Title: Attorney

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: Donovan Law Firm  
Unit/Department:   
Address \*: 168 Pine Tree Dr.  
Room/Suite:   
City \*: Syracuse  
State \*: New York  
County \*: ONONDAGA  
Zip/Postal Code \*: 13202  
Country \*: United States of America  
Primary Phone \*: 315-234-8515  
Alternate Phone:   
Text Phone:   
Fax Number:

9. In the “Delivery Method and Formatting” section, set your e-mail frequency and format then click “Next”.

**Delivery Method and Formatting**

Use a different email. Checking this will clear the primary email fields below.

Primary Email \*

Confirm Primary Email \*

Email Frequency \*

Email Format \*

10. Check the boxes to acknowledge and agree to the E-filing Terms, Conditions, Policies and Procedures.

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

By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. \*

Check 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.](#) \*

11. Click Submit to get the confirmation screen then click Done.

**Confirmation Page**

**THANK YOU FOR REGISTERING!**

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the Maintenance Tab.

12. Upon receipt of your Submission, the Court will verify your bar membership and, if necessary, update your bar record. You will receive notification by e-mail from PACER that your CM/ECF account has been successfully linked to your PACER account.

**NOTE:** If you are delinquent in Northern District of New York biennial registration fees, you will be required to pay immediately upon accessing the Court. **FAILURE TO PAY BIENNIAL FEES MAY RESULT IN THE AUTOMATIC REMOVAL OF THE ATTORNEY FROM THE COURT'S BAR ROLL.**