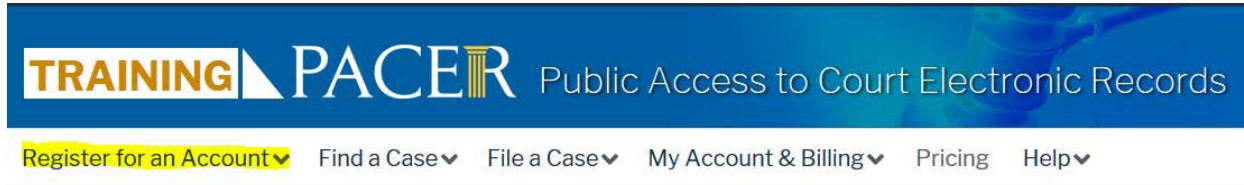


# Attorneys Requesting Admission to E-file in Train PACER

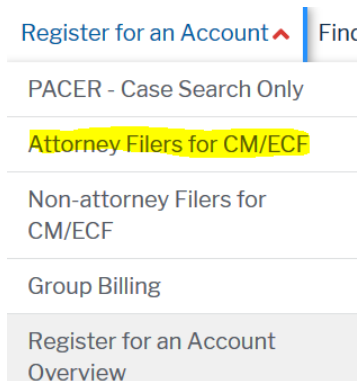
In order to complete the online training modules and homework from the court, go to Train PACER and register for an attorney Train-PACER account, if you do not have your own Train PACER account. If you already have your own Train-PACER account, skip to STEP 10.

**Step 1** Go to [www.train-pacer.uscourts.gov](http://www.train-pacer.uscourts.gov)

**Step 2** Select Register for an Account from main menu bar



**Step 3** Select Attorney Filers for CM/ECF from left panel



**Step 4** Select link REGISTER FOR A PACER ACCOUNT

**Register for a PACER account**

**Step 5** Complete the PACER-Train Attorney Filers Account Information for CM/ECF Registration form.

Fill in the **\*Required Information**

Insert the **Attorney Bar ID number** under Unit/ Department field.

Insert **Creditor or Debtor Training**, in the address field.

Select **Attorney** as the User Type.

Select the **User Verification**, click **NEXT**.

## Attorney Admissions and/or E-File Registration


### Account Information

**\* Required Information**

Prefix	Select Prefix <input type="button" value="v"/>
<b>First Name *</b>	<input type="text"/>
Middle Name	<input type="text"/>
<b>Last Name *</b>	<input type="text"/>
Generation	Select Generation <input type="button" value="v"/>
Suffix	Select Suffix <input type="button" value="v"/>
<b>Date of Birth *</b>	<input type="text"/> <input type="button" value="📅"/>
Firm/Office	<input type="text"/>
Unit/Department	<input type="text"/>
<b>Address *</b>	<input type="text"/> <input type="text"/>
	<b>Creditor or Debtor Attorney</b> <input type="text"/>
Room/Suite	<input type="text"/>
<b>City *</b>	<input type="text"/>
<b>State *</b>	Select State <input type="button" value="v"/>
<b>Zip/Postal Code *</b>	<input type="text"/>
<b>Country *</b>	United States of America <input type="button" value="v"/>
<b>Primary Phone *</b>	<input type="text"/>
Alternate Phone	<input type="text"/>
Text Phone	<input type="text"/>
Fax Number	<input type="text"/>
<b>Email *</b>	<input type="text"/>
<b>Confirm Email *</b>	<input type="text"/>
<b>User Type *</b>	<b>ATTORNEY</b> <input type="button" value="v"/>

Check here if this account will be used by an attorney appointed to the CJA Attorney Panel

**User Verification \***

I'm not a robot   
reCAPTCHA  
Privacy - Terms

**Step 6** Create a User Name and Password, select and answer the security questions, fill in the **\*Required Information** and click **NEXT**.

**Step 7** The payment screen will appear. Click Next to bypass the payment screen.

**Step 8** Confirm you have read the policies and procedures and click **SUBMIT**.

[Click here to download a printable version of the Policies and Procedures](#)

**\* Required Information**

**Check here to acknowledge you have read and understand the policies and procedures listed above. \***

**Step 9** The Attorney Admissions Registration will appear Click Continue to complete the attorney admissions and/or e-file registration. Click Continue.

#### Attorney Admissions and/or E-File Registration

Click Continue to complete the attorney admissions and/or e-file registration.

Your PACER account has been created. Now you may apply for attorney admissions and/or register to e-file by clicking the **Continue** button below. You may also apply for attorney admissions and/or register to e-file at any time through the **Manage My Account** link located in the upper right corner of the PACER Service Center website.

Continue

**Step 10** Select **US Bankruptcy Courts** as the court type from the drop down list.

**In what court do you want to practice?**  
**\* Required Information**

Court Type \*

Court \*

**Note:** Centralized attorney admission courts. If you do not see a court listed on all courts, visit the [Court CM/ECF](#)

- Select Court Type
- U.S. Appellate Courts
- U.S. District Courts
- U.S. Bankruptcy Courts**

**Step 11** Select **California Northern Bankruptcy Court (Train)** from the list and click **NEXT**.

Court \*

**Step 12** Please review the Policies and Procedures and Select **EFILE Registration Only**

**WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?**

**E-File Registration Only**

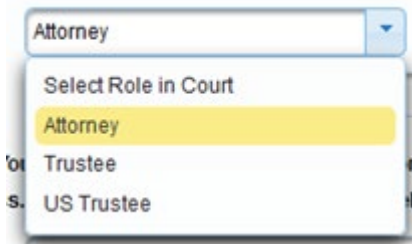
Pro Hac Vice

Federal Attorney

**Step 13** All your information will display from when you registered in PACER.

**Step 14 Role in Court:** Select **Attorney** from drop down list.

Fill in the **\*Required Information**



**Step 15** Check here to acknowledge.

I acknowledge that I am submitting the e-file registration for the individual listed

**Step 16** In the Final Address field.

Fill in all the **\*Required Information**

Insert **Creditor or Debtor Training**, in the address field.

Insert the **Attorney (Court Bar ID number** under Additional Filer Information.

Click **NEXT**.

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

Address \*

Room/Suite

City \*

State \*

Zip/Postal Code \*

Country \*

Primary Phone \*

Alternate Phone

Text Phone

Fax Number

**Additional Filer Information**

Already Admitted at Court

Court Bar ID

**Step 17** Payment information screen will display, click **NEXT** to bypass.

**Step 18** E-filing Terms and Conditions screen will display, place checkmark in the boxes to accept the terms. Click **SUBMIT**.

**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 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 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.**

**Step 19** The confirmation page will display, 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**.

**Once you have submitted this registration, the court will activate your account and you will receive an email advising you that your account has been activated and how to access the training modules and practice assignment.**

You will then use the PACER login you created when registering for PACER to login to file electronically.



**REMINDER FOR NON-ATTORNEYS:** Non-attorney's are welcome to view the training and participate in the practice assignment so as to familiarize working with ECF, but may NOT take or complete the webinar or practice assignment on behalf of an attorney applying for a login.