

# Register to E-File as Bankruptcy Attorney

To qualify for an ECF User account an attorney must meet the following requirements:

1. The attorney must be:
  - (a) a Mississippi bar member in good standing and admitted in good standing to practice in the U. S. District Court for the S.D. of Miss. See Miss. District Court U.L.Civ.R. 83.1(a); or
  - (b) admitted *Pro Hac Vice* to practice in U.S. Bankruptcy Court for the S.D. of Miss. See Miss. Bankr. L.R. 9010-1(b)(1); or
  - (c) a government attorney admitted and in good standing in another U.S. District Court. See Miss. Bankr. L.R. 9010-1(b)(2)(D).
2. The attorney must have an upgraded individual PACER account.

**Note:** All individuals registering for an ECF account must follow the court's administrative procedures and local rules. The procedures and rules are available for download on the court's website [www.mssb.uscourts.gov](http://www.mssb.uscourts.gov).

## Registration Instructions

1. Login PACER at [www.pacer.gov](http://www.pacer.gov).
2. Click **Manage My Account**.



3. Login with your upgraded individual PACER account username and password.

Login

\* Required Information

Username \*

Password \*

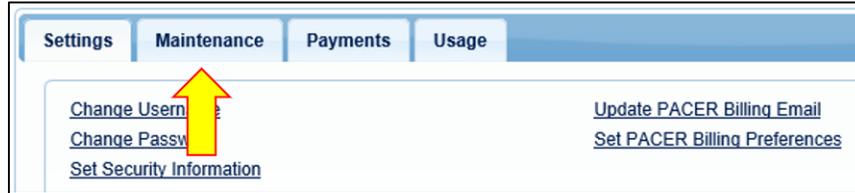
Login Clear Cancel

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

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

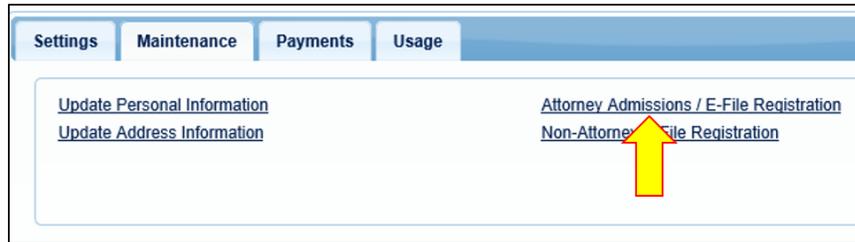
## Register to E-File as Bankruptcy Attorney

- Click the **Maintenance** tab.



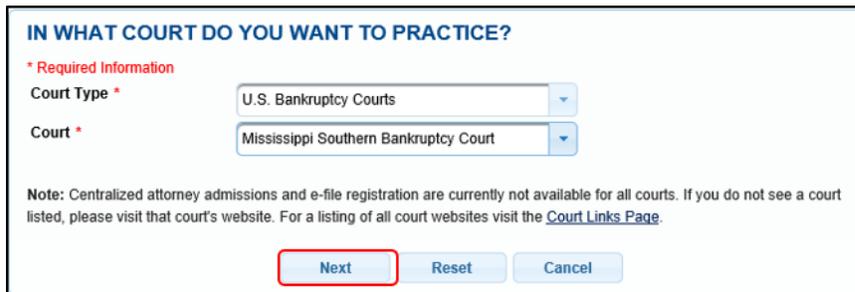
The screenshot shows a navigation bar with tabs for Settings, Maintenance, Payments, and Usage. The Maintenance tab is active. Below the tabs, there are several links: Change Username, Change Password, Set Security Information, Update PACER Billing Email, and Set PACER Billing Preferences. A yellow arrow points to the Maintenance tab.

- Select **Attorney Admissions / E-File Registration**.



The screenshot shows the same navigation bar as the previous screenshot. The Maintenance tab is active. Below the tabs, there are several links: Update Personal Information, Update Address Information, Attorney Admissions / E-File Registration, and Non-Attorney E-File Registration. A yellow arrow points to the Attorney Admissions / E-File Registration link.

- Select **U.S. Bankruptcy Courts** as the Court Type and **Mississippi Southern Bankruptcy Court** as the Court. Click **Next**.



The screenshot shows a form titled "IN WHAT COURT DO YOU WANT TO PRACTICE?". It has a red asterisk and the text "\* Required Information". There are two dropdown menus: "Court Type \*" with "U.S. Bankruptcy Courts" selected, and "Court \*" with "Mississippi Southern Bankruptcy Court" selected. Below the dropdowns 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. For a listing of all court websites visit the [Court Links Page](#)." At the bottom, there are three buttons: "Next" (highlighted with a red box), "Reset", and "Cancel".

- Select **E-File Registration Only** if you are a Mississippi bar member in good standing and admitted in good standing to practice in the U. S. District Court for the S.D. of Mississippi.

Select **Pro Hac Vice** if you have been admitted *Pro Hac Vice* to practice in U.S. Bankruptcy Court for the S.D. of Mississippi.

Select **Federal Attorney** if you are an attorney representing the United States or any state, county or municipality admitted and in good standing in another U.S. District Court.



The screenshot shows a form titled "WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?". It has three buttons: "E-File Registration Only", "Pro Hac Vice", and "Federal Attorney".

## Register to E-File as Bankruptcy Attorney

- If you select **E-File Registration Only**, choose **Attorney** for the **Role in Court**. Otherwise, **Attorney** is the role type when registering as *Pro Hac Vice* or as a *Federal Attorney*.

Complete all the required registration fields and click **Next**.

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

\* Required Information

Role in Court \* Attorney

Title Select Role in Court

Name Attorney

I acknowledge that I am submitting the e-file registration for the individual listed above. Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. \*

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

\* Required Information

Role in Court Attorney

Title Select a title or enter your own

Name John Doe

I acknowledge that I am submitting the e-file registration for the individual listed above. Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. \*

- The payment information screen displays. You are not required to set default information. Click **Next** when finished or to bypass the screen.

Note: This Court accepts both Credit Card and ACH payments.

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

**VISA**

Autobill PACER fees  
 E-filing fees default  
 Admissions fees default

XXXXXXXXXXXX1111  
01/2024  
[REDACTED]  
100 Court Street  
Jackson, MS  
39201

[Update](#)  
[Delete](#)

[Add Credit Card](#)  
[Add ACH Payment](#)

[Next](#) [Back](#) [Cancel](#)

# Register to E-File as Bankruptcy Attorney

## 10. Attorney E-Filing Terms and Conditions

- (a) Review the e-filing terms and conditions and the court's policies and procedures.
- (b) Check the first box to acknowledge that you agree to the terms and conditions, and that checking the box constitutes your signature for registration.
- (c) Check the second box to acknowledge that you have read and agree to the court's policies and procedures.
- (d) 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.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court(s), are solely responsible for redacting pleadings. See [Fed. R. App. P. 25\(a\)\(5\)](#); [Fed. R. Civ. P. 5.2](#); [Fed. R. Crim. P. 49.1](#); and [Fed. R. Bankr. P. 9037](#).

[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.

## 11. The confirmation page will display. Click **Done** to close the window.

**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**.

**Note:** PACER will forward your request to the court. If the court has questions about your registration, the court will contact you by email or phone. After the court processes your registration, PACER will send you an email.

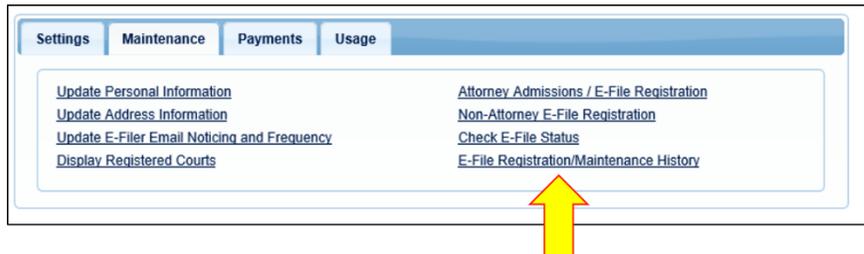
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## How to Check Your Registration Status

1. Login your PACER account and click **Manage My Account**.



2. Under the **Maintenance** tab click **E-File Registration/Maintenance History**.



3. Your e-filing registration report will display. Click **Done** to close the window.

