



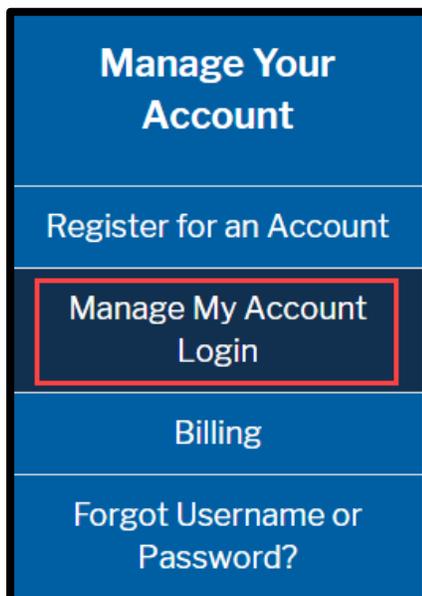
## NextGen Central Sign-On Request E-Filing Privileges - Attorneys

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After the court has upgraded to NextGen, new filers must request e-filing privileges with the court.

**STEP 1** Login to [PACER](#).

**STEP 2** Select **Manage Your Account > Manage My Account Login**.



**STEP 3** Click **Log in to Manage My Account**.





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**STEP 4** Enter your PACER Username and Password.

The screenshot shows a login form with the following elements:

- Login** header with a blue arrow icon.
- \* Required Information** in red text.
- Username \*** with an empty text input field.
- Password \*** with an empty password input field.
- Three buttons: **Login**, **Clear**, and **Cancel**.
- Links at the bottom: [Need an Account?](#), [Forgot Your Password?](#), and [Forgot Username?](#)

**STEP 5** Under the **Maintenance** tab, click **Attorney Admissions / E-File Registration**.

The screenshot shows the Maintenance tab menu with the following elements:

- Navigation tabs: **Settings**, **Maintenance** (active), **Payments**, and **Usage**.
- Menu items:
  - [Update Personal Information](#)
  - [Update Address Information](#)
  - [Update E-Filer Email Noticing and Frequency](#)
  - [Display Registered Courts](#)
  - [Attorney Admissions / E-File Registration](#) (highlighted with a red box)
  - [Non-Attorney E-File Registration](#)
  - [Check E-File Status](#)
  - [E-File Registration/Maintenance History](#)

**STEP 6** Request to electronically file documents in the Hawaii Bankruptcy Court. Click **Next**.

The screenshot shows a form titled "In what court do you want to practice?" with the following elements:

- \* Required Information** in red text.
- Court Type \*** dropdown menu with "U.S. Bankruptcy Courts" selected.
- Court \*** dropdown menu with "Hawaii Bankruptcy Court" selected.
- 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](#).
- Three buttons: **Next**, **Reset**, and **Cancel**.



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**STEP 7** Review the court's policies and procedures. Click **E-File Registration**.

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

**E-File Registration Only**

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

Documents may be filed, signed, verified and served by electronic means, in accordance with procedures promulgated by the court. Parties participating in electronic filing must comply with Local Bankruptcy Rule 5005-4.

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

Pursuant to Local Bankruptcy Rule 2090-1, the local rules of practice of the District Court regarding attorney admission and practice apply in all bankruptcy cases and proceedings.

**Back** **Cancel**



## NextGen Central Sign-On Request E-Filing Privileges - Attorneys

### STEP 8 Complete Filer Information and Payment Information.

#### Filer Information

**\* Required Information**

Role in Court \*

Title

Name

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. \***

**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

#### 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.

 <input checked="" type="checkbox"/> Autobill PACER fees <input type="checkbox"/> E-filing fees default <input type="checkbox"/> Admissions fees default  XXXXXXXXXXXX1111	<a href="#">Add Credit Card</a> <a href="#">Add ACH Payment</a>
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## NextGen Central Sign-On Request E-Filing Privileges - Attorneys

**STEP 9** Check the boxes to acknowledge that you have read and agree to the terms and conditions, and local requirements. 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.**



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**STEP 10** Your request to e-file has been submitted to the court for processing. You will receive an email from us regarding the status of your request. Document filing will not be permitted until the court approves the request.

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**.

Done

**Need help? Contact the CM/ECF HelpDesk at (808) 523-7373.**