

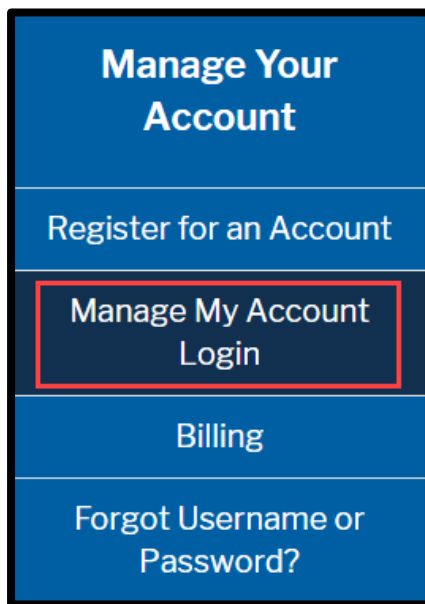


NextGen Central Sign-On Request E-Filing Privileges – Non-Attorneys

After the court has upgraded to NextGen, new filers must request e-filing privileges with the court. Non-Attorneys include: trustees, creditors and filing agents. Pro se parties requesting to file electronically must also complete a separate registration form. Contact the Clerk's Office at 808-522-8100 or 808-523-7373.

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 login form is titled "Login" with a blue arrow icon. Below the title, it says "* Required Information". There are two input fields: "Username *" and "Password *". Below the input fields are three buttons: "Login", "Clear", and "Cancel". At the bottom, there are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?".

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

The Maintenance tab is selected and highlighted in blue. The menu items are: "Settings", "Maintenance", "Payments", and "Usage". Below the menu, there are four links: "Update Personal Information", "Update Address Information", "Attorney Admissions / E-File Registration", and "Non-Attorney E-File Registration". The "Non-Attorney E-File Registration" link is highlighted with a red box.



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STEP 6 Request to electronically file documents in the **Hawaii Bankruptcy Court**. Select your appropriate **Role in Court** and complete the **Filer Information**. Click **Next**.

Complete all sections of E-File Registration

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

*** Required Information**

Court Type * U.S. Bankruptcy Courts

Court * Hawaii Bankruptcy Court

[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.

Role in Court * **Select Role in Court**

Name

I acknowledge that I am not an attorney and I am not a law firm. I am registering for the individual listed above. **Note: If my name is on the account, you must create a new PACER account for the individual listed above. ***

Please verify your address if you are using a different address from the one provided for your CSO account.

Use a different address for this registration. **Please verify your address if you are using a different address from the one provided for your CSO account.**

Firm/Office

Unit/Department

Address * 123 Anykine Place

Creditor

Filing Agent

Party

Trustee

US Trustee



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STEP 7 Complete **Payment Information**. Click **Next**.

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	Add Credit Card Add ACH Payment
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STEP 8 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

Non-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 my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay 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 Non-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 9 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.