



# United States Bankruptcy Court Northern District of Alabama

## Obtaining E-Filing Privileges for New Attorney Filers

January 2021

Attorneys wishing to file electronically in the ALNB CM/ECF system must be certified and register through [PACER](#) before filing privileges can be approved for ALNB. Attorneys must also be admitted to practice in the [United States District Court for the Northern District of Alabama](#) and your bar status must be "active."

Appearance *pro hac vice* and the order granting such motion, along with the \$75.00 fee to District Court, and all other rules and requirements of appearing *pro hac vice* will continue to apply.

ALNB is a NextGen CM/ECF Court, so you must obtain a PACER account before you can request E-Filing privileges.

Please read the [CM/ECF Administrative Procedures for Filing, Signing, Retaining, and Verification of Pleadings and Papers](#) before registering for filing privileges in our court.

[CM/ECF Practice Pointers and Helpful Hints](#) have been created to assist you and your staff with finding the appropriate docket events, filing documents, and paying fees in CM/ECF. While all the Practice Pointers contain useful information for you as a filer, you are required to review at least the following before obtaining filing privileges with our court:

- Submission of PDFs in CM/ECF
- How to Flatten PDF Documents
- Search Menus and Events in CM/ECF
- Credit Card Payment Instructions
- Redacting Private Information
- Guidelines for Submitting E-Orders

By agreeing to the [Attorney Terms and Conditions](#) during your registration process, you are certifying that you have reviewed the CM/ECF Practice Pointers listed above.

For Debtor's counsel and staff, we also highly recommend reviewing the Practice Pointers for Chapter 13 New Petition Checklist, Chapter 7 New Petition Checklist, and Payment of Fee Events in CM/ECF.

ALNB's Local Rules and Administrative Orders can be found on our website under **Court Information** > [Local Rules and Orders](#).

### Registration for First Time Users (for PACER and CM/ECF)

If you already have a PACER account, skip to the section titled "*Current PACER User Requesting E-Filing Privileges with ALNB*" below to register for E-filing privileges.

1. Start the attorney registration process, by going to the [PACER](#) website and select **Register for an Account**. You will be prompted to first register for a PACER account.
2. Select **Attorney Filers for CM/ECF** from the drop-down list.
3. On the Attorney Filers for CM/ECF page, click **Register for a PACER account**.
4. On the following screen, complete the PACER registration form and select **INDIVIDUAL** or **ATTORNEY** as the **User Type**.
5. Click the checkbox beside “I’m not a robot,” then click **Next**.
6. Create a **Username and Password** and select **Security Questions**, then click **Next**.
7. Enter **Payment Information** if desired.

**Please Note:** Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** without entering any information on the screen. However, if you provide a credit card while registering, case search capability is activated upon successful validation of the credit card provided. There is no PACER registration charge; however, the credit card will be charged quarterly for any PACER fees incurred.

If you submit your registration without providing credit card information, an authentication token will be sent by U.S. Mail within 7 – 10 business days to the address provided on the registration.

8. Read and acknowledge the policies and procedures.
9. Once your PACER registration is complete, you will be prompted to select which court you want to apply for filing privileges.
10. Click the first drop-down and select **U.S. Bankruptcy Court** as the **Court Type**.
11. Click the second drop-down and select **Alabama Northern Bankruptcy** as the **Court**.
12. Proceed through all screens and read the information carefully before submitting.

The submitted request will be electronically transmitted to ALNB for verification and processing. Document filing and access to restricted cases/documents in ALNB is not permitted until we process the admission and/or registration request.

You will receive an email from us after your request has been processed indicating you are admitted or if there are additional steps you need to take. Your PACER username and password will be your E-filing username and password once your request has been approved.

### **Current PACER User Requesting E-Filing Privileges with ALNB**

Attorneys requesting new e-filing accounts must make the requests through their PACER account.

1. Go to PACER and login to your PACER account under the [Manage My Account](#) link.
2. Go to the **Maintenance** tab and click on the **Attorney Admissions/E-File Registration** link.
3. Click the first drop-down and select **U.S. Bankruptcy Courts** as the **Court Type**.
4. Click the second drop-down and select **Alabama Northern Bankruptcy** as the **Court**.
5. Proceed through all screens and read the information carefully before submitting.

The submitted request will be electronically transmitted to ALNB for verification and processing.

You will receive an email from us once your request has been processed. Information will be provided if your request is rejected. Your PACER username and password will be your E-filing username and password once your request has been approved.