



# United States Bankruptcy Court Northern District of Alabama

## Obtaining E-Filing Privileges for New Limited Participants

January 2021

Limited participants wishing to file electronically in the ALNB CM/ECF system must register through [PACER](#) before filing privileges can be approved for ALNB.

ALNB is a NextGen CM/ECF Court, so limited participants must obtain a PACER account before requesting 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 users with finding the appropriate docket events, filing documents, and paying fees in CM/ECF. While all the Practice Pointers contain useful information, limited participants may find it helpful to review the following Practice Pointers:

- Submission of PDFs in CM/ECF
- How to Flatten PDF Documents
- Search Menus and Events in CM/ECF
- Credit Card Payment Instructions
- Payment of Fee Events in CM/ECF

Limited participants are required to review and agree to the [Limited Participant Terms and Conditions](#) during the registration process.

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 registration process, by going to the [PACER](#) website and select **Register for an Account**.
2. Select **Non-attorney Filers for CM/ECF** from the drop-down list.
3. On the Non-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** 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 registration request.

You will receive an email from us after your request has been processed indicating you are approved 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**

Limited participants 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 **Non-attorney 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 after your request has been processed. Information will be provided if the request is rejected. Your PACER username and password will be your E-filing username and password once your request has been approved.