

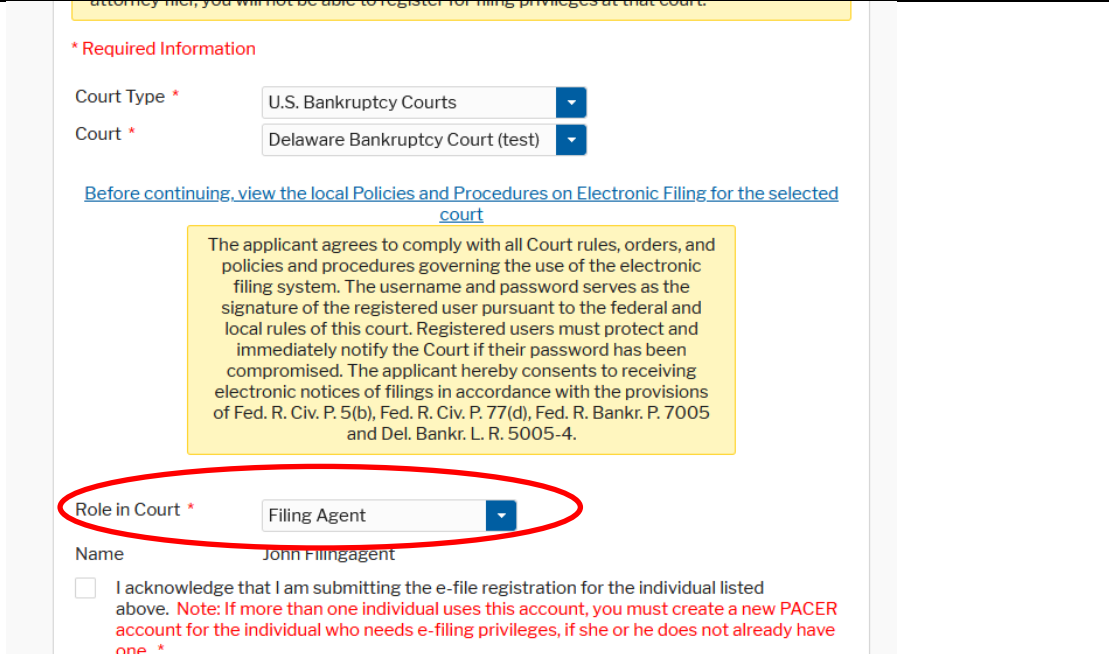
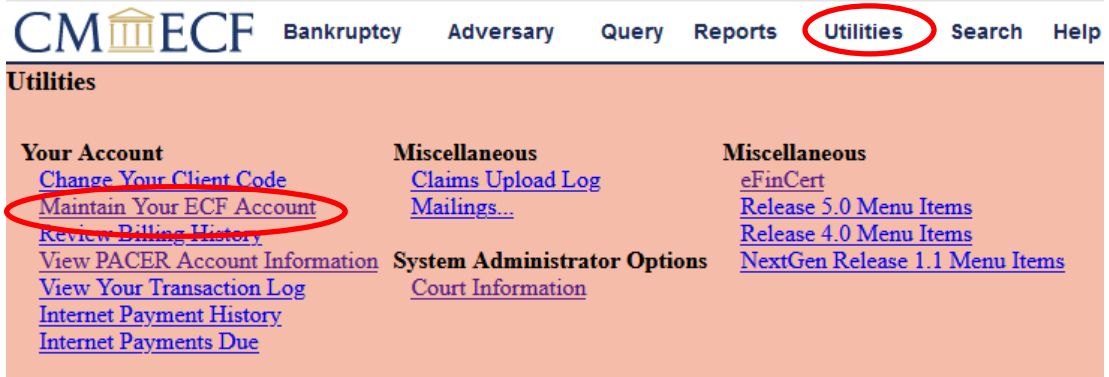


United States Bankruptcy Court  
District of Delaware

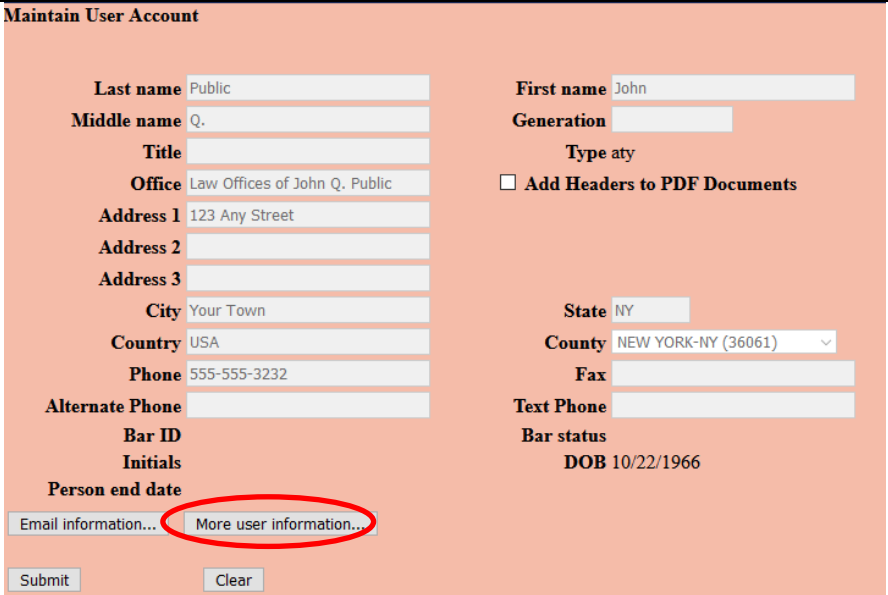
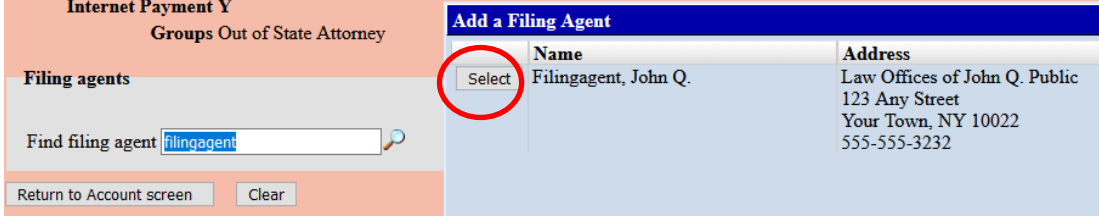
## Creating Filing Agents on behalf of an Attorney in NextGen

## Creating Filing Agents on behalf of an Attorney

User must first request a PACER account as a Filing Agent

<p>1. On <a href="http://pacer.uscourts.gov">pacer.uscourts.gov</a> request a <b>Non-Attorney PACER</b> account with the court role of Filing Agent</p> <p>NOTE: The username/password created here will be the filing agent's login going forward.</p>	 <p>attorney filer, you will not be able to register for filing privileges at that court.</p> <p><b>* Required Information</b></p> <p>Court Type * U.S. Bankruptcy Courts</p> <p>Court * Delaware Bankruptcy Court (test)</p> <p><a href="#">Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court</a></p> <p>The applicant agrees to comply with all Court rules, orders, and policies and procedures governing the use of the electronic filing system. The username and password serves as the signature of the registered user pursuant to the federal and local rules of this court. Registered users must protect and immediately notify the Court if their password has been compromised. The applicant hereby consents to receiving electronic notices of filings in accordance with the provisions of Fed. R. Civ. P. 5(b), Fed. R. Civ. P. 77(d), Fed. R. Bankr. P. 7005 and Del. Bankr. L. R. 5005-4.</p> <p>Role in Court * Filing Agent</p> <p>Name John Filingagent</p> <p><input type="checkbox"/> I acknowledge that I am submitting the e-file registration for the individual listed above. <b>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. *</b></p>						
<p>2. Filing agent accounts are automatically approved; the <b>attorney</b> should log into his/her PACER/ECF account. Under the Utilities menu; select <b>Maintain Your ECF Account</b></p>	 <p>CM/ECF Bankruptcy Adversary Query Reports <b>Utilities</b> Search Help</p> <p><b>Utilities</b></p> <table><tr><td><b>Your Account</b> <a href="#">Change Your Client Code</a> <a href="#">Maintain Your ECF Account</a> <a href="#">Review Billing History</a> <a href="#">View PACER Account Information</a> <a href="#">View Your Transaction Log</a> <a href="#">Internet Payment History</a> <a href="#">Internet Payments Due</a></td><td><b>Miscellaneous</b> <a href="#">Claims Upload Log</a> <a href="#">Mailings...</a></td><td><b>Miscellaneous</b> <a href="#">eFinCert</a> <a href="#">Release 5.0 Menu Items</a> <a href="#">Release 4.0 Menu Items</a> <a href="#">NextGen Release 1.1 Menu Items</a></td></tr><tr><td></td><td><b>System Administrator Options</b> <a href="#">Court Information</a></td><td></td></tr></table>	<b>Your Account</b> <a href="#">Change Your Client Code</a> <a href="#">Maintain Your ECF Account</a> <a href="#">Review Billing History</a> <a href="#">View PACER Account Information</a> <a href="#">View Your Transaction Log</a> <a href="#">Internet Payment History</a> <a href="#">Internet Payments Due</a>	<b>Miscellaneous</b> <a href="#">Claims Upload Log</a> <a href="#">Mailings...</a>	<b>Miscellaneous</b> <a href="#">eFinCert</a> <a href="#">Release 5.0 Menu Items</a> <a href="#">Release 4.0 Menu Items</a> <a href="#">NextGen Release 1.1 Menu Items</a>		<b>System Administrator Options</b> <a href="#">Court Information</a>	
<b>Your Account</b> <a href="#">Change Your Client Code</a> <a href="#">Maintain Your ECF Account</a> <a href="#">Review Billing History</a> <a href="#">View PACER Account Information</a> <a href="#">View Your Transaction Log</a> <a href="#">Internet Payment History</a> <a href="#">Internet Payments Due</a>	<b>Miscellaneous</b> <a href="#">Claims Upload Log</a> <a href="#">Mailings...</a>	<b>Miscellaneous</b> <a href="#">eFinCert</a> <a href="#">Release 5.0 Menu Items</a> <a href="#">Release 4.0 Menu Items</a> <a href="#">NextGen Release 1.1 Menu Items</a>					
	<b>System Administrator Options</b> <a href="#">Court Information</a>						

## Creating Filing Agents on behalf of an Attorney

<p>3. Select <b>More User Information</b>, at the bottom of the Maintain User Account screen.</p>	 <p><b>Maintain User Account</b></p> <p>Last name: Public      First name: John          Middle name: Q.      Generation: _____          Title: _____      Type aty: _____          Office: Law Offices of John Q. Public      <input type="checkbox"/> Add Headers to PDF Documents          Address 1: 123 Any Street          Address 2: _____          Address 3: _____          City: Your Town      State: NY          Country: USA      County: NEW YORK-NY (36061) ▾          Phone: 555-555-3232      Fax: _____          Alternate Phone: _____      Text Phone: _____          Bar ID: _____      Bar status: _____          Initials: _____      DOB: 10/22/1966          Person end date: _____</p> <p>Email information... <b>More user information...</b> (circled in red)</p> <p>Submit      Clear</p>						
<p>4. Enter the last name of the Filing Agent that will be filing on behalf of the attorney.</p> <p>Click on the magnifying glass to search.</p> <p>Note: if the person does not display here; their PACER request has not yet been completed. The account MUST have a PACER record prior to adding it in CMECF.</p> <p>Click <b>Select</b></p>	 <p><b>Internet Payment Y</b> Groups Out of State Attorney</p> <p>Filing agents</p> <p>Find filing agent: <input type="text" value="filingagent"/> 🔍</p> <p>Return to Account screen      Clear</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #004a99; color: white;"> <th colspan="2">Add a Filing Agent</th> </tr> <tr> <th style="width: 60%;">Name</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> <input type="button" value="Select"/> (circled in red)                 </td> <td>Filingagent, John Q.                      Law Offices of John Q. Public                      123 Any Street                      Your Town, NY 10022                      555-555-3232</td> </tr> </tbody> </table>	Add a Filing Agent		Name	Address	<input type="button" value="Select"/> (circled in red)	Filingagent, John Q. Law Offices of John Q. Public 123 Any Street Your Town, NY 10022 555-555-3232
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## Creating Filing Agents on behalf of an Attorney

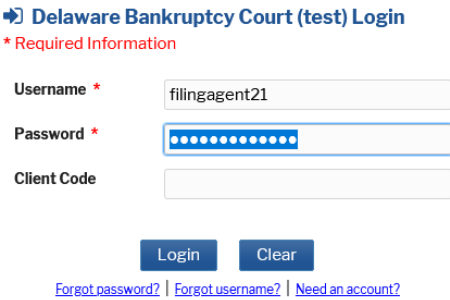

5.	The agent has been added to the attorney's account. Select <b>Return to Account Screen</b> .	<p><b>More User Information for John Q. Public</b></p> <p><a href="#">Update Account Information</a></p> <p>Login attorneytest02      Last login 01-26-2021 11:01 Person ID 466088      Current login 01-26-2021 11:13 Person Authorization ID 60      Create date 06/12/2020 Public User ID 7005151      Update date Judiciary User ID      User end date E-Filing Status Active Internet Payment Y Groups Out of State Attorney</p> <p><b>Filing agents</b></p> <p><input checked="" type="checkbox"/> <a href="#">Filingagent, John Q.</a> [Law Offices of John Q. Public, 123 Any Street, Your Town]</p> <p>Find filing agent <input type="text" value="filingagent"/> </p> <p><input type="button" value="Return to Account screen"/> <input type="button" value="Clear"/></p>
6.	Click <b>Submit</b> .	<p><b>Maintain User Account</b></p> <p>Last name <input type="text" value="Public"/> Middle name <input type="text" value="Q."/> Title <input type="text"/> Office <input type="text" value="Law Offices of John Q. Public"/> Address 1 <input type="text" value="123 Any Street"/> Address 2 <input type="text"/> Address 3 <input type="text"/> City <input type="text" value="Your Town"/> Country <input type="text" value="USA"/> Phone <input type="text" value="555-555-3232"/> Alternate Phone <input type="text"/> Bar ID <input type="text"/> Initials <input type="text"/> Person end date <input type="text"/></p> <p><input type="button" value="Email information..."/> <input type="button" value="More user information..."/></p> <p><input type="button" value="Submit"/> <input type="button" value="Clear"/></p>
7.	Log into PACER/ECF with credential setup on PACER  Once logged in, the attorney the user is filing on behalf of will display at the top	<p><a href="#">Delaware Bankruptcy Court (test) Login</a></p> <p>* Required Information</p> <p>Username * <input type="text" value="filingagent21"/> Password * <input type="password" value="....."/> Client Code <input type="text"/></p> <p><input type="button" value="Login"/> <input type="button" value="Clear"/></p> <p><a href="#">Forgot password?</a>   <a href="#">Forgot username?</a>   <a href="#">Need an account?</a></p> <p><b>CM ECF Bankruptcy</b> Filing for John Q. Public (aty)</p>

**To remove a filing agent from an attorney's user account**

<p>1.</p>	<p>Follow Steps 1 thru 4 from the instructions to add the filing agent.</p> <p>On Step 4 once the search is performed of the filing agent's name, a screen will display the agent's name, address, and phone number.</p> <p><b>Uncheck</b> the box to remove the filing agent and click <b>Return to Account Screen</b>.</p>	<p><b>More User Information for John Q. Public</b></p> <p><a href="#">Update Account Information</a></p> <p><b>Login</b> attorneytest02 <b>Last login</b> 01-26-2021 11:13</p> <p><b>Person ID</b> 466088 <b>Current login</b> 01-26-2021 11:32</p> <p><b>Person Authorization ID</b> 60 <b>Create date</b> 06/12/2020</p> <p><b>Public User ID</b> 7005151 <b>Update date</b> 01/26/2021</p> <p><b>Judiciary User ID</b></p> <p><b>E-Filing Status</b> Active <b>User end date</b></p> <p><b>Internet Payment</b> Y</p> <p><b>Groups</b> Out of State Attorney</p> <p><b>Filing agents</b></p> <p><i>Uncheck the box to remove a filing agent.</i></p> <p><input checked="" type="checkbox"/> <a href="#">Filingagent, John Q.</a> [Law Offices of John Q. Public, 123 Any Street, Your Town, N</p> <p>Find filing agent <input type="text"/> </p> <p><b>Return to Account screen</b> <input type="button" value="Clear"/></p>
<p>2.</p>	<p>Click <b>Submit</b>.</p>	<p><input type="button" value="Email information..."/> <input type="button" value="More user information..."/></p> <p><input type="button" value="Submit"/> <input type="button" value="Clear"/></p>

## Creating Filing Agents on behalf of an Attorney

### When a Filing Agent files on behalf of more than one attorney, to switch between attorneys

1.	Login as the filing agent	
2.	Select the appropriate attorney from the <b>Filing for</b> menu.	
3.	The selected attorney will show at the top of the screen. You have the ability to switch between attorneys by selecting <b>Change user</b> , which will return you to the previous screen (Step 2.)	