

REGISTERING AS FILING USER

The United States Bankruptcy Court District of Minnesota has an electronic database of cases called CM/ECF. Under FRBP 5005(a), attorneys must file electronically. Other parties (i.e. creditors, creditor attorneys, etc.) may also request access to CM/ECF electronic filing. Paper documents will not be received when filed by parties that are represented by an attorney. *See also* Local Rule 9010-2 for appearances by non-individuals.

Under Local Rule 9010-1(a), all attorneys must be admitted to practice before the district court to appear and participate in the trial of any action or the hearing of any motion in the bankruptcy court. To seek admission in the district court, visit <https://www.mnd.uscourts.gov/attorney-admission-information>.

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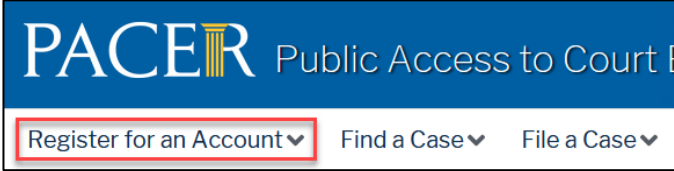
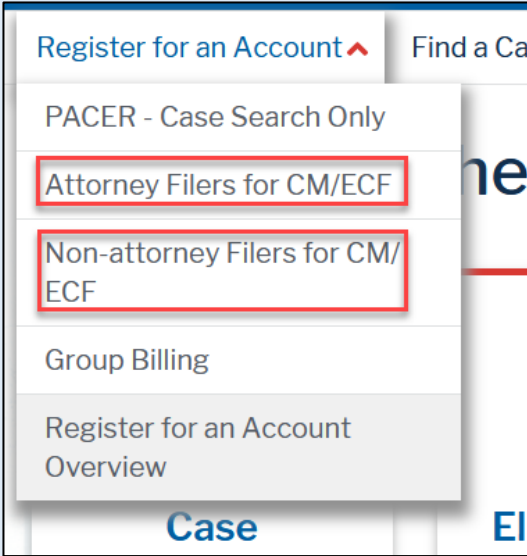
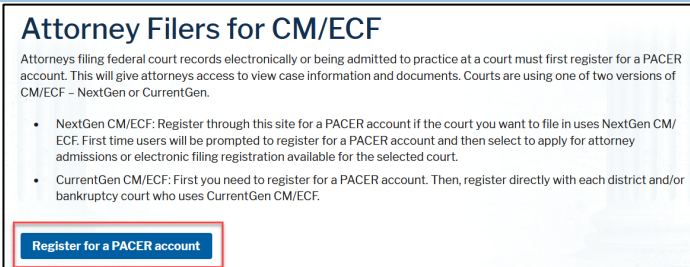
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Overview

1. Register with PACER at http://pacer.uscourts.gov .
2. Request access from Minnesota Bankruptcy Court.
3. Once processed, you may file your documents. Further questions on how to file may be answered on the Attorney Procedures page.

Creating an account with PACER

1. Visit https://pacer.uscourts.gov/	
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<p>2. Click Register for an Account.</p>	 <p>The screenshot shows the PACER Public Access to Court E-Files header. A red box highlights the 'Register for an Account' dropdown menu, which is currently closed. To its right are 'Find a Case' and 'File a Case' dropdown menus.</p>
<p>3. Make appropriate selection from the dropdown menu.</p>	 <p>The screenshot shows the 'Register for an Account' dropdown menu open. Two options are highlighted with red boxes: 'Attorney Filers for CM/ECF' and 'Non-attorney Filers for CM/ECF'. Other options include 'PACER - Case Search Only', 'Group Billing', and 'Register for an Account Overview'. The word 'Case' is visible at the bottom of the dropdown.</p>
<p>4. Select Register for a PACER account.</p>	 <p>The screenshot shows the 'Attorney Filers for CM/ECF' registration page. It includes a heading, a paragraph explaining that attorneys must register for a PACER account to view case information and documents, and two bullet points detailing registration for NextGen CM/ECF and CurrentGen CM/ECF. A red box highlights a blue button labeled 'Register for a PACER account' at the bottom of the page.</p>

5. Complete all information.
Select Next.

Account Information

*** Required Information**

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

Firm/Office

Unit/Department

Address *

Room/Suite

City *

State *

Zip/Postal Code *

Country *

Primary Phone *

Alternate Phone

Text Phone

Fax Number

Email *

Confirm Email *

User Type *

Check here if this account will be used by an attorney appointed to the CJA Attorney Panel

User Verification * I'm not a robot

6. Create username and password.

Registration

Attorney Admissions and/or E-File Registration

User Information

*** Required Information**

Username *

Password *

Confirm Password *

Security Question 1 *

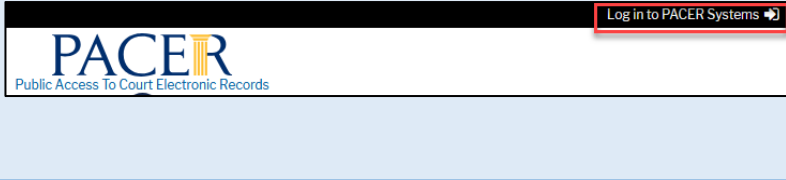
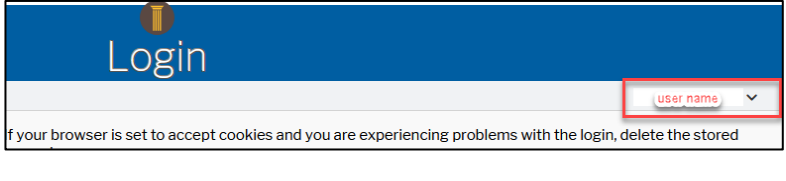
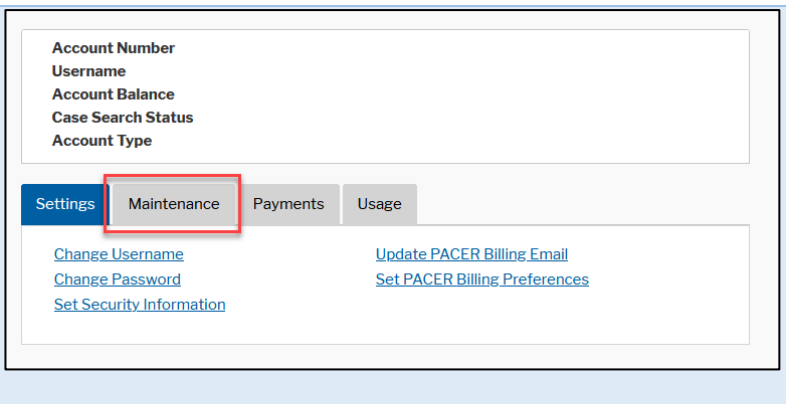
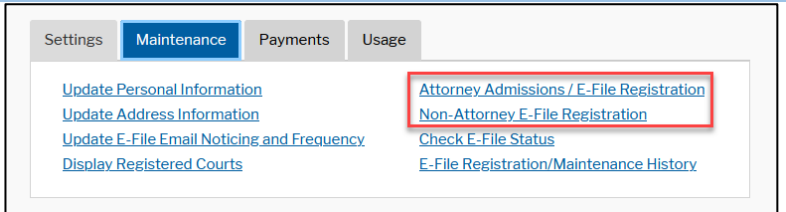
Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Requesting filing access with MNB

Once you have created a PACER account, you will need to request access to the Minnesota Bankruptcy Court filing system.

<p>1. Visit https://pacer.uscourts.gov/ and log in to your account.</p>	
<p>2. Select Manage My Account from the dropdown next to your name.</p>	
<p>3. Select the Maintenance tab.</p>	
<p>4. To request access from the court, select either Attorney Admissions or Non-Attorney E-File</p>	
<p>5. Once requested, court staff will review your standing with district court and the information provided by your PACER account. If approved, you will then be able to file to CM/ECF.</p> <p>If rejected, the court will send information regarding the rejection.</p>	

Additional Resources

Information regarding PACER registration: <https://www.mnb.uscourts.gov/cmecf-registration>

Information regarding Admission to Practice: <https://www.mnb.uscourts.gov/admission-practice>

Linking your account to Next Gen CM/ECF: <https://www.mnb.uscourts.gov/next-generation-cmecf-nextgen>

Electronic Proof of Claim (no PACER access required): <https://www.mnb.uscourts.gov/epoc>

PACER help: <https://pacer.uscourts.gov/help/pacer>