

Western District of Washington Bankruptcy Court ECF Account Maintenance – Attorney E-File Registration

An attorney must be in good standing and admitted to practice in the United States District Court for the Western District of Washington to obtain full attorney e-filing privileges in this Court's CM/ECF. See [Local Rules W.D. Wash LCR 83.1](#), [Local Rules Bankruptcy Rule 5005-1](#) and the U.S. District Court's [Procedure for Admission](#). An out-of-state attorney needing to participate in a particular bankruptcy case or adversary proceeding in this Court may request permission to appear [pro hac vice](#) or may be issued a [limited use CM/ECF account](#).

- 1) Navigate to: <https://pacer.psc.uscourts.gov/pscof/login.xhtml>
- 2) Enter your current PACER username and password. **Note:** If you forgot your username or password, you may request a reset from the PACER Manage My Account page by selecting the link: **Forgot Your Password?** or **Forgot Username?**
- 3) After logging in, click on the **Maintenance** tab.



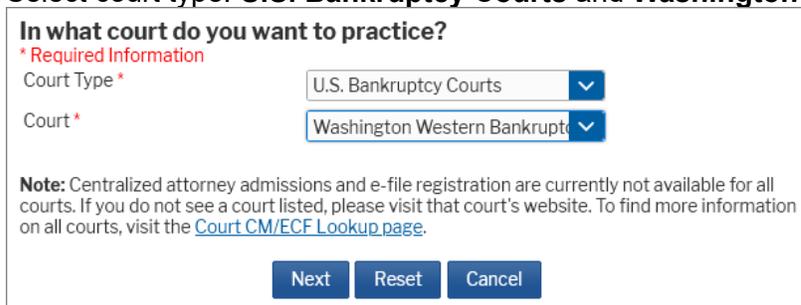
The screenshot shows the PACER 'Manage My Account' page. At the top, the PACER logo and 'Public Access To Court Electronic Records' are visible. Below the logo is a blue header with the text 'Manage My Account'. A table displays account information: Account Number (masked), Username (paceracct123), Account Balance (\$0.00), Case Search Status (Active), and Account Type (Upgraded PACER Account). Below the table are four tabs: Settings, Maintenance (highlighted with a red box), Payments, and Usage.

- 4) Click **Attorney Admissions / E-File Registration**.



This screenshot shows the 'Maintenance' tab selected. Below the account information table, there are four tabs: Settings, Maintenance (selected), Payments, and Usage. Under the Maintenance tab, there are several links: Update Personal Information, Update Address Information, Check E-File Status, Attorney Admissions / E-File Registration (highlighted with a red box), Non-Attorney E-File Registration, and E-File Registration/Maintenance History.

- 5) Select court type: **U.S. Bankruptcy Courts** and **Washington Western Bankruptcy**, click Next.



The screenshot shows a form titled 'In what court do you want to practice?'. Below the title is a red asterisk and the text '* Required Information'. There are two dropdown menus: 'Court Type *' with 'U.S. Bankruptcy Courts' selected, and 'Court *' with 'Washington Western Bankruptcy' selected. Below the dropdowns is a note: 'Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).' At the bottom are three buttons: Next, Reset, and Cancel.

5) Select registration type.

What would you like to apply/register for?

E-File Registration Only

Pro Hac Vice

Federal Attorney

- If you are an out-of-state attorney who was granted Pro Hac Vice status by order of this court, select **Pro Hac Vice**.
- If you are an attorney employed by the United States government (i.e. U.S. Department of Justice, Internal Revenue Service, U.S. Small Business Administration, etc.) select **Federal Attorney**.
- All others, select **E-File Registration Only**.

6) Complete the remaining sections of E-File Registration, including the acknowledgment checkbox. Items marked with an asterisk (*) are required. When finished, click Next to continue.

Filer Information

* Required Information

Role in Court *

Title

Name

I acknowledge that I am submitting the e-file registration for the individual listed above. *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.**

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

Firm/Office

Unit/Department

Address *

Room/Suite

City *

State *

County *

Zip/Postal Code *

Country *

Primary Phone *

Alternate Phone

Text Phone

Fax Number

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email *

Confirm Email *

Email Frequency *

Email Format *

Next Reset Cancel

- 7) Enter payment method as applicable. **Note:** To set a default method to pay court filing fees, select **E-filing fees default** and **Update**. Click Next to continue.

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 type="checkbox"/> Autobill PACER fees <input type="checkbox"/> E-filing fees default <input type="checkbox"/> Admissions fees default XXXXXXXXXXXX 10/2028 <input type="button" value="Update"/> <input type="button" value="Delete"/>	Add Credit Card Add ACH Payment
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------

- 8) Review the Attorney E-Filing Terms and Conditions and our local court policies and procedures, then select that you have reviewed and agree to the requirements. Click **Submit**. Your e-file request has now been sent to the Court for review.

E-Filing Terms of Use

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 by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for 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

[Click here to download a printable version of the 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.