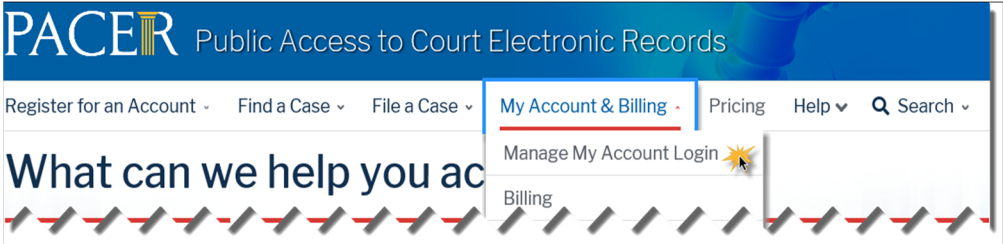
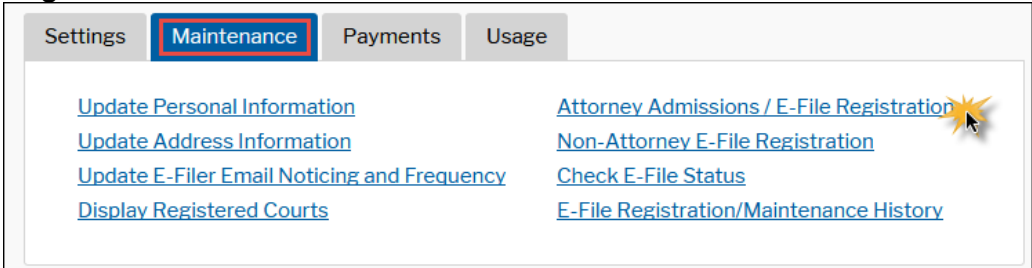



# Register for Electronic Filing in the Bankruptcy Court for the District of Maine

Attorneys admitted in the United States District Court for the District of Maine or seeking admission Pro Hac Vice must register for electronic filing through their individual PACER account. If you do not already have a PACER account, go to the PACER website at [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov) to obtain one.

Step	Action
1	<p>Go to PACER at <a href="http://www.pacer.uscourts.gov">www.pacer.uscourts.gov</a>. Select <b>Manage My Account Login</b>.</p> 
2	<p>Log into Manage My Account with your individual PACER username and password.</p>
3	<p>Click the <b>Maintenance</b> tab then select <b>Attorney Admission/E-File Registration</b></p> 
4	<p>Select <b>U.S. Bankruptcy Courts</b> from the <b>Court Type</b> drop-down box Select <b>Maine Bankruptcy Court</b> from the <b>Court</b> drop-down box.</p>  <p><b>In what court do you want to practice?</b> * Required Information</p> <p>Court Type * <input type="text" value="U.S. Bankruptcy Courts"/></p> <p>Court * <input type="text" value="Maine Bankruptcy Court"/></p> <p><b>Note:</b> 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 <a href="#">Court CM/ECF Lookup page</a>.</p> <p><input type="button" value="Next"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p>

5

- Members of the Maine Bar click on **E-File Registration Only** link
- Counsel admitted PHV click on **Pro Hac Vice** link
- Government counsel/Federal Attorneys click on **Federal Attorney**

### What would you like to apply/register for?

E-File Registration Only

Pro Hac Vice

Federal Attorney

On the E-File Registration screen complete all sections of the Filer Information section (you can select Title **Attorney** if no other options are applicable).

You can complete the Additional Filer Information section if applicable.

You **MUST** complete the Delivery Method and Formatting section of the form. This is used for electronic notification in cases in which you are involved.

In the **Email Frequency** dropdown:

Select **Once Per Day** for a daily summary notification or **At The Time of Filing** for One Email per Filing.

In the **Email Format** dropdown:

Select HTML unless you are having difficulty with your emails.

#### 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

Back

Reset

Cancel

6	<p>Set default payment information if desired (not required). You can add a new credit card or designate your existing card as the default method for <b>filing fees</b> by selecting the appropriate boxes.</p> <div data-bbox="422 310 1432 928" style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0070C0; color: white; padding: 2px 5px; font-weight: bold;">Payment Information</div> <div style="background-color: #FFF9C4; padding: 10px; margin-top: 10px;"> <p><b>NOTE:</b> 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.</p> </div> <p>This section is optional. If you do not enter payment information here, you may do so later by selecting the <b>Make One-Time PACER Fee Payment</b> option under the <b>Payments</b> tab.</p> <p>Select your method of payment from the <b>Add Credit Card</b> and <b>Add ACH Payment</b> options below. You may store up to three payment methods.</p> <p>To designate a card as the default for e-filing or admissions fees, click the <b>Set default</b> link in the box(es) below. To remove the card as a default, click the <b>Turn off</b> link.</p> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 20px;"> <div style="width: 45%;">  <ul style="list-style-type: none"> <li><input type="checkbox"/> Autobill PACER fees</li> <li><input type="checkbox"/> E-filing fees default</li> <li><input type="checkbox"/> Admissions fees default</li> </ul> </div> <div style="width: 45%; text-align: right;"> <p><a href="#">Add Credit Card</a></p> <p><a href="#">Add ACH Payment</a></p> </div> </div> </div> <p>Select <b>Next</b>.</p>
7	<p>Review and acknowledge the Administrative Procedures for Electronic Filing by Attorneys..</p> <p>Click <b>Submit</b>. The court will review your electronic filing registration request and you will receive further information via email.</p>