

## *ECF Registration/Customer Support Quick Reference Sheet for Attorneys*

To view documents and docket sheets - an attorney will need to register for a PACER login and password:

PACER 1-800-676-6856

<http://pacer.psc.uscourts.gov>

To e-file documents in EDNY, you need to register for a login and password:

- Go to court's website: [www.nyed.uscourts.gov](http://www.nyed.uscourts.gov)
- Online Registration is on the lower right of the home page.
- Registrant must click on link in the confirmation e-mail for registration to be processed.
- Password is issued within *1 (one) Business day*\* in most circumstances.

(\*If attorney did not receive confirmation email within this time frame, they should check their SPAM filter)

### Lost ECF Password:

Option 1: Go to the **Lost Password link**, which is located on the ECF Authentication screen  
For this to work, the attorney must know their login and their e-mail address must be correct in our ECF database.

Option 2: **Re-register on the website ([www.nyed.uscourts.gov](http://www.nyed.uscourts.gov))**

### To update contact information on ECF:

If the attorney is currently appearing on an active case(s): a *Notice of Change* must be e-filed in each case. If no active cases, attorney should re-register on the website to update their contact information.

### To receive ecf notification on a case:

An attorney appearing on a case should e-file a Notice of Appearance in the case.

If a registered attorney wishes to be notified of case activity in a case they are not appearing on, the attorney may send a request with their full name, ecf account login ID, and the case number(s) to: **support@nyed.uscourts.gov**.

### To add a secondary email addresses to an attorney's account for ECF notifications:

Send an e-mail request with the attorney's name and bar code to: **support@nyed.uscourts.gov**.