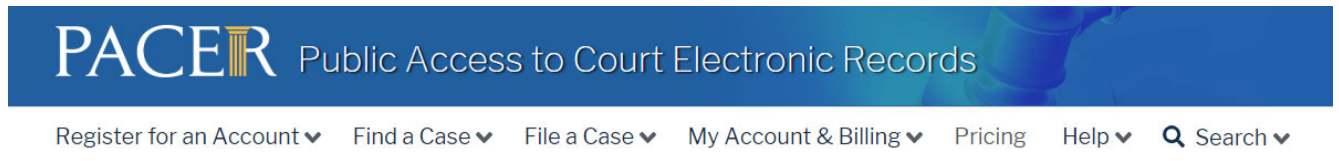


## Pro Se Filing Account Procedures for: Pro Se Granted Electronic Filing Access.

The U.S. District Court for the Eastern District of New York is a NextGen CM/ECF court.

**In order to request filing access, you must have an upgraded individual PACER account.** If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures. Once you have a PACER Account, follow the steps below to request filing access.

1. Navigate to [pacer.uscourts.gov](http://pacer.uscourts.gov)
2. Click **My Account** at the very top of the page; then click on **Manage My Account Login**



3. **Login** with your PACER username and password

The image shows a login form titled "Login". It includes a red asterisk indicating required information. There are two input fields: "Username" and "Password". Below the fields are three buttons: "Login", "Clear", and "Cancel". At the bottom of the form, there are links for "Need an Account?", "Forgot Your Password?", and "Forgot Username?". A notice at the bottom states: "NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

4. Click on the **Maintenance** tab
5. Select **Non-Attorney Admission/E-File Registration**
6. Select **U.S. District Courts** as the Court Type, **New York Eastern District Court** as the Court and **Party** as Role in Court. Click **Next**.

The image shows a registration form with two dropdown menus. The first dropdown is labeled "Court Type" and is set to "U.S. District Courts". The second dropdown is labeled "Court" and is set to "New York Eastern District Court - NextGen". Below the dropdowns is a link: "Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court". At the bottom, there is a yellow box containing the text: "Instructions for e-filing can be found at https://img.nyed.uscourts.gov/files/local\_rules/UpdatedNextGenECFUserManual.pdf".

7. Enter information for **Other Names Used** and **Most Recent Case**.  
**\*Do Not Leave Most Recent Case blank. You must enter the NYED case number**

**where your leave to electronically file was granted. Failure to provide the NYED case number will result in an immediate rejection.**

8. Select **Email Frequency** and **Email Format**, Click **Next**

9. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen. You can add a credit card or ACH payment method for each of the following fee types:

- Autobill PACER fees
- Filing fees default

10. Check the two **Non-Attorney E-Filing Terms and Conditions** acknowledgment boxes.

11. Click **Submit**. The court will review your filing request and you provide you with further instructions via email.