



District Court of Guam

REQUESTING AUTHORIZATION TO FILE ELECTRONICALLY

The next generation (NextGen) of CM/ECF provides An e-file registration module, which allows attorneys to request to file in a NextGen court. You must have an upgraded PACER account to request to file electronically in a NextGen court. If your PACER account was created prior to August 2014, you must first upgrade your account (see [Upgrading Your PACER Account](#) for instructions). It is recommended that you check the court's website to review their attorney admission requirements, local rules, and procedures.

Requesting Electronic Filing Privileges

STEP 1 Go to www.pacer.gov.

STEP 2 Click **Manage My Account** at the top of the page.



STEP 3 Log on with your upgraded individual PACER account user name and password.

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

STEP 4 Click the **Maintenance** tab.



STEP 5 Click the **Attorney Admissions/E-File Registration** link.



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Settings Maintenance Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)
[Update Address Information](#) [Non-Attorney E-File Registration](#)
[Update E-File Email Noticing and Frequency](#) [Check E-File Status](#)
[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

STEP 6 From the **Court Type** list, select **U.S. District Courts**. From the **Court** list, select the desired court (e.g., Guam Bankruptcy Court). Click **Next**.

IN WHAT COURT DO YOU WANT TO PRACTICE?

* Required Information

Court Type * U.S. Bankruptcy Courts

Court * Guam Bankruptcy Court (test) - NextGen

Note: Centralized attorney admissions and e-filing registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).

Next Reset Cancel

STEP 7 Click **Attorney Admissions and E-File**. The options presented on this screen vary by court.

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

E-File Registration Only

Federal Attorney

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court.](#)
Please visit <http://www.gud.uscourts.gov/electronic-filing>.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court.](#)
Please visit <http://www.gud.uscourts.gov/admissions>.

Back Cancel

STEP 8 Verify personal information and complete required fields on the E-File Registration screen, and then click **Next**.

STEP 9 Enter payment information and set as default for admissions/renewal fees and/or filing fees. This is optional. Once you have finished entering payment information or if you do not wish to enter payment information, click **Next**.

You can store up to three payment methods, credit cards or ACH, and associate them with the following fee types: admissions/renewal fees, filing fees, and PACER search fees. To



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designate a fee type to a specific payment method, select the check box next to the applicable fee type. You can associate more than one fee type to a payment method.

STEP 10 Acknowledge the policies and procedures for attorney admissions and attorney e-filers by selecting all applicable check boxes.

Acknowledgment of Policies and Procedures for Attorney Admissions

[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.](#) *

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 has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court(s), are solely responsible for redacting pleadings. See [Fed. R. App. P. 25\(a\)\(5\)](#); [Fed. R. Civ. P. 5.2](#); [Fed. R. Crim. P. 49.1](#); and [Fed. R. Bankr. P. 9037](#).

[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.](#) *

STEP 11 Click **Submit**. The court will review your admission request and provide you with further instructions (including a link to pay the admission fee online) via email.

Please note that you will be required to pay your admission fee online using the link provided in the email. Do not use the **Make One-Time PACER Fee Payment** option on **Manage My Account**.