

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF WEST VIRGINIA**

**PRO SE PARTY E-FILING
AND ELECTRONIC SERVICE**

April 21, 2020

1. Who is a pro se party?

A pro se party is anyone who is not represented by an attorney. Pro se parties may be individuals or businesses. Pro se parties in a bankruptcy case are usually either a plaintiff, defendant, creditor, or debtor.

2. I am not an attorney and my business entity is involved in a bankruptcy case, can I file documents on behalf of my business without an attorney?

Generally, no. Business entities must be represented by an attorney in federal court. There are some exceptions. For example, in the Bankruptcy Court for the Northern District of West Virginia, you may file a proof of claim, apply for unclaimed funds, or submit a reaffirmation agreement on behalf of a business entity even though you are not a licensed attorney.

3. What is e-filing?

The bankruptcy court maintains an electronic record of every document in a bankruptcy case or related proceeding. The system for filing and maintaining those documents is called Case Management / Electronic Case Filing (CM/ECF). E-filing privileges allow a party to file documents with the bankruptcy court electronically instead submitting paper documents via hand delivery or through a mail carrier. A PACER account allows members of the public to view documents that are part of the court's official record.

4. I am a pro se party and I want to file bankruptcy. Can I file my bankruptcy case electronically?

No, this option is not currently available in the Northern District of West Virginia. After your case is filed, or contemporaneously with the filing of your case, you may request e-filing privileges. If you are an individual, please review the Pro Se Packet on our website containing answers to frequently asked questions and containing all the forms you will need to complete to file a bankruptcy case.

5. I am a pro se party, should I sign up to e-file documents in CM/ECF

Generally, no. In most routine Chapter 7 and Chapter 13 cases, there is no real advantage to request pro se e-filing privileges. However, if you anticipate protracted litigation with multiple documents and court filings, then e-filing will provide you with lower transaction costs, instant access to the court, and, unless the court orders otherwise, your filing deadline will generally be extended to midnight on the due date instead of the close of business on the due date. E-filing eliminates mail costs, delays, and provides immediate confirmation that your document is filed with the court.

6. What are the advantages and disadvantages to receiving electronic notices from the court?

Only consider filing electronically with the court if you have an email address that you regularly monitor during the time you are litigating a matter before the court. A failure to actively monitor your email address may result in you missing important case information. As a pro se party, you may terminate your e-filing status at any time and start to receive documents from the court and other parties in the case through the U.S. mail. However, receiving email notification does have significant benefits, which include:

- a. You will receive your court orders and clerk's office notices approximately 5-7 days earlier. You receive an electronic notice with an attached PDF within minutes after a document is filed in your case without having to wait for processing and mail delays.
- b. You will receive an electronic notification with an attached PDF of every document filed in your case by non-court users (e.g., attorneys, creditors and trustees) within minutes, after the document is filed, even if that party did not specifically serve you with the document. By receiving electronic notices of all public filing events, you can stay informed with what is happening in your case and receive the same case related information that an attorney receives.
- c. You can download and store important documents. After opening the attached PDF document, you can save and/or print it for your records. You no longer have the need to request copies from the clerk's office and pay associated fees. If you have a hearing before the bankruptcy judge, you may also obtain an MP3 audio recording of the hearing.
- d. It's free. It's convenient. You have access court notices, orders, and all documents filed in your case anywhere you have internet access.

7. Who sends me email?

You are registering your email address with PACER and requesting pro se e-filing rights with the Bankruptcy Court for the Northern District of West Virginia. You will receive email from wvnb_ecfhelp (West Virginia Northern Bankruptcy Electronic Case Filing Help). When there is an underlying document associated with the entry, a PDF of the underlying document is attached in the email. A sample is shown below. Do not reply to these emails.

8. How long will I receive electronic notices from the court?

Once the case in which you have been granted e-filing rights is closed, the Bankruptcy Court will remove your email address from the case record. Otherwise, it will remain active until: (1) the account is disabled due to an email transmission failure (email bounce-back), or (2) you file a request to deactivate the account. If you are involved in a future case, you will need to submit a new electronic notice request form.

9. Can I request receipt of documents by both email and U.S. mail?

No.

10. Can others see my email address?

Yes. Your email address will appear on certificates of notice and certificates of service that are filed on the court's docket.

How does Pro Se Party E-Filing Work

1. You submit a “wet” signed e-filing agreement to the Bankruptcy Clerk’s Office for the Northern district of West Virginia. The form is attached to the end of these materials and is available on the court’s website.
2. You create a PACER account (unless you already have one) with pacer.gov and request pro se party e-filing rights with the Bankruptcy Court for the Northern District of West Virginia:
 - a. Go to PACER.gov and click on the “Register” Tab:



- b. Start the Registration Wizard:



- c. Select the Option for E-Filing and/or Attorney Admissions. Because you are registering as a pro se party representing your own interests, you do not need to be admitted to practice in the court and you do not need to apply for admission in the same manner as an attorney.

The screenshot shows the PACER website header with the logo and navigation links. The 'REGISTER' tab is selected in the main menu. On the left, a sidebar lists registration options: PACER - Case Search Only, Attorney Filers, Non-Attorney Filers, District/Bankruptcy Filers (Legacy), and Firm Billing. The main content area is titled 'Registration Wizard' and 'Registration Type Selection'. It asks 'WHAT WOULD YOU LIKE TO DO?' with two buttons: 'View' and 'E-File and/or Attorney Admissions'. A tooltip points to the 'E-File and/or Attorney Admissions' button, stating: 'Select this option to register to e-file in a federal court. In order to e-file, you may need to be admitted to practice in the court. If you need to apply for attorney admissions, select this option.' At the bottom are 'Back' and 'Done' buttons.

- d. Select U.S. Bankruptcy Courts and then West Virginia Northern Bankruptcy Court

The screenshot shows the PACER website header. The 'REGISTER' tab is selected. The sidebar on the left is the same as in the previous screenshot. The main content area is titled 'Registration Wizard' and 'E-File Registration'. It asks 'IN WHICH COURT WOULD YOU LIKE TO E-FILE?'. Under '* Required Information', there are two dropdown menus: 'Court Type *' with 'U.S. Bankruptcy Courts' selected, and 'Court *' with 'West Virginia Northern Bankruptcy Court' selected. Below the dropdowns is a 'Next' button. At the bottom are 'Back' and 'Done' buttons. A footer note provides contact information for the PACER Service Center.

e. If you do not already have a PACER account, which allows you to view electronic court documents, choose “I do not have a PACER account.” If you already have a PACER account, following the instructions.

The screenshot shows the PACER website's Registration Wizard. The header includes the PACER logo, "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS", and links for "Manage My Account" and "Case Search Sign In". The navigation bar has "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", and "CONTACT US". The left sidebar lists "REGISTER" options: "PACER - Case Search Only", "Attorney Filers", "Non-Attorney Filers", "District/Bankruptcy Filers (Legacy)", and "Firm Billing". The main content area is titled "Registration Wizard" and "NextGen CM/ECF E-File Registration". It explains that the West Virginia Northern Bankruptcy Court uses the NextGen system, which allows for a single login. Three buttons are presented: "I have an upgraded PACER account", "I do NOT have an upgraded PACER account", and "I do not have a PACER account". "Back" and "Done" buttons are at the bottom. A footer note provides contact information for the PACER Service Center.

Manage My Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

REGISTER

- PACER - Case Search Only
- Attorney Filers
- Non-Attorney Filers
- District/Bankruptcy Filers (Legacy)
- Firm Billing

Registration Wizard

NextGen CM/ECF E-File Registration

West Virginia Northern Bankruptcy Court - NextGen uses a new Next Generation Case Management/Electronic Case Files (NextGen CM/ECF) system. While the [legacy](#) system required multiple logins, the [upgraded](#) NextGen CM/ECF system allows you to access court information and perform different procedures (e.g., e-filing) using only one login. Select the option below that best describes you. Roll over a button for more information about the selection.

I have an upgraded PACER account

I do NOT have an upgraded PACER account

I do not have a PACER account

Back Done

For additional assistance, contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

f. Select “No” to the following question, as applicable:

The screenshot shows the PACER website's Registration Wizard for new users. The header and navigation bar are identical to the previous screenshot. The left sidebar is also the same. The main content area is titled "Registration Wizard" and "E-File Registration for New Users". It asks the question "HAVE YOU EVER E-FILED IN WEST VIRGINIA NORTHERN BANKRUPTCY COURT - NEXTGEN?". Two buttons are presented: "Yes" and "No". "Back" and "Done" buttons are at the bottom. A footer note provides contact information for the PACER Service Center.

Manage My Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

REGISTER

- PACER - Case Search Only
- Attorney Filers
- Non-Attorney Filers
- District/Bankruptcy Filers (Legacy)
- Firm Billing

Registration Wizard

E-File Registration for New Users

HAVE YOU EVER E-FILED IN WEST VIRGINIA NORTHERN BANKRUPTCY COURT - NEXTGEN?

Yes

No

Back Done

For additional assistance, contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

g. Select “Non-Attorney”

Manage My Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

REGISTER

- PACER - Case Search Only
- Attorney Filers
- Non-Attorney Filers
- District/Bankruptcy Filers (Legacy)
- Firm Billing

Registration Wizard

E-File Registration for New Users

SELECT THE APPROPRIATE ROLE TYPE:

Attorney

Non-Attorney

Back Done

For additional assistance, contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

h. Click “Continue”

Manage My Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

REGISTER

- PACER - Case Search Only
- Attorney Filers
- Non-Attorney Filers
- District/Bankruptcy Filers (Legacy)
- Firm Billing

Registration Wizard

E-File Registration for New Users

SELECT THE APPROPRIATE ROLE TYPE:

Attorney

Non-Attorney

Non-Attorney E-File Registration for New Users

Based on your answers, the Registration Wizard has determined you should take the non-attorney e-file registration path.

This path is specifically for non-attorneys, i.e., *pro se* filers, court reporters, interested parties, filing agents, creditors, trustees, U.S. Trustees, and other parties who are not attorneys. **NOTE:** Not all courts accept non-attorney filers and some only accept specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court. Click Continue below to go to the Attorney Admissions and/or E-File Registration screen. Then follow the instructions to complete the process for e-file registration.

If you are an attorney, click Close and select the Attorney button.

Continue Close

- i. Complete the Requested Information. When prompted to give your “User Type” select: Plaintiff, Defendant, or Debtor in a Case.

The screenshot shows the PACER website header with the logo and navigation links. On the left is a 'REGISTER' sidebar with options like 'PACER - Case Search Only', 'Attorney Filers', 'Non-Attorney Filers', 'Register Now', 'District/Bankruptcy Filers (Legacy)', and 'Firm Billing'. The main content area is titled 'NON-ATTORNEY E-FILE REGISTRATION' and contains the 'Account Information' section. This section lists required information: Prefix (a dropdown menu), First Name, Middle Name, Last Name, Generation (a dropdown menu), Suffix (a dropdown menu), Date of Birth (a date picker), and Firm/Office (a text field).

- j. Follow the additional instructions. If you need help, the PACER Service Center Phone Number is: 1-800-676-6856

This screenshot shows the 'User Information' section of the PACER Non-Attorney E-File Registration form. It includes a 'Generate Username' button and a 'Check Username Available' button. The required information fields are: Username, Password, Confirm Password, Security Question 1 (with a dropdown menu), Security Answer 1, Security Question 2 (with a dropdown menu), and Security Answer 2. At the bottom of the form are four buttons: 'Next', 'Back', 'Reset', and 'Cancel'.

3. Once you have completed the request for e-filing access through PACER, and have submitted your “wet” signed user agreement, the Bankruptcy Clerk’s Office will notify you that you have been granted e-filing privileges to CM/ECF.

4. Go to www.wvnb.uscourts.gov and select the E-Filing (CM/ECF) Tab

UNITED STATES BANKRUPTCY COURT
Northern District of West Virginia
Honorable David L. Bissett, Judge - Ryan W. Johnson, Clerk

Understanding Bankruptcy | Court Info | Judges' Info | NextGen | Attorney's & E-Filers | Filing Without an Attorney | Forms | Case Info | Office of the US Trustee | Programs & Services

Case Locator (PACER) »
E-Filing (CM/ECF) »
Claims E-Filing »
CM/ECF Login Accounts »

Welcome

Welcome to the United States Bankruptcy Court for the Northern District of West Virginia.

5. Insert your log-in and password

PACER Login

Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

WEST VIRGINIA NORTHERN BANKRUPTCY COURT Login

* Required Information

Username *
Password *
Client Code

Login Clear

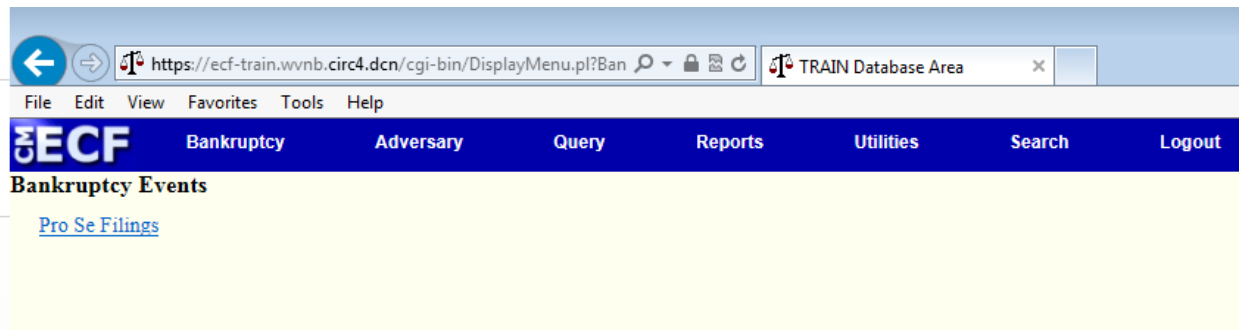
[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

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.

Contact Us | Privacy & Security | PACER FAQ

This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.

6. The only menu with available options is Bankruptcy” and there is only filing choice: “Pro Se Filings.” The same Menu is used regardless of whether your document is intended for a main case or adversary proceeding.



7. In the Case Number field, you may only successfully input a case number in which you have been granted e-filing rights. Inserting the wrong case number results in the following message:

A screenshot of the ECF Bankruptcy "File a ProSe document" form. The form has a blue header with the ECF logo and the word "Bankruptcy". Below the header, the text "File a ProSe document" is displayed. The form contains a "Case Number" label and a text input field with the value "5:15-bk-11". Below the input field are two buttons: "Next" and "Clear".A screenshot of the ECF Bankruptcy "File a ProSe document" form showing an error message. The form has a blue header with the ECF logo and the word "Bankruptcy". Below the header, the text "File a ProSe document" is displayed. Below the text, the message "Pro Se Filing is not permitted in this case" is displayed in red text.

8. After inserting the correct case number, select Pro Se Document and click “Next.”

Type: bk	Chapter: 7 v	Office: 5 (Wheeling)
Assets: n	Case Flag: CounDue, DebtEd, MEANSU, ProSeFiling	

Start typing to find an event.

Available Events (click to select an event)

Pro Se Document

Next Clear

9. Browse for your document. It must be in PDF format. Click “Next.”

Type: bk	Chapter: 7 v	Office: 5 (Wheeling)
Assets: n	Case Flag: CounDue, DebtEd, MEANSU, ProSeFiling	

Document number assignment: no number assigned

Filename

H:\Ryan Johnson\Clerk\Outreach\WVU | Browse...

Attachments to Document: ☐ No ☒ Yes

Next Clear

10. If you have attachments, browse and upload them in PDF format. Click “Next”

Type: bk	Chapter: 7 v	Office: 5 (Wheeling)
Assets: n	Case Flag: CounDue, DebtEd, MEANSU, ProSeFiling	

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename

Browse...

2) Fill in the fields below.

Category	and/or Description
<div><input type="text"/></div>	<div><input type="text"/></div>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

11. Click, “Next”

Type: bk	Chapter: 7 v	Office: 5 (Wheeling)
Assets: n	Case Flag: CounDue, DebtEd, MEANSU, ProSeFiling	

Next

Clear

12. Click, “Next”

Type: bk	Chapter: 7 v	Office: 5 (Wheeling)
Assets: n	Case Flag: CounDue, DebtEd, MEANSU, ProSeFiling	

Docket Text: Final Text

Pro Se Document by Debtor. (Attachments: # (1) Exhibit) (ProSe, Train)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next

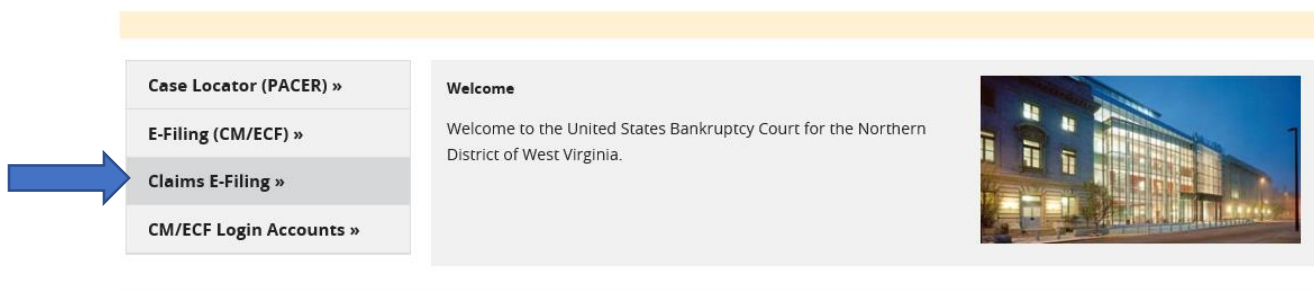
Clear

13. Receipt Confirmation – Finished


Type: bk	Chapter: 7 v	Office: 5 (Wheeling)
Assets: n	Case Flag: CounDue, DebtEd, MEANSU, ProSeFiling	
U.S. Bankruptcy Court		
Northern District of West Virginia		
Notice of Electronic Filing		
The following transaction was received from ProSe, Train entered on 12/15/2015 at 11:41 AM EST and filed on 12/15/2015		

14. Although submitted, your document will not be publicly available until it is reviewed and properly docketed by the bankruptcy clerk's office. The filing date and time is as stated in your confirmation of e-filing.

Note Regarding Filing a Proof of Claim: any creditor may file a proof of claim via the court's website without the need to obtain a log-in and password to the CM/ECF system or to register as a pro se e-filer.



Note Regarding Payments: Any party owing a fee to the Bankruptcy Clerk's Office for the Northern District of West Virginia, or any party desiring to order items from the clerk's office, may pay or order those items through the bankruptcy court's website.



UNITED STATES BANKRUPTCY COURT
Northern District of West Virginia
Honorable David L. Bissett, Judge – Ryan W. Johnson, Clerk

Search

Understanding Bankruptcy

Court Info

Judges' Info

NextGen

Attorney's & E-Filers

Filing Without an Attorney

Forms

Case Info

Office of the US Trustee

Programs & Services

Case Locator (PACER) »


E-Filing (CM/ECF) »

Claims E-Filing »

CM/ECF Login Accounts »

Welcome


Welcome to the United States Bankruptcy Court for the Northern District of West Virginia.





Court Locations


[Wheeling](#)
US Bankruptcy Court
1125 Chapline Street
Wheeling, WV 26003
[\(304\)-233-1655](#)


[Clarksburg](#)
US Bankruptcy Court
324 West Main Street
Clarksburg, WV 26301
[\(304\)-233-1655](#)

 Calendars - Hearing and 341

 Local Rules & General Orders

 Opinions


 Forms

 Online Payments

News & Announcements

Mon, 03/23/2020
COVID19 NOTICE
PUBLIC NOTICE REGARDING STATUS OF BANKRUPTCY COURT OPERATIONS DURING COVID-19 OUTBREAK [More »](#)

Wed, 03/18/2020
U.S. BANKRUPTCY COURT FOR THE NORTHERN DISTRICT OF WEST VIRGINIA BEST PRACTICES FOR TELEPHONIC HEARINGS
The court conducts, by telephone, a wide array of hearings on non-evidentiary matters (i.e.,



**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF WEST VIRGINIA**

Please list the Case Name and Case Number of the Case(s) in which you are Requesting

Electronic Filing Privileges:

Case Name

Case Number

PRO SE E-FILING AGREEMENT AND REQUEST FOR ELECTRONIC NOTICES

PRO SE E-FILING REGISTRATION: I understand that I am required to complete my own application for CM/ECF registration.
<ul style="list-style-type: none">• I am a pro se party in the above-captioned case(s). I have requested, or will request, pro se e-filing privileges with the Bankruptcy Court for the Northern District of West Virginia by registering as a pro se plaintiff, defendant, debtor or creditor with pacer.gov.• I understand that my username and password are only for use in the above-captioned cases.• I understand that use of the login and password in the Bankruptcy Court's CM/ECF system constitute my signature on all electronically filed documents for all purposes, including those under Rule 9011 of the Federal Rules of Bankruptcy Procedure and 28 U.S.C. 1746. Use of my log-in and password has the same force and effect as affixing my wet signature on a paper document filed with the Court. Every document I file electronically shall be signed by me, in the following format: "/s/ John Doe", on the signature line.• I am solely responsible for any documents submitted electronically to CM/ECF by means of my e-filing login and password. I will protect and secure the password issued to me. If there is reason to suspect that my password has been compromised, it is my responsibility to change my password at www.pacer.gov and to immediately notify the Bankruptcy Clerk by calling 304-233-1655.• My e-filing ability in the above-captioned case(s) may be restricted or revoked by the Bankruptcy Clerk at any time, without notice, and shall terminate upon closure of the above captioned case(s).• Pursuant to Fed. R. Bankr. P. 9036, whenever the clerk or some other person as directed by the court is required to send notice by mail, I hereby request that all or part of the information required to be contained in the notice be sent via email instead of U.S. mail.• Email registration will result in notification to me of all public documents filed in the above captioned case(s), whether or not the document affects my individual rights.• I understand that the first time the Bankruptcy Clerk's Office receives an e-mail bounce back (undeliverable e-mail), my e-mail registration for notices of electronic filing may be terminated without notice, and if terminated, I will receive court notices and orders by U.S. mail until such time as I update my user account with PACER.

- Under Fed. R. Civ. P. 5, as it applies to bankruptcy adversary proceedings and contested matters, and under Fed. R. Bankr. P. 9036, I understand that other parties may serve certain document upon me electronically due to the registration of my email address with the bankruptcy court's electronic filing system.
- By signing below, I accept these terms and conditions.

***Please provide your "wet" signature on the line below and mail this document to:
Bankruptcy Clerk's Office
P.O. Box 70
Wheeling WV 26003***

Signature: _____ Date: _____

Printed Name

Address Ln. 1

Address Ln. 2

Address Ln.3

Daytime Phone Number:

Email Address: