

Filing in the NextGen CM/ECF Training Database

To file in our NextGen CM/ECF training database, each filer must obtain an individual PACER account from the PACER Service Center in its training environment and then submit a request from the PACER training account to file in our Court's NextGen CM/ECF training database.

Step 1 Go to <https://ecf-train.sdb.uscourts.gov/> and select the link for "District of Train SD – Document Filing System."

Welcome to the U.S. Bankruptcy Court for the District of Train SD

[District of Train SD - Document Filing System](#)

Step 2 Select the link for "Need an account?"

➔ SOUTH DAKOTA BANKRUPTCY COURT (TRAIN)

Login

* Required Information

Username *

Password *

Client Code

Login

Clear

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

Step 3 Complete the PACER – Case Search Only Registration form.

Note: Select INDIVIDUAL for the User Type.

User Type *

INDIVIDUAL

Step 4 Complete the User Verification reCAPTCHA and click on Next.

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Step 5 Enter a Username and a Password, select the security questions, and click on Next.

Note: You will need to remember your Username and Password for future logins.

Step 6 Enter fictitious payment information to be saved on the Payment Information screen.

Account Holder Name *	<input type="text"/>
Card Type *	Visa <input type="button" value="v"/>
Account Number *	4111111111111111
Card Expiration Date *	01 <input type="button" value="v"/> / 2026 <input type="button" value="v"/>

Click on Next.

Step 7 Select the box confirming you have read and understand the policies and procedures and click on Submit.

[Click here to download a printable version of the Policies and Procedures](#)

* Required Information

Check here to acknowledge you have read and understand the policies and procedures listed above. *

Step 8. The next screen will thank you for registering with the PACER Service Center. This account is only for viewing documents, not for e-filing.

Click on Continue.

Step 9. On the next screen, click on the "Log in to..." link in the upper, right corner.



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Step 10. Select "Manage PACER Account."

➔ Log in to the federal Judiciary's electronic public access services. Close ✕

[PACER Case Locator](#) [PACER Log in](#) [Manage PACER Account](#)

Step 11. Enter your PACER train Username and Password and click on Login.

Manage My Account

TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TR

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

➔ **Login**

*** Required Information**

Username *

Password *

[Login](#) [Clear](#) [Cancel](#)

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

Step 12. Click on the Maintenance tab.

[Settings](#) [Maintenance](#) [Usage](#)

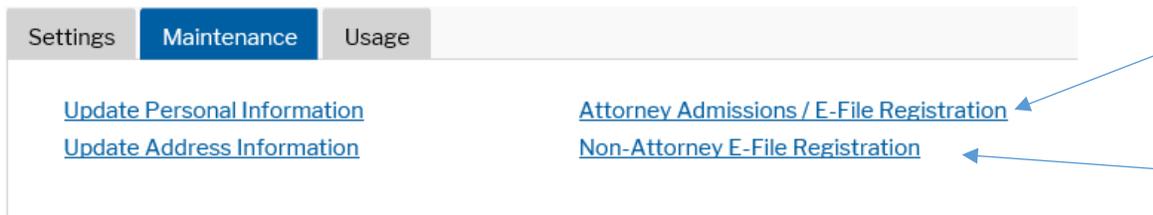
[Change Username](#) [Update PACER Billing Email](#)

[Change Password](#) [Set PACER Billing Preferences](#)

[Set Security Information](#)

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Step 13. Select either **Attorney Admissions / E-File Registration** or **Non-Attorney E-File Registration** based on the type of filer you are.



The screenshot shows a navigation menu with three tabs: 'Settings', 'Maintenance' (which is active and highlighted in blue), and 'Usage'. Below the 'Maintenance' tab, there are four links: 'Update Personal Information', 'Update Address Information', 'Attorney Admissions / E-File Registration', and 'Non-Attorney E-File Registration'. Two blue arrows point from the right side of the image to the 'Attorney Admissions / E-File Registration' and 'Non-Attorney E-File Registration' links.

Step 14. Complete all sections of the E-File Registration form. In the first section, select U.S. Bankruptcy Courts for the Court Type field, South Dakota Bankruptcy Court (train) for the Court field, and the appropriate role from the drop-down list for the Role in Court field. If you are registering as an attorney, no drop-down list for the Role in Court will appear.

Click on Next once the registration form is completed.



The screenshot shows the E-File Registration form. It has two dropdown menus: 'Court Type *' with 'U.S. Bankruptcy Courts' selected, and 'Court *' with 'South Dakota Bankruptcy Court (train)' selected. Below these is a blue link: [Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#). A yellow box contains the following text: 'Limited Filers should choose the role type of creditor. Auditors will need to submit a registration request as a Party or Creditor role and contact the Court to change their role to auditor. ALL PARTIES participating in electronic filing in this district should review this Court's local rules and Electronic Case Filing Administrative Procedures available on our website at www.sdb.uscourts.gov.' At the bottom, there is a 'Role in Court *' dropdown menu with 'Select Role in Court' selected.

Note: If you are requesting filing privileges as an attorney, complete Steps 15-20.

If you are requesting filing privileges as a non-attorney, complete Steps 17-20.

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Step 15. Click on the appropriate box from the screen below and view the local Policies and Procedures as directed. To file as an attorney in our training database, you should select “E-File Registration Only.”

What would you like to apply/register for?

E-File Registration Only

Pro Hac Vice

Federal Attorney

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

Limited Filers should choose the role type of creditor. Auditors will need to submit a registration request as a Party or Creditor role and contact the Court to change their role to auditor. ALL PARTIES participating in electronic filing in this district should review this Court's local rules and Electronic Case Filing Administrative Procedures available on our website at www.sdb.uscourts.gov.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

When completing the PACER Registration Form, attorneys needing full filing access should select Individual as the User Type. If you are an attorney requesting limited filer access, select the Non-Attorney E-file Registration. Attorneys must be admitted and in good standing in the US District Court for the District of South Dakota or be appearing Pro Hac Vice in a current case to obtain a login and password in the US Bankruptcy Court for the District of South Dakota.

Back

Cancel

Step 16. On the next screen, fill in the fields identified as ***Required Information** and check the acknowledgement box confirming you are the individual submitting the e-filing request.

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Role in Court *

Attorney

Title

Select a title or enter your own

Name

Happy Filer

- I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. ***

Click on Next.

Step 17. The next screen allows for payment information to be entered. Since no fees are charged in the training environment, you can enter fictitious payment information or click on Next.

Step 18. Review the E-Filing Terms of Use screen, check the acknowledgement boxes, and click on Submit.

[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.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit

Back

Reset

Cancel

Step 19. You should now receive the Confirmation Page thanking you for registering. Click on Done.

Step 20. When you have finished submitting your request to our Court, please send an e-mail to shan_stroup@sdb.uscourts.gov or vicky_reinhard@sdb.uscourts.gov to advise that your registration request for e-filing has been submitted to our training database.