

U.S. Bankruptcy Court - Western District of Kentucky Login and Password Information

General Information Regarding ECF Logins

- To file any document electronically, a person must have a CM/ECF login.
- Different types of filers may have different permissions in the system. For example, Trustees have access to two categories to which attorney filers do not have access: Trustee's 341 Filing and Trustee/US Trustee. Creditors who file documents without an attorney have very limited access per L.B.R. 6.2(b) and can only remit a limited number of documents, such as claims, ballots, creditor requests for notice, reaffirmation agreements, redemption agreements, transfers of claims, withdrawal of claims, etc.
- Logins are issued upon the filing of the appropriate registration form. KYWB Registration forms are located at <http://www.kywb.uscourts.gov/fpweb/cmecf.htm>. If a filer has not received training or been certified to file electronically in another court, online tutorials are publicly available at <https://www.pacer.gov/ecfcbt/bkm/>. Once the form has been completed, it should be submitted by email to the address on the bottom of the form.
- Below is an example of the ECF/PACER login screen. Please note that this screen is only for the U.S. Bankruptcy Court for the Western District of Kentucky. You cannot file or access documents in other bankruptcy courts or in the U.S. District Court by logging in here. Also, filing logins are unique by court; you must have a login for each court where you wish to file documents.

CM/ECF Filer or PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://www.pacer.gov>.

Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

Authentication	IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037 . This requirement applies to all documents, including attachments.
Login: <input type="text"/>	<input type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.
Password: <input type="password"/>	
Client code: <input type="text"/>	
Forgot your password?	
<input type="button" value="Login"/> <input type="button" value="Clear"/>	

Notice

An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested using Firefox and Internet Explorer 11.

- When logging into the site, you receive a message that your login has failed or is incorrect, verify the following:
 - You are at the correct website: <https://ecf.kywb.uscourts.gov>
 - You are using the correct login (e.g. ECF instead of PACER credentials)
 - You have a login and password specifically for this Court. Logins for other courts will not work in our system. If you do not have a login for the Kentucky Western Bankruptcy Court, you will need to submit a registration form.

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Resetting Your Password

The ability to reset a password in ECF is linked to your login (username) and the primary email address listed in your ECF account. All attorneys and trustees should have email addresses listed in their ECF account. Limited Access Filers (e.g. creditors, etc.) may or may not have this information included. If you do not have an email address included in your ECF account, or if the primary address on file is no longer accurate, you cannot reset the password yourself. Instead, contact the Court at (502) 627-5700 for assistance.

To reset your password from within the ECF site (<https://ecf.kywb.uscourts.gov>), do the following:

1. Click on the “**Forgot your password?**” link.

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Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you need filing capabilities, enter your CM/ECF filer login and password.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing some documents.

Authentication

Login: **IMPORTANT NOTICE OF REDACTED INFORMATION:** The requirement applies to all documents, including pleadings, exhibits, and attachments.

Password:

Client code: I understand that, if I file, I must comply with the court's rules regarding electronic filing.

Forgot your password?

Login Clear

2. Fills out the **login** (username) and **primary email** associated with the ECF account. Click **Submit**.

Password Reset Request

Please provide the username and email address associated with your CMECF account. We will send you an email that will allow you to reset your password.

CMECF User Information

Login:

Primary Email:

Submit Clear

Note: PACER account passwords (in general, those are 2 letters and 4 digit, e.g. "ab0000") cannot be reset via this page. Please visit [PACER](#) to reset your PACER account password.

3. If ECF can find a login that matches the email provided, you will be taken to this screen:

Password Reset Request

Processing

An email has been sent to **angela_clementi@kywb.uscourts.gov**

Please click the link in the email to continue the password reset process or enter the pin below.

This request will automatically expire in 30 minutes.

If you do not receive the email within 5 minutes please re-submit the request, ensuring that you are not blocking the .uscourts.gov domain and the email has not fallen into your "spam" folder.

PIN (from email):

Submit

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4. You will receive an email that provides the **PIN** needed to reset the password.



5. Insert the **PIN** on the **Password Reset** page and click **Submit**.

Password Reset Request

Processing

An email has been sent to angela_clementi@kywb.uscourts.gov

Please click the link in the email to continue the password reset process or enter the pin below:

This request will automatically expire in 30 minutes.

If you do not receive the email within 5 minutes please re-submit the request, ensuring that you are not blocking the .uscourts.gov domain and the email has not fallen into your "spam" folder.

PIN (from email):

NOTE: if the PIN is not copied exactly and/or there are extra spaces at the end, you will receive an error message.

6. Create a new password and click **Reset Password**.

Password Reset Request

Reset Password

New password

Confirm password

[minimum 8; upper- & lower-case letters; include digit or special character]

7. You will see a message that the password has been reset; a link to login is included.