

# CM/ECF Registration and Activation Flowchart

## Step 1: Obtaining a CM-ECF Password

Visit the Northern District's web page at [www.nynd.uscourts.gov](http://www.nynd.uscourts.gov)

Click on the icon entitled **"Electronic Filing Information"**

On the left hand side, click on the category entitled **"Register for ECF"**

Complete the on-line form and click the **"Submit"** button

Within 24 to 72 hours you will receive an e-mail from the Court with your CM/ECF password

### Help Desk Numbers

(518) 257-1815 - Albany  
(607) 779-2671 - Binghamton  
(315) 234-8687 - Syracuse  
(315) 266-1195 - Utica

## Step 2: Activating your account

After you receive your password - Log into the CM/ECF system. Your login is your NYND bar roll number and your password is the password that the Court provided to you when you registered.

Click on **"Utilities"** on the main menu bar at the top of the screen.

Click on **"Maintain Your Account"**

Click on **"Email information"** at the bottom of the screen.

Verify that the e-mail listed in the **"Primary e-mail address"** box is accurate.

Click on **"Return to Personal Information Screen"**

Click on **"More User Information"**

Do not change your Login. Your login is your 6-digit NYND Bar roll number.

Change your password to something unique by typing over the \*\*\*

Click on **"Return to Account Screen"**

Click **"Submit"** - Click **"Submit"** on the next screen. This completes the process.