



Two Courts Implement NextGen, More Courts to Follow

In August, the Kansas District and Alaska Bankruptcy courts implemented the next generation Case Management/Electronic Case Files (NextGen CM/ECF) system. These two courts joined the Second and Ninth Circuit Courts of Appeal in converting to the new system. Throughout fall 2015, several other courts plan to implement NextGen CM/ECF. As shown in the box below, several other courts plan to implement NextGen CM/ECF in 2015.

This edition of the newsletter provides more information on how to prepare if the court in which you are registered to e-file will implement NextGen soon. You should continue to check your court's website for more information on when it will convert.

Upgrading, Organizing, and Linking: How to Prepare for Your Court's Conversion to the NextGen CM/ECF System

If your court has announced it will implement NextGen CM/ECF, there are a few steps you should take in order to prepare for the conversion.

Upgrade Your PACER Account

First, if you already have a PACER account, you will need to make sure it is upgraded. Log in to Manage My Account at pacer.gov, and click the **Upgrade** link in the Account Type line. If the Account Type line says "Upgraded PACER Account," you have already upgraded.

If you do not have a PACER account at all, go to pacer.gov/register. Once the registration is complete, you will have an upgraded PACER account.

Keep Track of Login, Password

As courts implement NextGen CM/ECF, you will need your PACER and e-filing login information to successfully link your e-filing privileges.

Use the following tips to make sure you have what you need:

- Once the court converts, you will link your filing login/password to your upgraded PACER account. **You must know both sets of credentials to link the**

accounts. Do not rely on your browser for this information.

- If you do not know your PACER and appellate e-filing passwords, use the Forgot Your Password link at pacer.gov. **NOTE:** When resetting your password, you must enter the email address on file at the PSC for the process to be successful.
- To reset a bankruptcy and/or district e-file password, you must contact the court directly.

Link PACER, E-Filer Accounts

After the court converts, you will need to link your e-filing and upgraded PACER accounts.

To find instructions on linking, go to **pacer.gov/nextgen**. This page walks you through the process, and answers other questions about upgrading.

Once you complete the steps, your CM/ECF e-filing account is linked to your upgraded PACER account.

If the linking process fails, you can try again or submit a new e-file request with the court. You can find more information on both of these issues if you go to pacer.gov/nextgen.

Courts Scheduled to Convert to NextGen in 2015*

U.S. Bankruptcy Courts

Oregon
New Jersey
California Southern

U.S. District Courts

Minnesota
Florida Northern

* Time frame for NextGen implementation is tentative, and precise dates are not yet determined. Check the court's website for conversion dates.

If you never had e-filing privileges in the court but need them now, you will not link accounts. First, you must submit a new e-file request and wait for the court to process it.

NOTE: When dealing with multiple accounts and linking for other users, it is easy to mistakenly link one person's e-filing account to a different person's upgraded PACER account.

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Attention Microsoft Windows 10 Users

Microsoft Windows 10 ships with two browsers: Internet Explorer 11 and the new Edge browser. Users have reported problems viewing PACER documents while using the Edge browser.

The PACER Service Center recommends using Internet Explorer 11 with PACER. Current versions of Firefox, Chrome, and Safari are recommended for use with PACER as well.

How to Prepare for Court’s Conversion

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If you are linking for someone else, be sure you know whose accounts you are linking, as this process cannot be undone once you complete it.

For More Information

For more information on which courts have implemented NextGen, go to the court links page at pacer.gov and look for “NextGen” next to your court.

If you want to know more about when the court in which you e-file will be converting to NextGen CM/ECF, continue to check that court’s website for additional information.

NextGen Resources

NextGen Help Page —
<https://www.pacer.gov/nextgen>

Electronic Learning Modules —
<https://www.pacer.gov/ecfcbt/cso/index.html>

NextGen FAQs —
<https://www.pacer.gov/psc/hfaq.html>

Court Links Page —
<https://www.pacer.gov/psco/cgi-bin/links.pl>

NextGen CM/ECF Updates for Exempt Users

The process for logging in as an exempt user has been updated. How you log in depends on whether the court uses the current generation (legacy) CM/ECF system or NextGen CM/ECF.

You can determine which system your court uses at pacer.gov/courtlinks. There will be a “NextGen” designation next to courts that have converted.

If you are a CJA attorney and have two PACER accounts, you should upgrade the non-exempt account.

Then email or call the PACER Service Center (PSC) at pacer@psc.uscourts.gov or (800) 676-6856 to move your existing exempt privileges to the upgraded account.

The other account will be closed, and PSC staff will email you instructions to your upgraded account by email.

The table below explains how you should log in when doing exempt work.

Legacy CM/ECF Court		NextGen CM/ECF Court	
CJA Users (NOTE: Must use upgraded PACER account)	Users with Court-Ordered Exemption	CJA Users (NOTE: Must use upgraded PACER account)	Users with Court-Ordered Exemption
When you log in, enter “X-” in front of your username to indicate your exempt status.	Log in normally using your PACER username and password.	Log in and then use the Change PACER Exemption Status option to select your exempt status.	Log in and switch between exempt and non-exempt status by using the Change PACER Exemption Status option.
If you need to switch between exempt and non-exempt accounts, you should log out and log in again with or without the “X-.”		If you do not select exempt status, your account will be billed.	When you log in, you will be automatically exempt in that court. The exemption only applies in courts where you have a court order.

Billing Information

- ◇ PSC accepts Discover, VISA, MasterCard, and American Express. Log in to Manage My Account at pacer.gov to pay by credit card.
- ◇ The PSC federal tax ID number is 74-2747938.
- ◇ A fee of \$53 will be assessed if your payment is returned.
- ◇ Accounts with credit cards on file will be auto-billed up to 7 days prior to the due date.

PSC Information

The PACER Service Center (PSC) hours of operation are 8 AM—6 PM CT, Monday through Friday. Email pacer@psc.uscourts.gov or call (800) 676-6856.

The PSC will be closed for the following federal holidays in 2015:

- Columbus Day:** October 12
- Veterans Day:** November 11
- Thanksgiving Day:** November 26
- Christmas Day:** December 25