



Four More Courts Converted to NextGen CM/ECF in Third Quarter

In September, four courts implemented the next generation case management/electronic case files (NextGen CM/ECF) system:

- 5th Circuit Court of Appeals
- 7th Circuit Court of Appeals
- 11th Circuit Court of Appeals
- Alabama Northern Bankruptcy

To date, 35 courts have converted, and more will follow in the coming months. The following information outlines what to do when your court announces it will convert:

- If you already have a PACER account, ensure it is upgraded by logging in to Manage My Account at pacer.gov.

- If you do not have a PACER account, go to: pacer.psc.uscourts.gov/pscof/registration.jsf. Once registered, you will have an upgraded account.
- After your court converts, you must link your e-filing account to your PACER account.
 - ◇ For an overview on linking, go to pacer.gov/nextgen.
 - ◇ For instructions on linking accounts, go to pacer.gov, select E-File, click the Training option, and click Electronic Learning Modules.

For more information, please continue to check your court's website.

User Tips & Reminders

NextGen Learning Aids Available
Visit pacer.gov/ecfcbt/cso/index.html to access a variety of learning aids that can help you in NextGen CM/ECF. The materials cover everything from upgrading your PACER account to detailed information for CJAs.

Activating Your PACER Account after Registration

If you did not provide credit card information when you registered, you will receive an activation token by U.S. mail. You will then use this token to activate your PACER account. Log in to Manage My Account, click the Settings tab, and then select Activate Case Search Privileges.

Using a Wildcard to Search

Remember: To help maximize your search results, you can use an asterisk as a wildcard character in the search field, especially when searching by last name or entity name.

PACER Case Locator: Updated Options

The new PACER Case Locator, which was updated in December, continues to add features and functions that create an effective and efficient case search experience for the user. Since its launch, the new PCL has undergone additional improvements to help users more easily search and navigate the site.

The User Options page allows users to customize their landing page, hide system messages, and select which columns they want to appear on the search results page. These updates and changes are reflected

in the PCL user manual on the Resources page of the PACER website. You can view them by going to pacer.gov, clicking Help, and then selecting Resources.

The PCL (pcl.uscourts.gov) is a tool that allows users to conduct case searches in appellate, district, and bankruptcy courts to determine whether or not a party is involved in federal litigation.

For more information on the new PCL website, see pacer.gov/pclnew.

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 (“NextGen” noted next to converted courts)**
<https://www.pacer.gov/psc/cgi-bin/links.pl>

NextGen Courts
<p>APPELLATE All Appellate Courts</p> <p>BANKRUPTCY Alabama Northern Bankruptcy Alaska Bankruptcy California Southern Bankruptcy D.C. Bankruptcy Indiana Southern Bankruptcy Iowa Northern Bankruptcy Iowa Southern Bankruptcy Missouri Western Bankruptcy Nebraska Bankruptcy New Jersey Bankruptcy Oregon Bankruptcy</p> <p>DISTRICT Arkansas Western District Connecticut District Florida Northern District Kansas District Louisiana Middle District Minnesota District Missouri Western District Nebraska District New York Northern District Tennessee Western District West Virginia Southern District</p>

PSC Information

PSC hours 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:
Columbus Day: October 8
Veterans Day: Nov. 12 (obs.)
Thanksgiving Day: Nov. 22
Christmas Day: December 25

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: 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.

Upgrading and Converting: Lessons Learned

As more courts convert to NextGen, some users have encountered issues that can affect account access and registration. The following table outlines why these issues occur, and how to avoid them when your court makes the switch.

Action	Consequence	Solution
Your password has more than 8 characters or special characters because you have an upgraded PACER account, but your court has not converted.	Longer passwords used with upgraded PACER accounts and some special characters will not work on the court login page.	Use the Case Search Sign In link at pacer.gov , or change your password.
You wait until after the court converts to NextGen to upgrade your PACER account.	You experience long wait times when calling PSC.	Upgrade your PACER account when the court announces it will convert. This allows plenty of time for tech support before PSC is flooded with calls.
You rely on your web browser to keep track of your login and password information.	You will not have the information you need when trying to link your e-filing and PACER accounts.	Make sure e-filing and upgraded PACER account login and password are on hand before linking.
The username for your upgraded PACER account is the same as your e-filing username.	The system will not allow you to link these two accounts with the same username.	Make usernames similar but not identical by adding an extra letter, number, or special character to one.
When linking accounts for someone else, you link one user’s PACER account to a different user’s e-filing account.	Neither user will be able to access their accounts as needed.	At the linking screen, double-check the accounts to ensure you’re linking the correct accounts. If the accounts are linked incorrectly, contact the court.
When you upgrade your firm or group’s PACER Administrative Account (PAA), you change the account credentials.	All users in the group become locked out of their PACER accounts because they do not have the new credentials.	E-filers should register for their own PACER account. The PAA administrator will then add that account to the PAA.
You register for an upgraded PACER account on behalf of each PAA user, but you use the same email address for all of them.	The same email address on multiple accounts is flagged by PSC, stopping the registration for review. This can hinder progress for a user password reset.	Enter each user’s correct email address when registering for an upgraded PACER account.