

PACER Quarterly Announcements

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New PACER Case Locator Features

Users may have noticed a few updates to the PACER Case Locator (PCL) last quarter that may enhance search capabilities. The following outlines the latest features:

- You can search using one character with a wildcard in the Case Title and Party Name fields. The search must be limited to a span of 30 days or less.

- The Court Information page now includes the Coverage Date column, which shows the date range in which users can find most of the court's online filings. This date may be different from the earliest case date.
- Users can change the font size on the results page.

To access the PCL, visit pcl.uscourts.gov.

User Tips & Reminders

Updating Your Account

To update your PACER account information (e.g., email, payment information), visit Manage Your Account on the PACER website. At pacer.uscourts.gov, click **Manage Your Account** and select **Manage My Account Login**.

Alternatively, you may click **Log in to...** in the top right corner of pacer.uscourts.gov, and click **Manage PACER Account**.

Solving Login Issues

If you are having trouble logging in, go to pacer.uscourts.gov and visit Manage Your Account to check your account status.

Resetting a Password: Know Your Security Information

To recover a lost or forgotten PACER password, you must know the answers to your security questions. If you are unsure of the answers, update them and keep them in a safe place. You may do this at pacer.uscourts.gov. After you log in at Manage Your Account, click Set Security Information under Settings.

Getting Faster, More Efficient Support from PSC

When you contact PSC for help, please include the following in your email or web message:

- Account number and username
- Specific federal court your issue involves, if applicable
- Specific issue you have (e.g., login reset questions)

NOTE: The PSC cannot locate accounts by state bar number.

Sign Up for PACER Announcements

You can sign up on the PACER website to receive PACER announcements by email. Visit pacer.uscourts.gov and go to the Email Updates section on the bottom right.

Enter your email address and click **Sign up** to have the latest PACER news delivered right to your inbox.

Five Courts Convert to NextGen in Q4

In the fourth quarter, five courts implemented the next generation case management/electronic case files (NextGen CM/ECF) system:

- Michigan Western Bankruptcy
- Ohio Southern District
- Texas Western Bankruptcy
- Virginia Western District
- Wyoming District Court

To date, 109 courts have converted. The following information outlines what to do when your court announces it will convert.

- If you have a PACER account, ensure it is upgraded. Log in to Manage Your Account at pacer.uscourts.gov.
- If you do not have a PACER account, go to: pacer.uscourts.gov/register-account. 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 <https://pacer.uscourts.gov/file-case/get-ready-nextgen-cmecf>.
 - ♦ For instructions on linking accounts, go to <https://pacer.uscourts.gov/help/cmecf>.

Continue to check your court's website for more information on when it will convert to NextGen.

Questions or comments regarding information in the announcement?

Email pacer@psc.uscourts.gov or call (800) 676-6856.

NextGen Resources

The PACER website offers a wealth of information on converting to NextGen CM/ECF. The NextGen section of the site walks users through the steps they need to take to prepare for the upgrade.

Go to pacer.uscourts.gov and click **Move to NextGen CM/ECF**. Then select **Get Ready for NextGen CM/ECF** to find out more about:

- The benefits of NextGen.
- How to smoothly transition to NextGen.
- Changes to PACER Administrative Accounts (PAAs).

PSC Information

PSC hours are 8 AM—6 PM CT, Monday through Friday. The PSC is closed for the following holidays:

MLK Jr. Day: January 18
Presidents' Day: February 15
Memorial Day: May 31
Independence Day: July 5 (obs.)
Labor Day: September 6
Columbus Day: October 11
Veterans Day: November 11
Thanksgiving Day: November 25
Christmas Day: December 24

Billing Information

- PSC accepts Discover, VISA, MasterCard, and American Express. Log in to Manage Your Account at pacer.uscourts.gov to pay by credit card.
- 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.

PACER Fees: How Users Are Charged

Access to case information through PACER costs \$.10 per page. If you accrue \$30 or less in a quarter, your fees are waived. The following describes how PACER fees are applied.

- Fees are \$.10 per page, with a cap of \$3.00 (30 pages) for:
 - ◆ Case documents (excluding transcripts)
 - ◆ Docket sheets
 - ◆ Case-specific reports
- The fee cap **does not** apply to:
 - ◆ Transcripts
 - ◆ Non-case-specific reports
- Court hearing audio files via PACER cost \$2.40 per file.

There is no additional fee to print or save information after accessing. Your PACER account will be billed for all use.

To learn more about PACER fees, the electronic public access fee schedule is available at: uscourts.gov/services-forms/fees/electronic-public-access-fee-schedule.

PACER Website Offers Wide Range of Features for Users

The fully updated and redesigned pacer.uscourts.gov website launched in June, and it offers several features to improve the user experience.

The new site provides easier access to PACER and PACER-related applications. It also contains a library of common questions and additional information about PACER and electronic public access services.

The redesigned website:

- Is mobile-friendly.
- Provides a new tool to search for court-specific information.
- Provides an interactive way to find frequently asked questions.
- Features new accessibility tools.
- Offers JSON and XML feeds to court-specific information.

Updates to the look and feel of Manage My Account and PACER registration also reflect the new design without changing the functionality.

Visit <https://pacer.uscourts.gov> to check out the new design, and to sign up for PACER announcements and other email updates.