

## Next Generation CM/ECF: All About Upgrading

Last October, the Second and Ninth Circuit Courts of Appeal converted to the next generation (NextGen) CM/ECF system. Other appellate, district, and bankruptcy courts will begin to implement NextGen CM/ECF in the coming months. Courts will post information on their websites as they begin the conversion process.

This edition of the newsletter addresses how the courts' move to NextGen CM/ECF may affect you and your firm or office. For more information, go to [pacer.gov/nextgen](http://pacer.gov/nextgen), or click the Help tab on [pacer.gov](http://pacer.gov) to review the electronic learning modules.

### For Most Users, No Rush to Upgrade PACER Account Right Now

Most PACER users **do not** need to upgrade now. Follow the guidelines below to see if you need to upgrade.

#### PACER-Only (Non-E-Filers):

If you are not an e-filer, you do not have to upgrade.

- **Upgrade now** if you need to perform a maintenance function (change address, email, etc.) outside of making a payment.
- **No need to upgrade now** if you only use PACER to search, view, or print (not e-file). You are not required to upgrade your PACER account.

#### E-Filers:

- **Upgrade now** if the court in which you e-file has announced its conversion to NextGen CM/ECF.
- **No need to upgrade now** if you e-

file in a court that has no current plans to convert.

#### CJA Attorneys:

- **Upgrade now** if the court in which you e-file is converting to NextGen CM/ECF.
- **No need to upgrade now** if the court in which you e-file has no current plans to convert.

If you have two PACER accounts, upgrade the private account. Then email the PACER Service Center (PSC) to move your existing exempt privileges. PSC staff will then provide you with access instructions by email.

For more information on when and how to upgrade your PACER account, see the NextGen page at [pacer.gov/nextgen](http://pacer.gov/nextgen).

### Keep Track of Login, Password before the Court Upgrades

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](http://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.

### E-Filers: Follow These Guidelines to Prep for Court's Conversion

#### First, determine whether you have an upgraded PACER account:

Go to [pacer.gov/nextgen](http://pacer.gov/nextgen). Click on the Upgrade My Legacy PACER Account Now button.

If you have an upgraded account, a message will notify you that you do not need to take any additional action.

#### If you do not have an upgraded PACER account and your court

#### has announced it will convert to NextGen CM/ECF:

You need an upgraded PACER account. To do so, log in to Manage My Account at [pacer.gov](http://pacer.gov), and then click the Upgrade link in the Account Type line.

**If you do not have a PACER account at all:** Go to [pacer.gov](http://pacer.gov) and click Register. If you are unsure about how to register, the Registration Wizard

(also under Register on [pacer.gov](http://pacer.gov)) will walk you through your best options.

You should upgrade your account before the court converts. To find out when it will convert, check the court's website for updates.

You can also see which courts have already converted by visiting the court links page at [pacer.gov](http://pacer.gov). Converted courts will be noted "NextGen."

## NextGen Resources

Here are some helpful NextGen links:  
**NextGen Help Page** —  
<https://www.pacer.gov/nextgen>

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

**NextGen CM/ECF, PAA FAQs** —  
<https://www.pacer.gov/psc/hfaq.html>

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

## Link Filer, PACER Accounts after Upgrade

When your court converts to NextGen CM/ECF, you will need to link your e-filing and PACER accounts.

To find detailed instructions on linking, go to [pacер.gov/nextgen](https://www.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.

**NOTE:** If you link for someone, be

sure you know whose accounts you are linking because this process cannot be undone once you complete it.

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. Go to [pacер.gov/nextgen](https://www.pacer.gov/nextgen) for further instructions on this process.

To learn more about linking accounts, go to [pacер.gov/help](https://www.pacer.gov/help) and click Training to view the NextGen CM/ECF electronic learning modules.

## PACER Administrative Account (PAA) Updates, Enhancements

With the implementation of NextGen CM/ECF, users who e-file will need their own PACER accounts. In order to avoid handling the multitude of accounts that will be created due to NextGen, one easy solution for the many organizations that share a PACER account is to set up a PACER Administrative Account (PAA).

Using the PAA, you can create consolidated billing for all the accounts in your organization, allowing you to manage and pay for all charges on one bill.

### Registering for a PAA

To register for a PAA, go to [pacер.gov/register](https://www.pacer.gov/register) and click on Firm Billing.

Once you have registered for a PAA, you will be able to add and unlink individual PACER accounts as needed.

### Adding a User to Your PAA

A new individual PACER account may be created at [pacер.gov/register](https://www.pacer.gov/register). When setting up an account on behalf of another user, it is important to use the correct DOB to avoid any issues with identifying the account.

A new employee would provide you with his or her last name and 7-digit PACER account number. If the employee does not have a PACER account, he or she would need to create one and then provide you the

account number so you can add them to your PAA.

### Removing a User from Your PAA

If your firm already has a PAA and you need to remove an attorney from the account, you can unlink the account so that you are no longer responsible for PACER charges after they leave.

For more information about updates to the PAA, go to [pacер.gov](https://www.pacer.gov) and review:

- The PAA User Manual in the Resources section of the Help tab.
- PAA FAQs under the Help tab.
- The PAA electronic learning module in the Training section of the Help tab.

## Billing Information

- ◇ PSC accepts Discover, VISA, MasterCard, and American Express. Log in to Manage My Account at [pacер.gov](https://www.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.

## Notice of Fee Changes for Government Accounts

As of April 1, 2015, the current PACER usage fee of \$.08 per page will be increased to \$0.10 per page for government accounts.

Please inform all users within your organization of this change.

If you have any questions about these changes, please contact the PSC at [pacер@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or (800) 676-6856.

## PSC Information

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

The PSC will be closed for the following federal holidays:

- MLK Jr. Birthday:** January 19
- Washington’s Birthday:** February 16
- Memorial Day:** May 25
- Independence Day:** July 3
- Labor Day:** September 7
- Columbus Day:** October 12
- Veterans Day:** November 11
- Thanksgiving Day:** November 26
- Christmas Day:** December 25