

PACER Quarterly Newsletter

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Tenth Circuit the Latest Court to Implement NextGen

In May, the Tenth Circuit Court of Appeals implemented the next generation case management/electronic case files (NextGen CM/ECF) system. To date, a total of 11 courts have made the conversion, and in the coming months, more courts will follow.

The information below outlines what to do when your court announces it will implement NextGen.

- If you already have a PACER account, upgrade it by logging in to Manage My Account at pacer.gov.
- If you do not have a PACER account, go to:

pacer.psc.uscourts.gov/pscwf/registration.jsf. Once registration is complete, 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 step-by-step instructions on linking your e-filing and upgraded PACER accounts in the Registration Wizard, go to pacer.gov and click Register.

Check your court's website for information on when it will convert.

Courts Converted to NextGen CM/ECF

2nd Circuit Appellate
8th Circuit Appellate
9th Circuit Appellate
10th Circuit Appellate
Alaska Bankruptcy
California Southern Bankruptcy
Oregon Bankruptcy
New Jersey Bankruptcy
Florida Northern District
Kansas District
Minnesota District

Adding an Email Address to Filer Account for Notifications

The process for updating your primary and additional email addresses to receive case notifications varies depending on your court. See the instructions below for the option that applies to you.

Legacy appellate account:

1. Log in at pacer.gov/psc/cgi-bin/cmecf/ea-login.pl with the **appellate ECF (e-filing) username and password**.
2. Click **Personal Info** and use the **Update Noticing Preferences** option at the bottom of the page to update or add email addresses.
3. Log in to the court's ECF website with the ECF (filing) ID and password.
4. Click **Utilities** and **Notice for Cases of Interest** to add cases to your account for noticing purposes.

NextGen appellate account:

1. Log in at pacer.psc.uscourts.gov/pscwf/manage/maint.jsf with the **PACER username and password** and click **Maintenance**.
2. Click **Update E-Filer Email Noticing and Frequency** to update, add, or remove email addresses.

Bankruptcy or district account (NextGen/Legacy):

1. Log in to the court's ECF site with the **ECF (e-filing) login ID and password** and click **Utilities**.
2. Click **Maintain Your Account** and **Email Information**. Here, you may add, change, or remove email addresses or case numbers. If the option is not available, contact the court directly to make the change.

For Many Users, There Is No Further Action Necessary for NextGen Transition

While it is important to be ready when your court announces its conversion to NextGen, you may already be prepared for the change.

If your PACER account was established after Aug. 8, 2014, it is upgraded, and no further action is required until your court officially transitions to NextGen.

In addition, if you are a PACER-only user, or if your court has no current plans to convert, there is no need for any further action.

However, if you need to update account information (change address, email, etc.), you will be prompted to upgrade. For more information on upgrading and NextGen, visit pacer.gov/nextgen.

Using a PAA in NextGen

In NextGen, e-filers must use their own PACER accounts. Organizations can more easily manage their accounts by setting up a PACER Administrative Account (PAA).

Registering for a PAA

To register for a PAA, go to pacer.gov/register and click Firm Billing. Once you have registered, you may add and unlink individual PACER accounts as needed.

Adding a User to a PAA

A new employee provides his or her last name and 7-digit PACER account number. If the employee does not have a PACER account, he or she should create one and then provide you the account number so you can add them to your PAA.

Removing a User from a PAA

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

For more information, check the PAA section of the FAQs at pacer.gov.

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:

Labor Day: September 4

Columbus Day: October 9

Veterans Day: November 10 (obs.)

Thanksgiving Day: November 23

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 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.

Upgrading and Converting in NextGen: 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 contains special characters because you have upgraded your PACER account; however, your court has not yet 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 as soon as the court announces it will convert. This allows plenty of time for tech support before PSC is flooded with calls after the conversion.
You rely on your web browser to keep track of your login and password information.	When you try to link your e-filing and PACER accounts, you will not have all the information you need to complete the process.	Make sure both sets of credentials (e-filing and upgraded PACER account login and password) are on hand before trying to link accounts.
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 you link PACER and e-filing accounts for someone else, you mistakenly 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.	When you get to the linking screen, double-check the accounts to ensure you're linking the correct accounts.
When you upgrade your firm or group's PACER Administrative Account (PAA), you change the account credentials.	All users in the group get locked out of their PACER accounts because they do not have the new credentials.	Users who e-file should register for their own upgraded PACER account. The PAA administrator will then add that account to the PAA.
You register for an upgraded PACER account on behalf of each user on a PAA, but you use the same email address (usually your own) for each account.	The same email address on multiple accounts gets flagged by PSC and causes the registration to be stopped for review, creating a slow registration process and possibly hindering progress for a user password reset.	Enter each user's correct email address when registering for an upgraded PACER account.