

NEXTGEN CM/ECF

COMING  
OCTOBER 15!



# INFORMATION TO BE COVERED

- CENTRAL SIGN ON
- REGISTERING FOR A NEW PACER ACCOUNT
- UPGRADING YOUR PACER ACCOUNT
- CHANGING YOUR DEFAULT PACER ACCOUNT
- LINKING YOUR UPGRADED PACER ACCOUNT TO YOUR CURRENT CM/ECF ACCOUNT AFTER THE COURT GOES LIVE
- PACER ADMINISTRATIVE ACCOUNT (PAA) FIRM BILLING

# NEXTGEN CM/ECF

- DO I NEED TO UPGRADE OR CREATE A NEW PACER ACCOUNT?
  - IF YOUR FIRM HAS ONE PACER ACCOUNT THAT IS SHARED, THE USERS MUST CREATE THEIR OWN INDIVIDUAL PACER ACCOUNTS TO BE ABLE TO E-FILE.
  - IF YOU HAVE YOUR OWN INDIVIDUAL PACER ACCOUNT ALREADY, YOU CAN UPGRADE TO BE ABLE TO E-FILE WITH NEXTGEN CM/ECF.

# NEXTGEN REQUIREMENTS

- IN ORDER TO E-FILE, USERS MUST HAVE COMPLETED THE FOLLOWING:
- STEP ONE - CREATE AN INDIVIDUAL PACER ACCOUNT IF THE USER DOESN'T HAVE ONE.

[HTTPS://PACER.PSC.USCOURTS.GOV/PSCOF/REGWIZARD.JSF](https://pacer.psc.uscourts.gov/pscof/regwizard.jsf)

# REGISTERING FOR A NEW PACER ACCOUNT

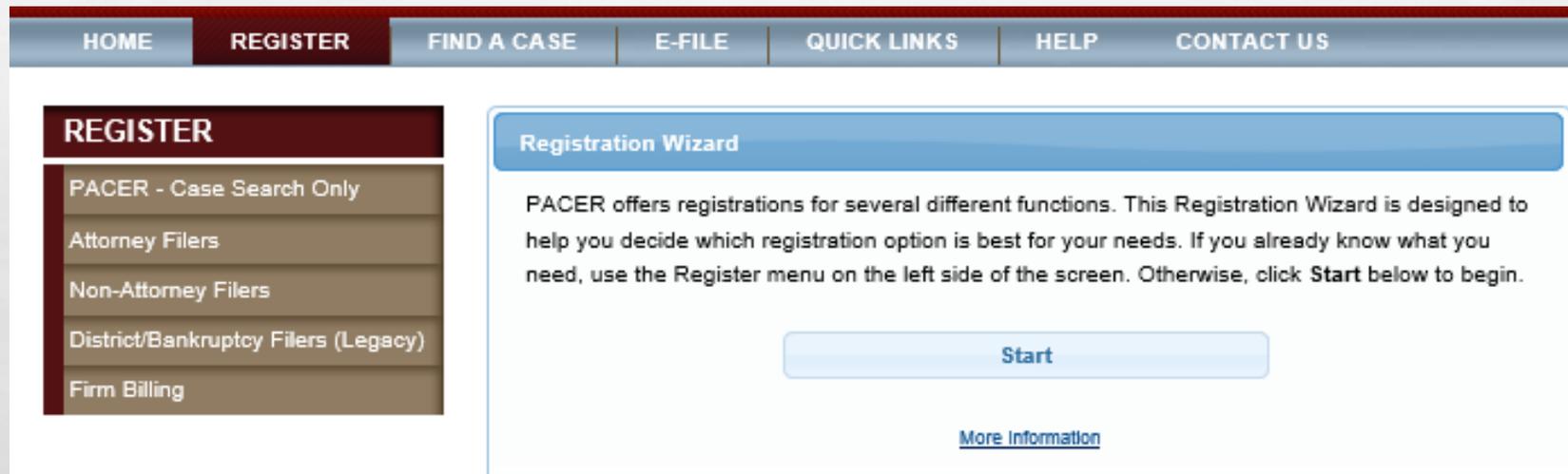
- IN ORDER TO USE NEXTGEN, ATTORNEYS WITH INDIVIDUAL CM/ECF ACCOUNTS MUST HAVE INDIVIDUAL PACER ACCOUNTS.
  - GO TO [WWW.PACER.GOV](http://WWW.PACER.GOV)
  - SELECT "REGISTER" FROM MAIN MENU BAR



Public Access to Court Electronic Records (PACER) is an electronic public access service that

# REGISTERING FOR A NEW PACER ACCOUNT - CONTINUED

- SELECT "ATTORNEY FILERS" FROM THE LEFT PANEL



The screenshot shows the PACER website's registration wizard. At the top, there is a navigation bar with links for HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. The REGISTER link is highlighted. Below the navigation bar, there is a left-hand menu titled REGISTER with several options: PACER - Case Search Only, Attorney Filers, Non-Attorney Filers, District/Bankruptcy Filers (Legacy), and Firm Billing. The Attorney Filers option is selected. The main content area is titled Registration Wizard and contains the following text: "PACER offers registrations for several different functions. This Registration Wizard is designed to help you decide which registration option is best for your needs. If you already know what you need, use the Register menu on the left side of the screen. Otherwise, click Start below to begin." Below this text is a large blue button labeled Start and a link for More Information.

- UNDER ATTORNEY FILERS, SELECT "REGISTER NOW" FOR PACER ACCOUNT NOW

**REGISTER**

PACER - Case Search Only

▶ Register Now

Attorney Filers

Non-Attorney Filers

District/Bankruptcy Filers (Legacy)

Firm Billing

**PACER - CASE SEARCH ONLY REGISTRATION**

Account Information

**\* Required Information**

Prefix	<input type="text" value="Select Prefix"/>
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Generation	<input type="text" value="Select Generation"/>
Suffix	<input type="text" value="Select Suffix"/>
Date of Birth *	<input type="text"/>
Firm/Office	<input type="text"/>
Unit/Department	<input type="text"/>
Address *	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Room/Suite	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="Select State"/>
Zip/Postal Code *	<input type="text"/>
Country *	<input type="text" value="United States of America"/>
Primary Phone *	<input type="text"/>
Alternate Phone	<input type="text"/>
Text Phone	<input type="text"/>
Fax Number	<input type="text"/>
Email *	<input type="text"/>
Confirm Email *	<input type="text"/>
User Type *	<input type="text" value="INDIVIDUAL"/>

# REGISTERING FOR A NEW PACER ACCOUNT - CONTINUED

- CREATE A USERNAME, PASSWORD, SELECT AND ANSWER THE SECURITY QUESTIONS AND CLICK NEXT.
- ENTER THE PAYMENT INFORMATION TO BE SAVED. PROVIDING A CREDIT CARD IS OPTIONAL.
- THE USER WILL ONLY BE ABLE TO VIEW DOCUMENTS UNTIL THE COURT GOES LIVE AND YOU LINK YOUR NEW UPGRADED PACER ACCOUNT TO YOUR CURRENT CM/ECF ACCOUNT.

# NEXTGEN REQUIREMENTS

- STEP 2 - UPGRADE PACER ACCOUNT
  - LOG IN TO PACER USING YOUR PACER LOGIN AND PASSWORD
  - SELECT THE UPGRADE LINK

<b>Account Number</b>	2654003
<b>Username</b>	us4631
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Legacy PACER Account ( <a href="#">Upgrade</a> )

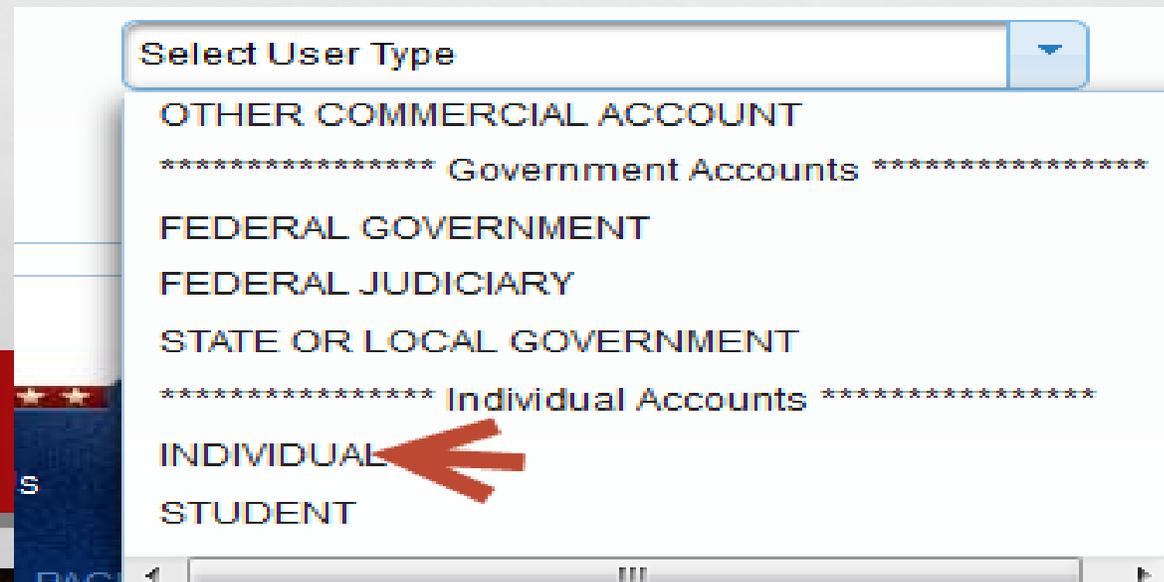


- COMPLETE THE REQUIRED FIELDS

[HTTPS://WWW.PACER.GOV/ECFCBT/CSO/INDEX.HTML](https://www.pacer.gov/ecfcbt/cso/index.html)

# UPGRADING YOUR PACER ACCOUNT - CONTINUED

- DURING THE UPGRADE, SELECT "INDIVIDUAL" AS THE TYPE OF USER. IF YOU HAVE A GOVERNMENT ACCOUNT, SELECT FROM THE GOVERNMENT ACCOUNT LIST.
- CLICK SUBMIT.



The image shows a screenshot of a web form titled "Select User Type" with a dropdown arrow on the right. The dropdown menu is open, displaying the following options:

- OTHER COMMERCIAL ACCOUNT
- \*\*\*\*\* Government Accounts \*\*\*\*\*
- FEDERAL GOVERNMENT
- FEDERAL JUDICIARY
- STATE OR LOCAL GOVERNMENT
- \*\*\*\*\* Individual Accounts \*\*\*\*\*
- INDIVIDUAL ← (indicated by a red arrow)
- STUDENT

The "INDIVIDUAL" option is highlighted with a red arrow pointing to it from the right. The background of the slide features a faint image of a person in a white coat, possibly a doctor or lawyer, standing in a professional setting.

# UPGRADING YOUR PACER ACCOUNT - CONTINUED

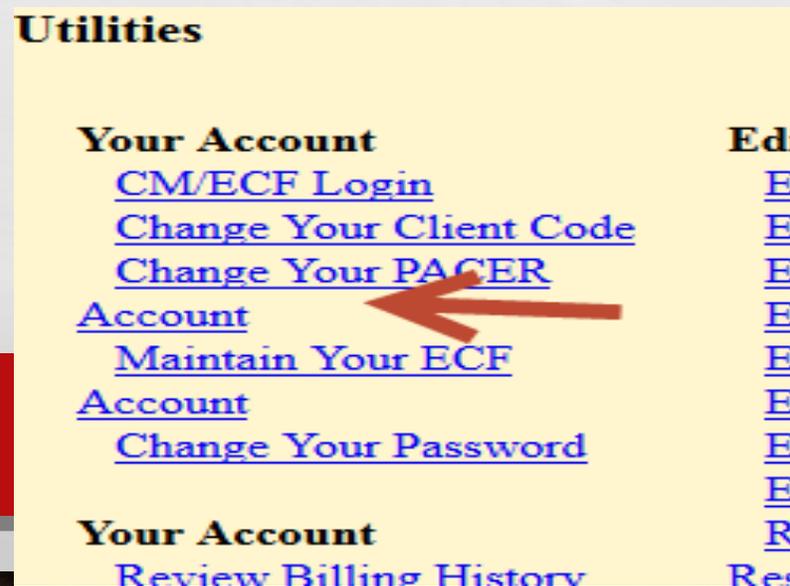
- ONCE YOUR ACCOUNT HAS BEEN UPGRADED , THE NEXT TIME YOU LOG IN TO MANAGE YOUR ACCOUNT IN PACER, YOU WILL SEE THAT THE ACCOUNT TYPE NOW INDICATES UPGRADED.

Account Number	7030383
Username	Njbtesterone
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account



# CHANGING YOUR DEFAULT PACER ACCOUNT IN CURRENTGEN CM/ECF

- LOG IN TO CM/ECF WITH YOUR CURRENT CM/ECF LOGIN AND PASSWORD.
- CLICK ON THE "UTILITIES" TAB.
- CLICK THE "CHANGE YOUR PACER ACCOUNT" LINK



# CHANGING YOUR DEFAULT PACER ACCOUNT IN CURRENT GEN CM/ECF

- CLICK THE CHECKBOX NEXT TO "MAKE THIS MY DEFAULT PACER LOGIN".
- ENTER YOUR UPGRADED PACER ACCOUNT LOGIN AND PASSWORD AND CLICK LOGIN.

Make this my default PACER login

After checking this box, you will only need to use your **CM/ECF** login at

**Authentication**

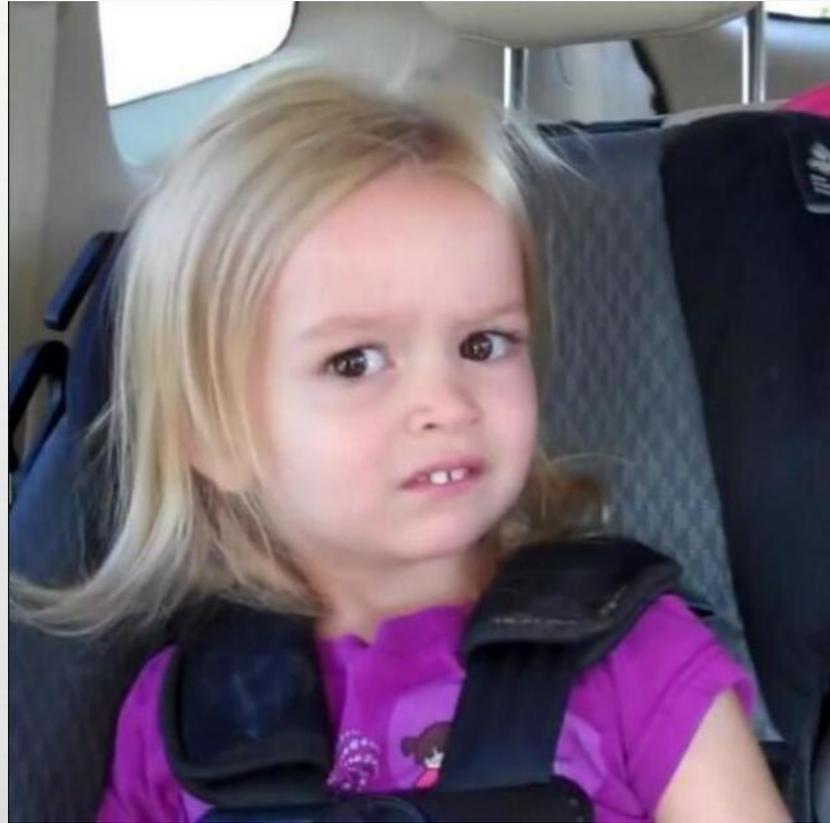
Login:

Password:

Client code:

**Notice**

YOU WITH ME SO FAR?



# NEXTGEN REQUIREMENTS

- STEP 3 – LINK YOUR INDIVIDUAL PACER ACCOUNT TO YOUR EXISTING CM/ECF ACCOUNT (DAY1)

[HTTPS://WWW.PACER.GOV/ECFCBT/CSO/INDEX.HTML](https://www.pacer.gov/ecfcbt/cso/index.html)

# LINKING AN UPGRADED PACER ACCOUNT

- AFTER THE COURT GOES LIVE WITH NEXTGEN, YOU WILL NEED TO LINK YOUR INDIVIDUAL PACER ACCOUNT WITH YOUR EXISTING CM/ECF ACCOUNT. YOU WILL NOT BE ABLE TO E-FILE UNTIL YOU LINK.
- THE COURT WILL NOTIFY YOU ONCE WE ARE LIVE.

# LINKING AN UPGRADED PACER ACCOUNT - CONTINUED

- LOG IN TO PACER.GOV AND ENTER YOUR NEW/UPGRADED PACER LOGIN AND PASSWORD.

## PACER LOGIN

Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your browser and reopen your browser before trying again.

Login

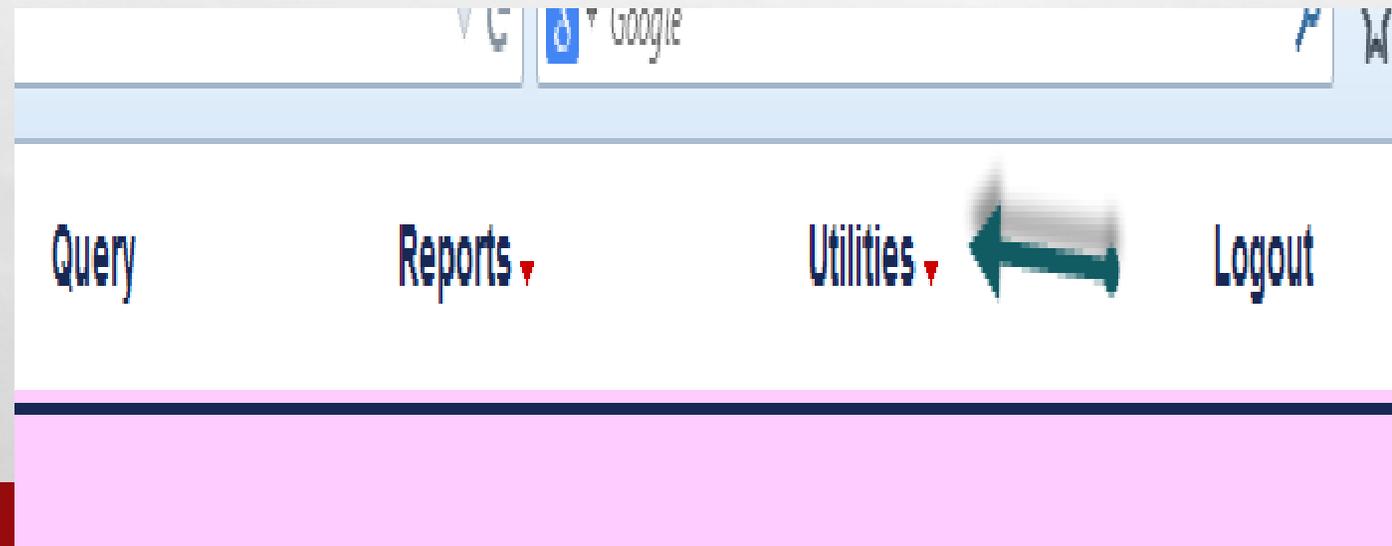
Username \*

Password \*

Client Code

# LINKING AN UPGRADED PACER ACCOUNT - CONTINUED

- CLICK "UTILITIES" ON THE MAIN MENU BAR



# LINKING AN UPGRADED PACER ACCOUNT - CONTINUED

- CLICK THE OPTION FOR THE “NEXTGEN RELEASE MENU ITEMS”.
- SELECT “LINK A CM/ECF ACCOUNT TO MY PACER ACCOUNT”

[Link a CM/ECF account to my PACER account](#)

[Change PACER Exemption Status](#)

[Maintain Your Login/Password](#)



# LINKING AN UPGRADED PACER ACCOUNT - CONTINUED

- ENTER YOUR CURRENT CM/ECF LOGIN AND PASSWORD AND CLICK SUBMIT.

## Link a CM/ECF account to my PACER account

This utility links your PACER account with your e-filer account in this court.

If you use CM/ECF for PACER only, no action is necessary.

If you had a CM/ECF e-filing account in this court before the court converted to NextGen CM/ECF, e to link the accounts (or go back if the names don't match).

CM/ECF login:

CM/ECF password:

[Forgot login/password](#)

[More about Upgraded PACER account](#)

# LINKING AN UPGRADED PACER ACCOUNT - CONTINUED

- THE USER WILL BE ASKED "DO YOU WANT TO LINK THE ACCOUNTS?", CLICK "SUBMIT". UPON SUBMISSION, YOUR CURRENT CM/ECF ACCOUNT WILL BE LINKED TO YOUR PACER ACCOUNT.

## Link a CM/ECF account to my PACER account

Do you want to link these accounts?

CM/ECF **Aty Alex**

PACER **Alex Attorney**

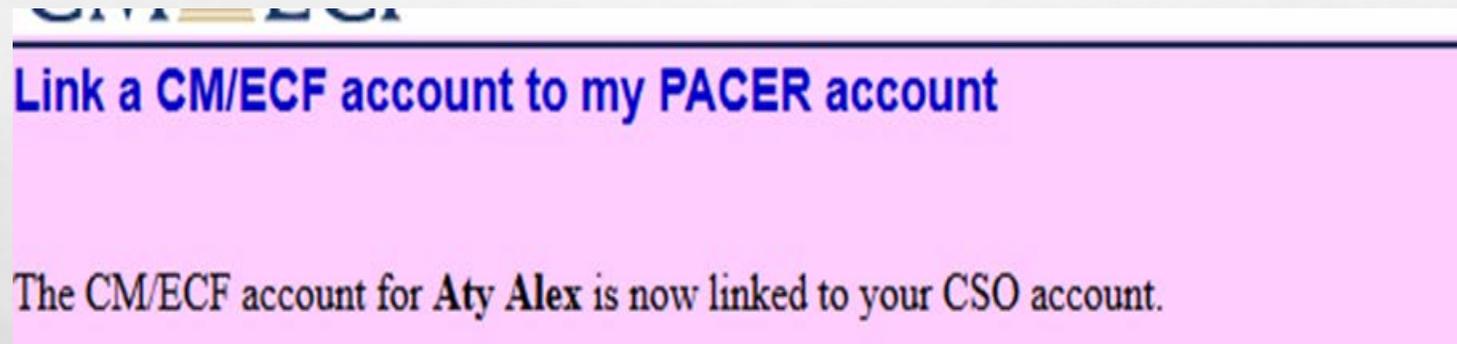
After you submit this screen, your old e-filing credentials for the CM

Submit

Clear

# LINKING AN UPGRADED PACER ACCOUNT – CONTINUED

- THE FINAL SCREEN WILL ADVISE THE USER THAT THE LINK WAS SUCCESSFUL.



- REMEMBER: ONCE ACCOUNTS ARE LINKED, YOU CAN ONLY LOG IN TO CM/ECF USING YOUR PACER LOGIN.

# PACER ADMINISTRATIVE ACCOUNT (PAA)

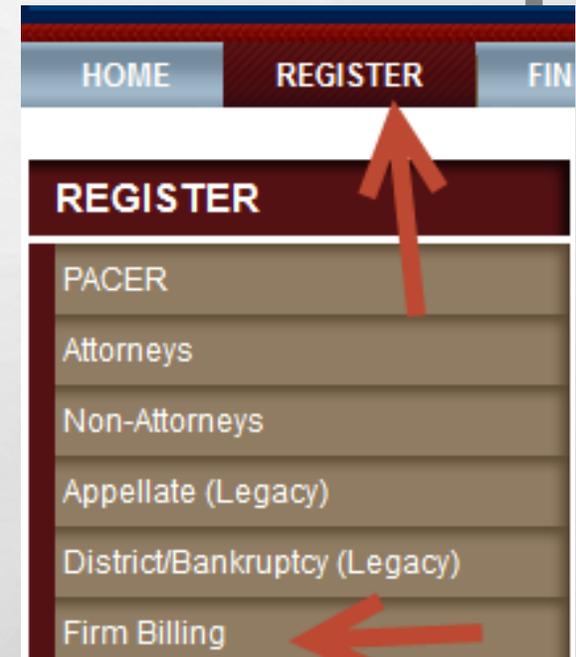
- THE PACER SERVICE CENTER HAS DEVELOPED THE PACER ADMINISTRATIVE ACCOUNT (PAA), A CONSOLIDATED BILLING AND ONLINE ACCOUNT MANAGEMENT PROCESS THAT ALLOWS GROUPS TO MANAGE AND PAY FOR ALL CHARGES ASSOCIATED WITH MULTIPLE PACER ACCOUNTS.
  - NOTE: THIS ACCOUNT WILL NOT ALLOW YOU TO LOG IN TO ACCESS CASE INFORMATION. IT ONLY ALLOWS YOU TO MANAGE YOUR BILLING.
- ALL CHARGES ASSOCIATED WITH EACH INDIVIDUAL FILER'S PACER ACCOUNT CAN BE LINKED TO THE PAA.

# PACER ADMINISTRATIVE ACCOUNT (PAA) – CONTINUED

- ONE INVOICE IS GENERATED FOR THE PAA. ITEMIZATION OF CHARGES FOR EACH PACER ACCOUNT IS INCLUDED IN THE INVOICE.
- THE FIRM REGISTERS FOR A PAA ACCOUNT THEN CHOOSES WHICH ACCOUNTS TO LINK TO THE PAA AND SENDS AN INVITATION TO THE INDIVIDUAL USERS.

# PACER ADMINISTRATIVE ACCOUNT (PAA) – CONTINUED

- GO TO [WWW.PACER.GOV](http://WWW.PACER.GOV)
- SELECT “REGISTER” FROM THE MENU AND THEN SELECT “FIRM BILLING”
- THE USER WILL BE DIRECTED TO THE PAA REGISTRATION PAGE
- SELECT “FIRM BILLING” FROM THE LEFT PANEL



# PACER ADMINISTRATIVE ACCOUNT (PAA) – CONTINUED

- SELECT “REGISTER FOR A PACER ADMINISTRATIVE ACCOUNT”

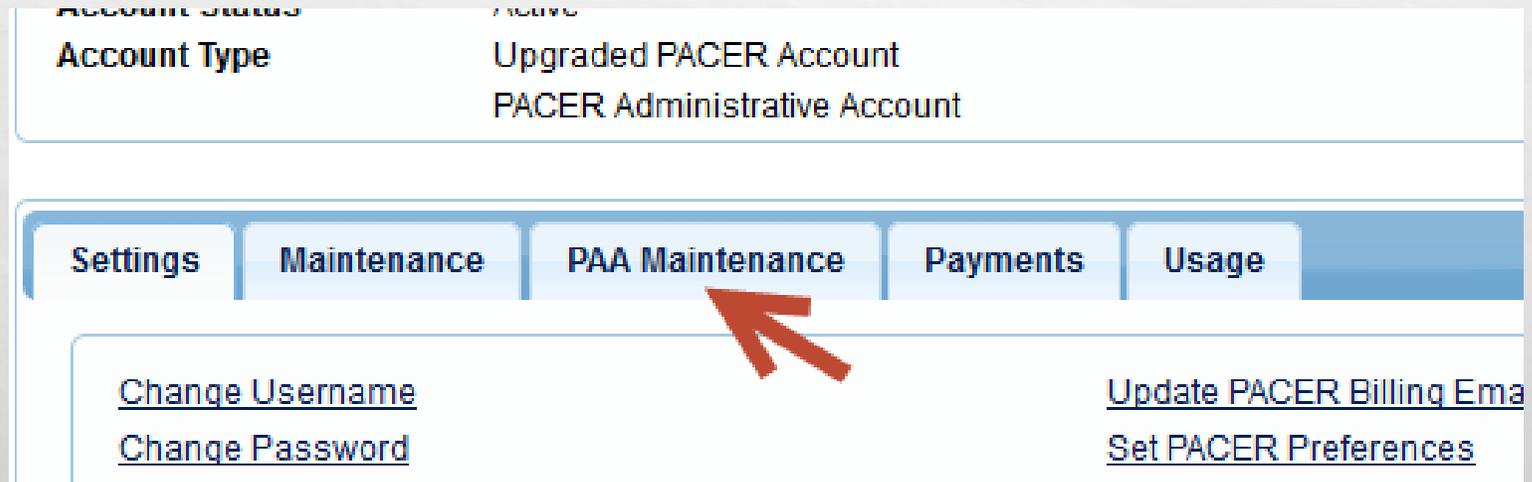
To obtain a PACER Administrative Account, complete the [online PACER Registration Form](#).

**Register for a PACER Administrative Account Now**

- COMPLETE ALL THE REQUIRED FIELDS.

# PACER ADMINISTRATIVE ACCOUNT (PAA) – CONTINUED

- WHEN ALL OF THE REQUIRED FIELDS ARE COMPLETED, LOG IN TO THE PAA ACCOUNT AND SELECT “PAA MAINTENANCE”.



# PACER ADMINISTRATIVE ACCOUNT (PAA) – CONTINUED

- SELECT “ADD EXISTING PACER ACCOUNTS TO MY PAA”



- TO ADD PACER ACCOUNTS, THE ADMINISTRATOR WILL NEED THE USERS LAST NAME AND PACER ACCOUNT NUMBER. THIS WILL SEND A REQUEST TO THE PACER USER. THE USER MUST ACCEPT THE REQUEST IN ORDER TO BE ADDED TO THE PAA.

# PACER ADMINISTRATIVE ACCOUNT (PAA) – CONTINUED

- FOR THE PACER USER TO ACCEPT THE PAA REQUEST, THE USER MUST LOG IN TO HIS/HER OWN PACER ACCOUNT AND SELECT “SETTINGS”.
- SELECT “VIEW PENDING REQUESTS” TO JOIN A PAA.
- PLACE A CHECKMARK NEXT TO THE REQUEST TO ACCEPT IT.
  - NOTE: IF AN ATTORNEY LEAVES THE FIRM, THE PAA MAY WANT TO REMOVE THE PACER ACCOUNT FROM THE PAA ACCOUNT.

# CM/ECF ACCOUNT MAINTENANCE

- ALL ACCOUNT UPDATES, INCLUDING ADDRESS CHANGES, ARE COMPLETED THROUGH PACER EXCEPT THE FOLLOWING:
  - SECONDARY EMAIL ADDRESSES
  - NOTICE PREFERENCES

WHAT  
QUESTIONS DO  
YOU HAVE?

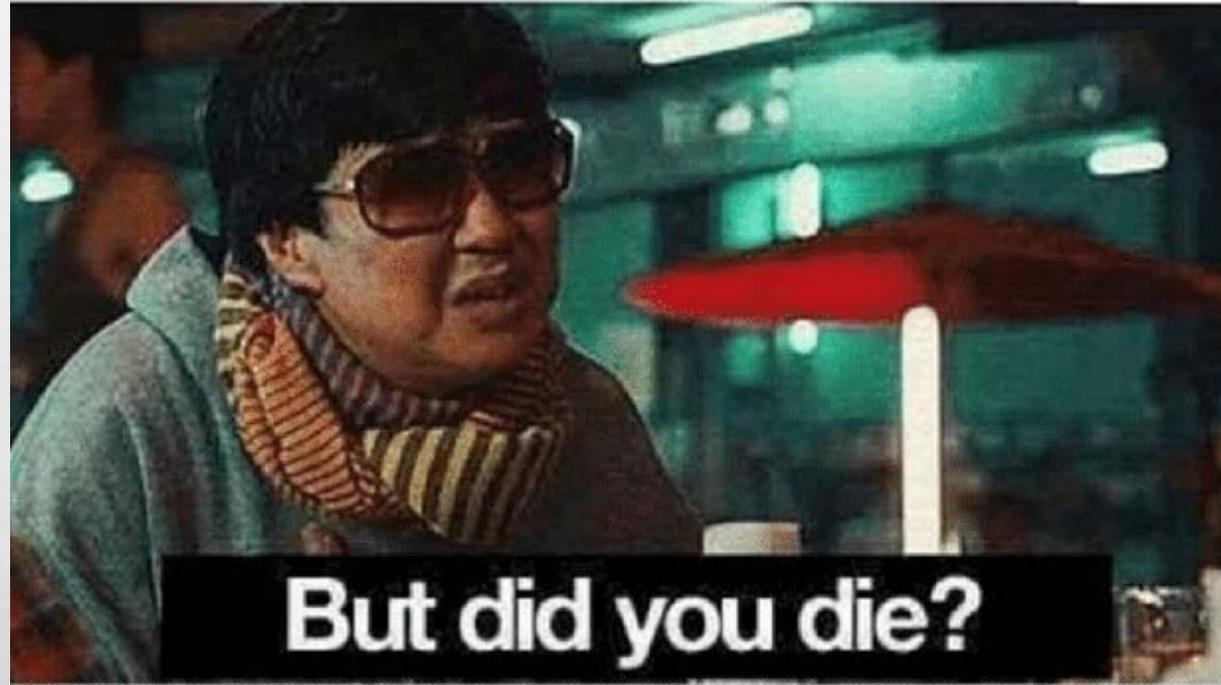


I DON'T KNOW WHAT ANY OF THE  
THINGS YOU JUST SAID MEAN AND AT  
THIS POINT, I'M TOO AFRAID TO ASK!

# CM/ECF ACCESS DURING SYSTEM UPGRADE

- ACCESS TO CM/ECF WILL BE UNAVAILABLE STARTING SATURDAY MORNING, OCTOBER 12 AT 7 A.M. THROUGH TUESDAY, OCTOBER 15 AT 8 A.M.
  - NOTE: THIS MEANS YOU WILL NOT BE ABLE TO USE CM/ECF FROM SATURDAY UNTIL TUESDAY MORNING. PLAN YOUR FILINGS ACCORDINGLY AND KNOW THE EMERGENCY FILING PROCEDURES OUTLINED IN THE LOCAL RULES.

NOT TOO BAD RIGHT?



# NEXTGEN TIPS

- KNOW YOUR CM/ECF PASSWORD
- IF YOU DON'T HAVE TO FILE ON DAY 1, WE SUGGEST WAITING TO LINK YOUR ACCOUNT

**ONE DOES NOT SIMPLY**

**SAY THANK YOU WITHOUT A MEME**

memes.com