

**NOTICE \* NOTICE \* NOTICE**

Please note the remittance address changed effective March 1, 2011. Payments mailed to the Charlotte, NC post office box will be delayed. To avoid a disruption in service, please mail checks to:

**PACER Service Center  
PO Box 71364  
Philadelphia, PA 19176-1364**

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## **Next Generation of CM/ECF**

The Judiciary is in the process of defining requirements for the Next Generation of its Case Management and Electronic Case Files (CM/ECF) system and would like your help. If you have any suggestions on ways to improve the CM/ECF filing process or the PACER service, please complete the survey at <http://www.nceb.uscourts.gov/asfrg/>.

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## **Upcoming Changes to Appellate Cases Accessed through PACER**

Those who use PACER to access appellate case files will soon see some changes. Appellate courts will begin adopting these changes later this year. Notable features include:

- ◆ The Advanced Search option will include a field to search by the originating case number.
- ◆ The Case Selection Page that results from case searches will display the adversary/lead originating case number in addition to the originating case number and district of origin.

For a complete listing of changes, see "CM/ECF Release Notes" under "What's New with PACER" at [www.pacer.gov](http://www.pacer.gov).

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Questions or Comments regarding information in the announcement?

Email [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or call (800) 676-6856.

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## Transition to PDF/A

The Judiciary is planning to change the technical standard for filing documents in the Case Management and Electronic Case Filing (CM/ECF) system from PDF to PDF/A. This change will improve the archiving and preservation of case-related documents. Courts currently accept PDF/A documents. However, a target date for requiring that all new documents be filed in PDF/A has not been set. This change should have little or no impact on PACER users.

Some common questions about the change are answered at [www.pacer.gov](http://www.pacer.gov). Click on "CM/ECF to Transition to PDF/A" under "What's New with PACER."

### PACER Quarterly Invoice & Billing Page

A redesigned format of the PACER quarterly invoice has been introduced. The changes were implemented to make the invoice easier to read and understand. The new, simplified invoice can be viewed at our new billing page, [www.pacer.gov/billing](http://www.pacer.gov/billing). Click on "Sample Bill" under Financial Documents to view.

Our new billing page serves as a central location for all billing inquires & topics that include:

- ◆ Tracking usage monthly
- ◆ Access to invoices or statements for the past 24 months
- ◆ Online payments using a credit card
- ◆ Frequently Asked Questions
- ◆ Access to forms pertaining to PACER billing
- ◆ Paperless Billing Option (Recommended)

### Password Changes

Has an employee left your firm?  
Don't forget to change your password.

To prevent the unauthorized use of PACER accounts, the PACER Service Center recommends changing passwords every 90 days. It is possible to change passwords at [www.pacer.gov](http://www.pacer.gov). Select "Manage My PACER Account." After logging in, select "Change Password."

### PACER Policy Reminder

Public Access to Court Electronic Records is supported by user fees. Any attempt to collect data from PACER in a manner which avoids billing is strictly prohibited and may result in criminal prosecution or civil action. PACER privileges will be terminated if, in the judgment of judiciary personnel, they are being misused. Misuse includes, but is not limited to, using an automated process to repeatedly access those portions of the PACER application that do not assess a fee (i.e. calendar events report or case header information) for purposes of collecting case information.

### General Information

The PACER Service Center hours of operation are 8:00 AM to 6:00 PM Central time, Monday through Friday. The service center is closed for Federal holidays including the remaining holidays in 2011: May 30 for Memorial Day, July 4 for Independence Day, September 5 for Labor Day, October 10 for Columbus Day, November 11 for Veteran's Day, November 24 for Thanksgiving, and December 26 for Christmas.

## Billing Information

- ◆ The PACER Service Center accepts Discover, VISA, MasterCard, and American Express. Login to "Manage My PACER Account" at [www.pacer.gov](http://www.pacer.gov) to pay by credit card.
- ◆ The PACER Service Center's Federal Tax ID Number is 74-2747938.
- ◆ A fee of \$45 will be assessed if a check is returned for insufficient funds.
- ◆ Receipts for the most recent payment made to a PACER account can be accessed online. Login to "Manage My PACER Account" at [www.pacer.gov](http://www.pacer.gov) then select "Check Balance."
- ◆ Accounts with credit cards on file will be autobilled up to 7 days prior to the due date.