



PACER Case Locator: New Look, Features, Functions

On December 9, the Administrative Office of the U.S. Courts launched a new PACER Case Locator (PCL), with several new features and functions to help users narrow search results and simplify the case search process.

The PCL (pcl.uscourts.gov) is a tool that allows users to conduct case searches in appellate, district, and bankruptcy courts to determine if a party is involved in federal litigation. Each night, subsets of data are collected from the courts and transferred to the PCL.

The updated PCL:

- Allows users to save preferred cases so that they can quickly access a case or easily re-run a search any time.
- Maintains a list of the user's most frequent searches.
- Provides the option of simplified or advanced search screens.
- Allows the user to set a preferred landing page.
- Includes responsive design so that the page adjusts to fit the user's device based on window or screen size.

The PCL database contains more than 51 million cases and 310 million party records, which date back to the 1950s.

Each day, more than 50,000 users access the PCL, performing more than 500,000 searches daily and 10 million searches monthly.

You can access the old PCL here: <https://pcl-legacy.uscourts.gov>. For more information on the new site, see pacer.gov/pclnew.

New Multi-Court Exemption Form for Researchers Now Available

An updated version of the Multi-Court Exemption Request Form is now available on the Resources page at pacer.gov. This form can assist researchers who request exempt access in relation to a defined scholar's research project.

The new process outlined in the updated form allows Administrative Office of the U.S. Courts (AO) staff to review requests submitted by researchers to multiple courts, rather than requiring researchers to contact each court individually.

Although AO staff will be involved with the process going forward, the final decision on granting these requests rests with the individual courts.

To access the updated form, go to pacer.gov and select either the **Help** or **Quick Links** tab. Then click the **Resources** option.

If a user is not exempt, he or she is charged \$0.10 per page for PACER usage. The Electronic Public Access Fee Schedule, found on the Resources page of pacer.gov, provides a list of all users who may be exempt from incurring PACER fees.

Three New Courts Convert to NextGen

In November and December, the Fourth and D.C. Circuit Courts of Appeal, and the Connecticut District Court implemented the next generation case management/electronic case files (NextGen CM/ECF) system. To date, a total of 16 courts have converted, and more will follow in the coming months.

The information below outlines what you should do when your court announces it will implement NextGen:

- If you already have a PACER account, make sure it is upgraded 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.

continued, page 2

Adding, Updating an Email Address for Noticing

To update your primary and additional email addresses for receiving case notifications, follow a few simple steps. This process depends on the court in which you are registered. See the instructions below for the option that applies to you.

| Account Type | Steps for Adding or Updating |
|--|---|
| * Legacy Appellate (Primary & additional email) | <ol style="list-style-type: none"> 1. Log in to Manage My Appellate Filer Account at pacer.gov with the appellate ECF (e-filing) username and password. 2. Click Personal Info/Address/ECF Filing Status Updates. To update a primary email, select Update Personal Info. For an additional email, select Update Noticing Preferences. 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 for noticing purposes. |
| * NextGen Appellate (Primary & additional email) * NextGen Bankruptcy & NextGen District (Primary email) | <ol style="list-style-type: none"> 1. Log in at pacer.psc.uscourts.gov/pscof/manage/maint.jsf with the PACER username and password. 2. Click the Maintenance tab. 3. Click Update E-Filer Email Noticing and Frequency. Here, you can update, add, or remove email addresses. |
| * NextGen Bankruptcy & NextGen District (Secondary email) | <ol style="list-style-type: none"> 1. Log in to the court's ECF site with the ECF (e-filing) login ID and password. 2. Click Utilities. 3. 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. |
| * Legacy Bankruptcy & Legacy District (Primary & secondary email) | <ol style="list-style-type: none"> 1. Log in to the court's ECF site with the ECF (e-filing) login ID and password. 2. Click Utilities. 3. 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. |

continued from page 1

- 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 more information and updates.

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:

MLK Jr. Day: January 15
Presidents' Day: February 18
Memorial Day: May 28
Independence Day: July 4
Labor Day: September 3
Columbus Day: October 8
Veterans Day: November 12 (obs.)
Thanksgiving Day: November 22
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: 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.