



## Next Generation CM/ECF

Courts will begin to implement NextGen CM/ECF in the coming months. If you e-file, use the following tips to ensure readiness when your court converts to NextGen.

- 1) Consider whether and when you need to upgrade your PACER account (See "Tips for Upgrading Your PACER Account" on page 2 for guidance). To 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 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.

- 2) Keep track of your login and 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. 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.

- 3) Courts will post information on their websites as they begin the conversion process. Checking the court's website on a regular basis will ensure you have the latest information.

## NextGen Guidelines for Exempt Users

With the implementation of the next generation (NextGen) CM/ECF system in some courts, the process for logging in as an exempt user has been updated.

How you log in depends on whether the court uses the current generation (CurrentGen) CM/ECF system or NextGen CM/ECF. You can determine which system your court uses at [pacer.gov/courtlinks](http://pacer.gov/courtlinks). There will be a "NextGen" designation next to courts that have converted.

### CJAs

If you are a CJA attorney and have two PACER accounts, you should upgrade the private account. Then email or call the PACER Service Center (PSC) at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or (800) 676-6856 to move your existing exempt privileges to the upgraded account. The other account will be closed, and PSC staff will email you access instructions to your upgraded account.

The table below explains how you should log in when doing exempt work.

CurrentGen CM/ECF Court		NextGen CM/ECF Court	
CJA Users (NOTE: Must use upgraded PACER account)	Users with Court-Ordered Exemption	CJA Users (NOTE: Must use upgraded PACER account)	Users with Court-Ordered Exemption
When you log in, enter "X-" in front of your username to indicate your exempt status.  If you need to switch between exempt and non-exempt accounts, you should log out and log in again with or without the "X-."	Log in normally using your PACER username and password.	Log in and then use the Change PACER Exemption Status option to select your exempt status.  If you do not select exempt status, your account will be billed.	Log in and switch between exempt and non-exempt status by using the Change PACER Exemption Status option.  When you log in, you will be automatically exempt in that court. The exemption only applies in courts where you have a court order.

## Tips for Upgrading Your PACER Account

Although most users do not need to upgrade their PACER account now, you can use the following guidelines to see when you do need to upgrade.

If you are:

- **A PACER-only user (non-e-filer):** Upgrade now if you need to perform any function besides making a payment (change address, email, etc.). You do not have to upgrade if you only use PACER to search, print, or view information.
- **An e-filer:** Upgrade now if the court in which you e-file has converted to the NextGen CM/ECF system. You can go to [pacer.gov/courtlinks](http://pacer.gov/courtlinks) to find out if your court has converted.
- **A CJA attorney:** Upgrade now if the court in which you e-file has converted to the NextGen CM/ECF system. If you have two PACER accounts, upgrade the private account. Then email the PSC to move your existing exempt privileges, PSC staff will then provide you with access instructions via email.

Go to [pacer.gov/nextgen](http://pacer.gov/nextgen) for more information on when and how to upgrade your PACER account.

## “P” Icon Sets the Default Payment Method

If you want to always use the same payment method (e.g., one Visa card) as a default method of payment, you must set up this function in Manage My Account on [pacer.gov](http://pacer.gov). When you log in:

- 1) Click the **Payments** tab.
- 2) Select the **Manage Recurring Payments** option.
- 3) Click the **“P”** icon to set that method of payment as your default. You will know this option has been selected if the “P” next to your card number is blue.
- 4) Click **Update**. After you click Update, this selected card will be charged automatically for your quarterly usage.

**NOTE:** The Manage Recurring Payments screen only allows you to store card information and create a default payment method. If you want to pay your bill, you must go to the Make One-Time Credit Card Payment screen in the Payments tab. You may store up to three payment methods on this screen, and you can choose any of these if you want to make a one-time payment.

## PACER Usage Fees

Access to case information through PACER costs \$.10 per page for all users. Remember that this charge applies to accessing each page of search results; even if your search yields no matches, you are charged for one page. The following list describes instances in which PACER charges fees:

- Fees for case documents, docket sheets, or case-specific reports are \$.10 per page. This fee is capped at 30 pages (\$3.00).
- The fee cap does not apply to searches, reports that are not case-specific, and transcripts of federal court proceedings.
- If you perform a search, the fee is \$.10 per page for the search results, transcripts, or non-case-specific reports via PACER.
- Fee for electronic access to an audio file of a court hearing via PACER is \$2.40 per audio file.
- There is no additional fee to print or save the information once it has been accessed.

If you accrue \$15 or less in a quarter, your fees will be waived. Otherwise, your PACER account will be billed for all usage.

To find out more about PACER fees, the electronic public access fee schedule is available at: [pacer.gov/documents/epa\\_feesched.pdf](http://pacer.gov/documents/epa_feesched.pdf).

## Billing Information

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

## 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 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>

## PSC Information

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

The PSC will be closed for the following federal holidays in 2015:

**Independence Day:** July 3  
**Labor Day:** September 7  
**Columbus Day:** October 12  
**Veterans Day:** November 11  
**Thanksgiving Day:** November 26  
**Christmas Day:** December 25