

PACER Quarterly Newsletter

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First, Sixth Circuit Courts Implement NextGen CM/ECF

In August, the First and Sixth Circuit Courts of Appeal implemented the next generation case management/electronic case files (NextGen CM/ECF) system. To date, a total of 13 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, 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/pscof/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 more information.

NextGen Courts
1st Circuit Appellate
2nd Circuit Appellate
6th 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, 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.

Questions or comments regarding information in the announcement?

Using a PAA in NextGen

With the implementation of NextGen CM/ECF, users who e-file need their own PACER accounts. Organizations can streamline the process of managing those accounts by setting up a PACER Administrative Account (PAA).

Using the PAA, you can create consolidated billing for all the accounts in your organization, allowing you to manage and pay for all charges on one bill.

Registering for a PAA

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

Adding a User to Your PAA

A new individual PACER account may be created at pacer.gov/register. When setting up an account on behalf of another user, it is important to use the correct DOB to avoid any issues with identifying the account. A new employee would provide you with his or her last name and 7-digit PACER account number. If the employee does not have a PACER account, he or she would need to create one and then provide you the account number so you can add them to your PAA.

Removing a User from Your PAA

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

For more information about updates to the PAA, go to pacer.gov and review:

- The PAA User Manual in the Resources section of the Help tab.
- PAA FAQs under the Help tab.
- The PAA electronic learning module in the Training section of the Help tab.

Upgrading and Converting: 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 special characters because you have an upgraded PACER account, but your court has not 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 when the court announces it will convert. This allows plenty of time for tech support before PSC is flooded with calls.
You rely on your web browser to keep track of your login and password information.	You will not have the information you need when trying to link your e-filing and PACER accounts.	Make sure e-filing and upgraded PACER account login and password are on hand before linking.
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 linking accounts for someone else, you 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's PAA, you change the shared PACER account credentials.	All users in the group get locked out of the PACER account because they do not have the new credentials.	Users who e-file should register for their own PACER account. The PAA administrator will then add that account to the PAA.
You register for an upgraded PACER account on behalf of each PAA user, but you use the same email address for all of them.	The same email address on multiple accounts is flagged by PSC, stopping the registration for review. This can hinder progress for a user password reset.	Enter each user's correct email address when registering for an upgraded PACER account.

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:

- 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: 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.