

PACER Announcements

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Notice: New Payment Address

The remittance address for PACER fees changed on June 20. To avoid a delay in your payment, please mail checks to the following address:

U.S. Courts: PACER
P.O. Box 5208
Portland, OR 97208-5208

NextGen CM/ECF: What to Know About Your Court's Conversion

Central Sign-On in the next generation (NextGen) CM/ECF system allows filers to access PACER and NextGen systems using a single PACER account.

In NextGen, each user is required to have an individual, upgraded PACER account. When your court announces it will implement NextGen, or if it has already converted, there are a few steps you should take to ensure you are ready.

- 1. You must have a PACER account.** If you do not have one, go to: pacer.psc.uscourts.gov/pscof/registration.jsf. Once registered, you will have an upgraded account.
- 2. You must have an upgraded**

PACER account. If you already have a PACER account, ensure it is upgraded by logging in to Manage My Account at pacer.gov.

- 3. If you are an e-filer, you must link your e-filing account to your PACER account after your court converts.**
 - ◇ For an overview on linking, go to pacer.gov/nextgen.
 - ◇ For instructions on linking, go to pacer.gov, select E-File, click Training, and click Electronic Learning Modules.

Check your court's website for more information on when it will convert. If you need additional help, refer to pacer.gov/nextgen.

User Tips & Reminders

Resetting a Password: Know Your Security Information

To recover a lost or forgotten PACER password, you must know the answers to the security questions you set up during registration. If you are unsure of the answers, update them as soon as possible and keep them in a safe place. You may update security information online at pacer.gov. Click Manage my Account. After you log in, click Set Security Information under Settings.

Receiving Faster, More Efficient Support from PSC

When you contact PSC for assistance, please include the following information in your email or web messages to ensure you get the help you need, when you need it:

- Account number and username
- Specific federal court your issue involves, if applicable
- Specific issue you are having (e.g., login reset questions)

Providing this information during your initial request could help expedite your issue resolution.

How to Retain Your PACER Account after Moving Firms

When you leave your firm, there is no need to create a new PACER account. If your account was part of a PACER Administrative Account (PAA), you may either unlink it (under Manage My Account), or have the firm's PAA administrator unlink your account. If you move to another firm or if you work individually, your PACER account remains with you. **NOTE:** When you leave your firm, update your account information (e.g., email, address, etc.) at pacer.gov under Manage My Account.

Q2 2019: Courts That Implemented NextGen

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| <ul style="list-style-type: none">• Wisconsin Eastern District• Georgia Northern District• North Carolina Eastern Bankruptcy• Georgia Middle District | <ul style="list-style-type: none">• Missouri Eastern District• Indiana Northern Bankruptcy• Colorado Bankruptcy• New York Western Bankruptcy |
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Questions or comments regarding information in the announcement?

Email pacer@psc.uscourts.gov or call (800) 676-6856.

How to Handle Individual Accounts Within Your PAA

In NextGen, e-filers need their own, individual PACER accounts. The PACER Administrative Account (PAA) helps firms consolidate billing, 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 can 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 page under Help.
- PAA FAQs under the Help tab.
- The PAA electronic learning module in the Training section of the Help tab.

Usage Fees: How and When Are Users Charged for Access to PACER?

Access to case information through PACER costs \$.10 per page for all users. This charge applies to accessing each page of search results; even if your search yields no matches.

The following 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.

- Access to an audio file of a court hearing via PACER costs \$2.40 per 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.

NextGen Resources

NextGen Help Page

<https://www.pacer.gov/nextgen>

Electronic Learning Modules

<https://www.pacer.gov/ecfcbt/cso/index.html>

NextGen: PAA 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

PSC hours are 8 AM—6 PM CT, Monday through Friday. The PSC is closed for the following holidays:

Labor Day: September 2

Columbus Day: October 14

Veterans Day: November 11

Thanksgiving Day: November 28

Christmas Day: December 25

Billing Information

- ◇ PSC accepts Discover, VISA, MasterCard, and American Express. Log in to Manage My Account to pay by credit card.
- ◇ 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.