



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF MISSOURI

NOTICE RE: NEXTGEN CM/ECF

The United States District Court for the Eastern District of Missouri upgraded its Case Management/Electronic Case Filing (CM/ECF) software to the Next Generation (NextGen) of CM/ECF program in June 2019. NextGen is the culmination of a multi-year project headed by the Administrative Office of the U.S. Courts to provide for the current and future filing and case management needs of all CM/ECF users.

In the fall of 2018 and spring of 2019, the Court e-mailed **all registered attorneys** information on NextGen and the steps they needed to take to prepare for the upgrade.

What's New for Attorneys in NextGen

Central Sign-On is a new functionality that allows attorneys to maintain one account across all NextGen courts (appellate, district, and bankruptcy). What this means is that attorneys now use one login and password to access all NextGen courts where they have permission to file, as well as to access PACER for all courts.

What an Attorney Must Do to Practice in a NextGen Court

- **Each attorney MUST have his/her own individual PACER account.** If an attorney does not have an individual PACER account, the attorney must create one before being allowed to e-file in a NextGen Court. To register for an individual PACER account, attorneys should go to <https://pacer.uscourts.gov> and click on "Register for an Account", then click "Attorney Filers for CM/ECF". Shared PACER accounts cannot be used by filing attorneys once a court has upgraded. However, firms may set up a PACER Administrative Account to help manage attorney accounts and have those individual accounts centrally billed for PACER access fees. To register for a PACER Administrative Account, please visit https://www.pacer.gov/reg_firm.html.
- **Existing "Legacy" PACER accounts (accounts issued prior to August 11, 2014) must be upgraded.** If you are unsure whether your account has been upgraded, go to <https://pacer.uscourts.gov>, Manage Your Account, Manage My Account Login, and log in with your PACER credentials. Next to Account Type, it should read "Upgraded PACER Account". If it says "Legacy PACER Account", select Upgrade and update the information as indicated. For additional assistance with your PACER account, please contact PACER at 800-676-6856.
- **CJA Attorney PACER accounts.** Please note that you only need **one** PACER account for filing and viewing in NextGen. If you have a separate exempt CJA account now, those exempt privileges will be added to your individual upgraded PACER account. More information on this can be found on our website at <http://moed.uscourts.gov/NextGen>.



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF MISSOURI

- **Each attorney must link his/her CM/ECF account to his/her individual PACER account.** If you log in to this Court's CM/ECF using your PACER credentials and you do not see "Civil" and "Criminal" on the menu bar, click on Utilities from the menu and select Link a CM/ECF account to my PACER account. If you do not know your login or password, you must contact the Clerk's Office CM/ECF Help Desk at 314-244-7650 for further assistance.

Updates to an Attorney's Account Information in a NextGen Court

All changes to your name, address, telephone number, and/or primary email address must be submitted to the court through PACER. To do this, log into your PACER account and select the applicable option listed under the "Maintenance" tab. After typing the changes, you must check the box next to each court in which you practice under the "Apply Updates to Selected Courts" section before you click on "Submit". Without the boxes checked, you are only changing the information on your PACER account. The change will be sent to the court(s). Each court must accept the information submitted. The change might not be processed on the same day it is submitted if sent after hours or on a day the court is closed. You will receive a confirmation by email when the change has been processed.

Feel free to contact the Clerk's Office at 314-244-7650 with any questions or visit the Court's website at <http://moed.uscourts.gov/NextGen> for more information.

Greg Linhares, Clerk
June 3, 2019