



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF MISSOURI

NOTICE RE: NEXT GENERATION (NEXTGEN) OF Case Management and Electronic Case Filing (CM/ECF)

The United States District Court for the Eastern District of Missouri will be upgrading its CM/ECF software to the Next Generation (NextGen) of CM/ECF in the spring of 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 the Court will be e-mailing **all registered attorneys** information on NextGen and the steps they must take to prepare for the upgrade. We wanted to take this opportunity to reach out to you in advance so you would know what is changing with NextGen and what will be required of all registered attorneys.

What is New for Attorneys in NextGen

Central Sign-On is a new functionality that will allow attorneys to maintain one account across all NextGen courts (appellate, bankruptcy, and district). What this means is that attorneys will be able to 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 Can Do NOW to Prepare for NextGen

- **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 the Court upgrades to NextGen. To register for an individual PACER account, attorneys should go to www.pacer.gov and click on "register." Shared PACER accounts cannot be used by filing attorneys once the 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.** Go to www.pacer.gov, Manage My Account, and login with the attorney's current PACER credentials. Note the display in the Account Type. If "Legacy," select Upgrade and update the information.
- **CJA Attorney PACER accounts.** Please note that you will 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>.



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- **Each attorney must know his/her current CM/ECF login/password for filing documents.** If an attorney does not know his/her login or password, please use the password reset feature from the CM/ECF login page at <https://ecf.moed.uscourts.gov/cgi-bin/login.pl>. If the login information is stored in the browser, it will be lost and not recoverable once we convert.

What an Attorney Must Do Once the Court Converts to NextGen

Attorneys will NOT be able to e-file in NextGen until their CM/ECF account is linked to their upgraded individual PACER account. Once the court upgrades, attorneys must link their existing CM/ECF accounts to their upgraded PACER accounts for Central Sign On. This linkage, however, cannot be done until AFTER the court upgrades to NextGen. We will provide step-by-step instructions at a later date on how to link an CM/ECF account to an upgraded PACER account.

For More Information on the improvements and the upgrade process, please visit: <https://www.pacer.gov/nextgen>. Feel free to contact the Clerk's Office directly with any questions, or visit the Court's website at <http://moed.uscourts.gov/NextGen>.

Thank you in advance for your cooperation as the Court prepares you to upgrade to NextGen CM/ECF.

Greg Linhares, Clerk
September 4, 2018