



OFFICE OF THE
CLERK OF COURT
www.miwd.uscourts.gov

399 Federal Bldg.
110 Michigan St., NW
Grand Rapids, MI 49503
(616) 456-2381

229 Federal Bldg.
202 W. Washington St.
Marquette, MI 49855
(906) 226-2021

107 Federal Bldg.
410 W. Michigan Ave.
Kalamazoo, MI 49007
(269) 337-5706

113 Federal Bldg.
315 W. Allegan St.
Lansing, MI 48933
(517) 377-1559

E-filing Help Desk
(616) 456-2206
(800) 290-2742
ecfhelp@miwd.uscourts.gov

May 16, 2019

Dear Office Manager,

The **United States District Court for the Western District of Michigan** will be upgrading its CM/ECF software to the Next Generation (NextGen) of CM/ECF in the upcoming months. We anticipate going live with NextGen on **Monday, August 26th**. NextGen is the culmination of a multi-year project headed by the Administrative Office of the U.S. Courts to provide for the future filing and case management needs of all CM/ECF users.

In the upcoming weeks, the Court will be e-mailing information to all registered attorneys to share what must be done to prepare for the upgrade to NextGen. We wanted to take this opportunity to reach out to you in advance, so you would have opportunity to 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 new functionality that allows 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 e-file. It also provides them PACER access for all courts.

What must an attorney do to prepare for NextGen?

- **Each attorney MUST have their own individual upgraded PACER account.** If an attorney does not have an individual PACER account, the attorney must create one before the Court upgrades to NextGen. **This should be done now.** Many attorneys currently share a PACER account in their firm or in their group. Shared PACER accounts cannot be used after the Court upgrades. Firms may set up a PACER Administrative Account to help manage attorney accounts and to have those individual accounts centrally billed for PACER access fees. To register for a PACER Administrative Account, visit https://www.pacer.gov/reg_firm.html.
- **Existing, or “legacy” individual PACER accounts (accounts established prior to August 11, 2014) must be upgraded.** If an attorney has e-filed in the Sixth Circuit in the last two years, this step has already been done. To check, go to www.pacer.gov. At the top right corner of the screen, on the blue banner, click Manage My Account. On the resulting screen, enter the attorney’s PACER credentials. Note the display under the Account Type section. If “Legacy” is displayed, select Upgrade, and update the information as prompted. If “Upgraded” appears, this step has already been done.
- **Each attorney MUST know their current CM/ECF login and password for filing documents.** Make sure attorneys know their CM/ECF login and password before the Court upgrades to NextGen. If the login information is stored in their browser, it will be lost and not recoverable. After the Court upgrades, attorneys must link their existing CM/ECF accounts to their upgraded PACER accounts for Central Sign On. If an attorney does not know their login or password, use the password reset feature at <https://ecf.miwd.uscourts.gov/cgi-bin/lostPassword.pl>. Note that attorneys will NOT BE ABLE TO E-FILE in NextGen until their CM/ECF account is linked to their upgraded individual PACER account. This linking step, however, cannot be done until AFTER the Court upgrades to NextGen. At a later date, the Court will provide step-by-step instructions on how to link a 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>. There are FAQs, and several electronic learning modules (ELMs) available on that page under, “Is there training available for NextGen CM/ECF?” In addition, questions may be e-mailed to the ECF Help Desk at ecfhelp@miwd.uscourts.gov, or by phone at (800) 290-2742 or (616) 456-2206.