

Subject: Prepare for NextGen -- Western District of Michigan
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On Friday, August 23rd, the United States District Court for the Western District of Michigan will begin the upgrade process for its Case Management/Electronic Case Filing (CM/ECF) system to the Next Generation (NextGen) of CM/ECF. On Monday, August 26th, the upgrade will be complete, and the Western District of Michigan will be on NextGen. 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, across all federal court types. Last month, the Court Clerk's Office sent a letter to office managers to alert that this news was coming to 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 federal 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 PACER, or public access, for all courts.

Briefly, there are two steps to prepare:

- 1) Each attorney must obtain their own, upgraded PACER account (PACER accounts can no longer be shared).
- 2) Prior to August 23rd, each attorney must know their CM/ECF e-filing login and password credentials for the District Court, Western District of Michigan.

DETAILS REGARDING ACTION REQUIRED (unless this has already been done):

What must an attorney who is registered to e-file in the Western District of Michigan do to prepare for NextGen?

- **Each registered 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.

Note: 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. Law firms often have an office manager or librarian who manages this. To register for a PACER Administrative Account, visit https://www.pacer.gov/reg_firm.html.

- **Existing "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 PACER's website, 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. **Only the PACER Service Center can assist with PACER credentials.** PACER can be reached by phone at (800) 676-6856, or via e-mail at pacer@psc.uscourts.gov.

- **Before August 23rd, each attorney MUST know their current CM/ECF login and password (credentials that are currently used to e-file documents).** This must be known before the Court upgrades to NextGen. If the login information is stored in the browser on your computer, it will be lost and will not be recoverable. After the Court upgrades, attorneys must take a step to link their existing CM/ECF accounts to their upgraded PACER accounts for Central Sign On. 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. In the meantime, if an attorney does not know their CM/ECF login or password, it should be obtained and confirmed. The Court's password reset feature at <https://ecf.miwd.uscourts.gov/cgi-bin/lostPassword.pl> can be used to assist (you must know the login or username). 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.

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.

ECF Help Desk
Western District of Michigan
(800) 290-2742 or (616) 456-2206