

# United States Court of Appeals

District of Columbia Circuit  
Washington, D.C. 20001-2866

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Clerk

General Information  
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## **NOTICE REGARDING IMPLEMENTATION OF NEXTGEN CM/ECF - ACTION REQUIRED**

On Monday, November 20, 2017, the United States Court of Appeals for the District of Columbia Circuit will go live on the next generation of CM/ECF (NextGen), the national case management and electronic case filing system.

Highlights and benefits of the NextGen system include:

- Removal of the requirement to install Java on a user's computer to run appellate CM/ECF.
- Increased compatibility with most commonly used web browsers, including Chrome, Firefox, Internet Explorer, Edge, and Safari.
- A redesigned and modern user interface that functions similarly across all circuit, district, and bankruptcy courts throughout the federal judiciary.
- A new Central Sign-on feature that will allow a filing user to e-file documents, view case information and docket reports, and perform other CM/ECF-related activities by using the credentials from one "upgraded" PACER account to log in to each circuit, district, and bankruptcy court that has implemented NextGen. Additionally, users will be able to update personal and contact information, register to e-file in additional courts, make an online payment, or perform other account maintenance functions using one centralized PACER portal.

The D.C. Circuit's implementation of NextGen CM/ECF will begin at Noon (EST) on Friday, November 17, 2017, and continue through Sunday, November 19, 2017. While the court's CM/ECF system is being upgraded, users will be unable to e-file documents or access the PACER and CM/ECF system. Additionally, in preparation for the conversion, the court will temporarily suspend the acceptance and processing of new filer registration requests submitted through PACER as of Wednesday, November 15, 2017, until November 20, 2017.

To continue filing documents and performing other CM/ECF-related activity in the D.C. Circuit on or after November 20, 2017, filing users must complete a two-step process:

1. Upgrade their existing PACER account (or register for a new account), and
2. Link their legacy CM/ECF account to their upgraded PACER account.

While the second step cannot be completed until the filing user logs in to the court's NextGen system for the first time on or after November 20, 2017, the first step can be completed in advance and the court ***strongly encourages*** all existing filing users to upgrade their PACER account prior to the go-live date.

***Filing users should also be aware that in NextGen, each user must have an individual upgraded PACER account; firmwide and other shared accounts are not permitted.*** Law firms and other organizations may set up a PACER Administrative Account (PAA) for consolidated billing and online account management. This account allows groups to manage and pay for all charges associated with multiple PACER accounts.

General information outlining the procedures for users to follow when completing these two preparatory steps is provided on the following pages. For more information about NextGen and the upgrade process, please review the information provided on the PACER web site at <https://www.pacer.gov/nextgen/>. Additional inquiries may be directed to the court's ECF Help Desk by calling 202-216-7259 or by email to [ECFHelp@cadc.uscourts.gov](mailto:ECFHelp@cadc.uscourts.gov).

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Mark J. Langer, Clerk

## ACTIONS REQUIRED BEFORE NOVEMBER 20, 2017

### Verify Your PACER Account Type

Filing users with PACER accounts created after August 10, 2014, or whose accounts have previously been upgraded for use in another NextGen court, already have a compatible upgraded PACER account and no further action is required until after the court upgrades to NextGen. To determine if your PACER account was previously upgraded, log in to your PACER account using the [Manage My Account](#) utility and confirm that the “Account Type” indicates “Upgraded PACER Account.” If it indicates “Legacy PACER Account,” you need to complete the upgrade process below.

### Upgrade Your PACER Account

Before proceeding, it is important to ascertain whether you have been using an individual or shared PACER account to view documents. Sole practitioners usually have individual PACER accounts, while employees at larger firms and other organizations typically use a shared PACER account. The most common mistake associated with this step occurs when someone upgrades a shared PACER account, believing it was his or her individual account.

If you have been using an individual PACER account to view documents, log in to your PACER account using the [Manage My Account](#) utility. If you have forgotten your username and/or password, there are links available on the login page for retrieving your credentials. Once you have successfully logged in, select the upgrade link to begin the process of upgrading your account, or select the **Maintenance** tab and then select **Update Personal Information**. Complete the required information on the **Person**, **Address**, and **Security** tabs and then **Submit**. Once the PACER account is upgraded, it will now be ready to use in any NextGen court.

If you have been using a shared PACER account to view documents, you will need to register for your own upgraded PACER account. Select the [Register](#) tab on the PACER home page to launch the Registration Wizard which will guide you through creating the correct type of account needed.

## ACTION REQUIRED AFTER NOVEMBER 20, 2017

### Link Your Legacy CM/ECF Account to Your Upgraded Pacer Account

Beginning November 20, 2017, a filing user will only be able to file documents and perform other CM/ECF-related activity in the D.C. Circuit through the user's upgraded PACER account. Upon logging in to NextGen for the first time on or after this date, a filing user with an upgraded PACER account will be prompted to link the user's upgraded PACER account with his or her D.C. Circuit legacy CM/ECF account.

To link your accounts, follow these steps:

1. Make sure you are completely logged out of PACER and close all browsers.
2. Open a new browser session and go the court's [CM/ECF login page](#).
3. Select the **Log in to CM/ECF Document Filing System**. Log in using your upgraded PACER account credentials.
4. Select **Link my filer account to my PACER account**.
5. Enter your legacy CM/ECF credentials and **Submit**.
6. On the confirmation screen, verify that the account information matches and select **OK** if the information is correct.

If the linking was successful, you will see the NextGen landing page. From this point forward, use your upgraded PACER account credentials to login and/or view case information. If the linking process failed, please try again making sure your username is entered in lowercase.