



OFFICE OF THE CLERK

UNITED STATES DISTRICT COURT
FOR THE
MIDDLE DISTRICT OF PENNSYLVANIA
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INDIVIDUAL PACER ACCOUNTS TO BE REQUIRED FOR E-FILING

FIRST NOTICE

The U.S. District Court for the Middle District of Pennsylvania will be upgrading its CM/ECF software to the Next Generation (NextGen) of CM/ECF in the upcoming months. One of the benefits in NextGen is Central Sign-on, a login process which allows e-filing attorneys to use one PACER login and password to access any NextGen court (district, appellate and bankruptcy) in which they practice.

Attorneys are being asked to prepare for the NextGen implementation now by obtaining and/or upgrading their own PACER account. Your PACER account will be your login to CM/ECF, and therefore you must have your own individual PACER account to E-file. **If you currently have a shared PACER account, each e-filing attorney will need a separate account.** E-filing attorneys will not be able to use shared PACER accounts.

- 1) To obtain a new PACER account or upgrade an existing PACER account, please visit www.pacer.gov and click on "Register".
- 2) Existing PACER accounts (accounts issued prior to August 11, 2014) must be upgraded.

If your username is 6 characters, you do not have an upgraded account. Go to www.pacer.gov, top of the screen on the right-hand side, Manage My Account, and login with the attorney's current PACER credentials. If the "Account Type" field shows the word "Legacy", you have a legacy account that must be updated prior to the implementation of NextGen. (CJA Attorneys please note that you will only need one PACER account for filing and viewing in ECF NextGen. If you have a separate exempt CJA account now, those exempt privileges will be added to your individual upgraded PACER account.)

- 3) If you have obtained or updated your individual PACER account after August 11, 2014 – No further action is required.

PACER contact information:

- Email: pacer@psc.uscourts.gov
- Phone: 800-676-6856
- Website: <https://www.pacer.gov/nextgen/>