



UNITED STATES DISTRICT COURT
for the
MIDDLE DISTRICT OF PENNSYLVANIA



NextGen CM/ECF – Upgrade to NextGen CM/ECF 1.5.2
Changes for Attorneys

UPGRADE TO NEXTGEN CM/ECF 1.5.2 CHANGES FOR ATTORNEYS

Change PACER Client Code

External users of NextGen CM/ECF needing to change their PACER client code will now be redirected to the PACER Login page to complete the Change Client function.

Change PACER Exemption Status

External users of NextGen CM/ECF needing to change their PACER billing exemption status will now be redirected to the PACER Login page to complete the Change My Exemption Status function.

PACER

The billing receipt has changed for reports. When viewing the Docket Report, Civil Cases Report and Criminal Cases Report the message "The report you requested in ___ pages." will no longer display.

PACER/Attorney Free Look

Sometimes users with virus scanning software and other email convenience tools, included with their email software, find that the software will follow hyperlinks within the email message, thereby expending users "one free look" on CM/ECF filings. A "free look usage verification" option has been added to the NEF document viewing process, as illustrated below.

When not configured, the application behavior will remain the same as it has in the past.

When configuring a specific email address in CM/ECF, and selecting yes, the application will prompt users to confirm the free look usage before providing the document and consuming the "one free look" option.

The screenshot shows the 'Email Information for Adam Smith' page in the CM/ECF system. The page is divided into two main sections: 'Registered e-mail addresses' and 'Configuration options'. The 'Configuration options' section contains several settings for the email address 'testing_users@gmail.com'. The option 'Verify free look use when viewing NEF documents?' is highlighted with a red circle. Other options include 'Should this e-mail address receive notices?' (set to Yes), 'How should notices be sent to this e-mail address?' (set to Per Filing), and 'In what format should notices be sent to this e-mail address?' (set to HTML). The 'Case-specific options' section allows for adding additional cases for noticing and selecting the method of notice (per filing or summary report).

Once configured, and the application processes a document viewing request using a free mail record reference tied to the specific email address, the following prompt displays:

"This action will use your one free look for this document. Additional viewings of this document in the future will incur a billing charge."

Select **Continue** to view the one free look or **Cancel**.