



UNITED STATES DISTRICT COURT
for the
MIDDLE DISTRICT OF PENNSYLVANIA



Preparation for NextGen CM/ECF

CJA AND MEDIATOR INSTRUCTIONS

The United States District Court for the Middle District of Pennsylvania will be converting to NextGen CM/ECF on June 29, 2020. You are urged to complete everything that pertains to you in this document as soon as possible but no later than June 25, 2020, as we will be stopping CM/ECF services on Friday, June 26, 2020, at 12:00 p.m. to install the NextGen software.

The next generation (NextGen) of CM/ECF provides a new toggle feature that allows you to switch from non-exempt to exempt status when performing fee exempt work, which is exempt from PACER fees. This feature is available only if you have been appointed as a CJA attorney or Court Appointed Mediator. You most likely have 2 PACER accounts; one as an individual attorney and one as an exempt CJA attorney or Court Appointed Mediator.

If your individual PACER account was created prior to August 2014, and your PACER login user name is six characters, you have a “legacy” account and must proceed to **“Section A: Upgrading an Attorney Individual Account In PACER”** below. If your account was created after August 2014, and your PACER login user name is 8 characters or more, you already have an upgraded account and must proceed to **“Section B: Already Have an Upgraded Attorney Individual Account In PACER”**.

Section A: Upgrading An Attorney Individual Account In PACER

1. If your current PACER login user name is **six characters** you have a legacy account and the first step is to upgrade your account.
2. Go to to <https://pacer.psc.uscourts.gov/pscof/login.xhtml> and log in using your **PACER** user name and password and click on the **“upgrade”** link next to **Account Type**. If you are using a shared PACER account, you must **REGISTER** for a new PACER account at www.pacer.uscourts.gov and click on **Register for an Account**. Be sure to write down your PACER user name and password.

Section B: Already Have An Upgraded Attorney Individual Account In PACER

1. Contact the PACER Service Center (PSC) at (800) 676-6856 or email them at pacer@psc.uscourts.gov to request that exempt CJA or Court Appointed Mediator privileges be added to your Individual upgraded PACER account. You must provide:

- a. Your name, user name, and the account number of your upgraded Individual PACER account. You can find this information by going to <https://pacer.psc.uscourts.gov/pscof/login.xhtml>. Log into PACER and you will see the screen below:

MANAGE MY ACCOUNT

Welcome, Nextgen User

Logout

Account Number	1234567
Username	nextgenuser8
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

- b. The district in which you have been appointed as a CJA attorney or Court Appointed Mediator (e.g. Pennsylvania Middle District Court).
- c. Your PACER-exempt account information, which includes your user name and account number. You can find this information by repeating Section B, 1a. above BUT you must now log in with your PACER exempt user name and password as you will need to provide that as well.

Note: Once exempt CJA privileges or exempt Court Appointed Mediator privileges are activated on your upgraded PACER account, your PACER-exempt account will be canceled.

2. The PACER Service Center (PSC) will send you an email with instructions on how to proceed. Please be sure to read the e-mail you receive as your PACER account login will require you to type "x-" before your PACER user name to **access courts still on Current CM/ECF**. For PA Middle District, which is now a NextGen court, and for all courts on NextGen, you will just use your PACER user name without the "x- ". When our court goes live on NextGen on June 29th, you will need to link your PACER user name and password with your current CM/ECF user name and password, so it is extremely important to write down your PACER and CM/ECF logins and passwords as they will be required to link your account. After your account is linked, you will then use your PACER user name and password to log into NextGen.

Please note that you will continue to use your current CM/ECF login and password to electronically file documents in our court. However, this will change on June 29, 2020, when we go live and you link your PACER account to your current CM/ECF account.

Section C: Newly Appointed CJA Attorney or Mediator With Existing PACER Account

1. **CJA Attorneys Only:** Contact the PACER Service Center (PSC) at (800) 676-6856 or email them at pacer@psc.uscourts.gov to request that CJA privileges be added to your upgraded PACER account. Please read the instructions above to

see if you have a legacy account or an upgraded account. You must provide:

- a. Your name, user name, and the account number of your upgraded PACER account. You can find this information by going to <https://pacer.psc.uscourts.gov/pscof/login.xhtml>. Log into PACER and you will see the screen below:

MANAGE MY ACCOUNT

Welcome, Nextgen User Logout

Account Number	1234567
Username	nextgenuser8
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

- b. The district in which you have been appointed as a CJA attorney (e.g. Pennsylvania Middle District Court).

- 2. Court Appointed Mediators Only:** The PACER Service Center requires an Exemption Order for all Court Appointed Mediators. Once you are appointed as a mediator, please contact the U.S. District Court for the Middle District of PA, Clerk’s Office Mediation Center, at 570-207-5730, to make sure they have sent the order to the PSC.

CJA Attorneys and Court Appointed Mediators:

3. The PSC will send you an email with the CJA or Mediator acknowledgement and instructions for exempt usage.
4. Reply to the email acknowledging that you accept and understand the terms of use. **CJA or Mediator privileges will not be activated until you acknowledge the terms of use.**
5. Upon receipt of your acknowledgment, CJA privileges will be activated and you will be able to use the **Change PACER Exemption Status** toggle in NextGen courts and “x-” prefix in CurrentGen courts.

Section D: Newly Appointed CJA Attorney or Mediator With No PACER Account

1. Register for a PACER account at www.pacer.uscourts.gov. Click on “Register for an Account”, then click on “Attorney Filers for CM/ECF”.
2. Complete all required fields and submit your registration.

CJA Attorneys Only: In the Account Information section, be sure to select the check box indicating the account will be used by an attorney

Check here if this account will be used by an attorney appointed to the CJA Attorney Panel

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CJA Jurisdiction * **2**

appointed to the CJA Attorney Panel. After you select the check box, the **CJA Jurisdiction** drop-down list appears. A selection from this list is required; you must select the jurisdiction in which you have been appointed as a CJA attorney.

- 3. Court Appointed Mediators Only:** The PACER Service Center requires an Exemption Order for all Court Appointed Mediators. Once you are appointed as a mediator, please contact the U.S. District Court for the Middle District of PA, Clerk's Office Mediation Center, at 570-207-5730, to make sure they have sent the order to the PSC.

CJA Attorneys and Court Appointed Mediators:

4. Once your registration has been processed by the PACER Service Center (PSC), you will receive an email with the CJA or Mediator acknowledgement and instructions for exempt usage.
5. Reply to the email acknowledging that you accept and understand the terms of use. **CJA or Mediator privileges will not be activated until you acknowledge the terms of use.**
6. Upon receipt of your acknowledgment, CJA privileges will be activated and you will be able to use the **Change PACER Exemption Status** toggle in NextGen courts and "x-" prefix in CurrentGen courts.

NOTE: If your CM/ECF login contains a **special character (such as &, @, \$, *)**, you will need to change it as logins with those characters will be unable to link to PACER accounts. You may change your user name by logging into CM/ECF, click on Utilities on the blue menu bar, and select "**Maintain My Login/Password**".

REMINDER: Please have your PACER user name and password as well as your current CM/ECF login and password written down and readily available on Monday, June 29th, as you will need them to link your account. Please refer to the "Instructions for Linking Your PACER and CM/ECF Accounts".

LINKING YOUR PACER AND CM/ECF ACCOUNTS ON JUNE 29, 2020

On June 29th, you will need to link your upgraded or new **PACER** account with your **PA Middle District CM/ECF** account. Please note you cannot do this until June 29th as this is the court's go-live date. To link your account, you will need your current **PA Middle District e-filing credentials (user name and password for CM/ECF) and your PACER login and password.**

No later than Thursday, June 25, 2020, you should log into **both PACER** and the current version of **CM/ECF** to (1) review and record your current e-filing credentials **(user names and passwords) for both**, as you will need to know them in order to link your **PACER account** to your **current CM/ECF account**, which will allow you to e-file in

NextGen on and after June 29, 2020, and (2) ensure that your primary e-mail address to receive Notices of Electronic Filings (NEFs) is accurate.

Do not rely on your username and password being saved in your web browser, because that method will not work with the **NextGen** upgrade.