



UNITED STATES DISTRICT COURT
for the
MIDDLE DISTRICT OF PENNSYLVANIA



Preparation for NextGen CM/ECF

IMPORTANT NOTICE FOR ATTORNEYS AND PRO SE PARTIES

(There are separate instructions for CJA Panel Attorneys and Mediators [Here.](#))

The United States District Court for the Middle District of Pennsylvania will be upgrading its current CM/ECF system to the Next Generation of CM/ECF (**NextGen CM/ECF**) on June 29, 2020.

Preparing for **NextGen** is a two-step process. Each registered attorney and registered pro se party must have an individual upgraded **PACER** account to electronically file after our conversion to NextGen. Shared law firm **PACER** accounts will not work with NextGen. You are urged to upgrade your account or obtain your own PACER account immediately, so you are prepared for this conversion.

If your current PACER login user name is **six characters** you have a legacy account and the first step is to go 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**.

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”.

The **second step** will be to link your upgraded or new **PACER** account with your PA Middle District CM/ECF account after the Court goes live with **NextGen** (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).

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. If you do not know your CM/ECF password, please contact the Clerk's Office at 717-221-3920 (Harrisburg), 570-207-5600 (Scranton), or 570-601-8502 (Williamsport).