

10/30/14



Florida Northern District Court will soon be upgrading to a new release of CM/ECF entitled "NextGen CM/ECF".

A new Central Sign-on feature will allow a filing user to view docket reports, file documents, and perform other CM/ECF-related activity through one PACER account that will be utilized for all appellate, district, and bankruptcy courts that have gone live on NextGen CM/ECF.

To prevent filing issues later, it is best that you upgrade your existing PACER account NOW!!!

It's free and its painless. Take 10 minutes and upgrade your PACER account now, so that you don't spend hours later on hold with the PACER helpdesk.

Each filer in a court that has adopted NextGen CM/ECF must have an individual, upgraded PACER account.

A firm wide or shared account may still be used to perform case research in PACER, but cannot be used to file in NextGen CM/ECF.

A filer who has been using a shared PACER account to file in the 11th Circuit must create a new, upgraded PACER account. CM/ECF filer accounts in other courts will continue to provide e-filing access to those courts.

**Note:** An attorney who created a PACER account on or after August 11, 2014 already has an upgraded PACER account which is compatible with NextGen CM/ECF.

The upgraded PACER account will have new security features, including self-service login retrieval and password reset. This feature requires a user to add the following information to the account: a valid email address, a security question and answer, and the user's date of birth.

The following instructions with screen shots will assist with upgrading your PACER account.

\*\*\* Note the fields marked in RED \*\*\*

To upgrade a current PACER account, go to the [PACER Service home page](#) and click **Manage My Account** at the top center of the screen.

[www.pacer.gov](http://www.pacer.gov)

**Manage My Account** | [Manage My Appellate Filer Account](#) | [Case Search Sign In](#)

**PACER**  
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS Login

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information online from federal appellate, district, and bankruptcy courts, and the PACER Case Locator. PACER is provided by the Federal Judiciary in keeping with its commitment to providing public access to court information via a centralized service.

**NEXTGEN CM/ECF COMING SOON**

The Federal Judiciary is developing a Next Generation (NextGen) Case Management/ Electronic Case Files (CM/ECF) system that will allow you to use the same account for both PACER and electronic filing access. [More information](#) on the upcoming improvements to PACER and CM/ECF is available. Check back for updates as courts go live on the new system.

**FREQUENTLY USED**

- [Court Links](#)
- [Forgot Your Password?](#)
- [Billing Information](#)
- [Register for a PACER Account](#)
- [Frequently Asked Questions](#)
- [Manage My Account](#)
- [Manage My Appellate Filer Account](#)
- [Case Search Sign In](#)
- [Free PACER Training](#)

**PACER CASE LOCATOR**

The PACER Case Locator is a national index for U.S. district, bankruptcy, and appellate courts. A subset of information from each case is transferred to the PACER Case Locator server each night. The system serves as a locator index for PACER. You may conduct nationwide searches to determine whether or not a party is involved in federal litigation.

[Search Now](#)

**PACER ANNOUNCEMENTS**

- [Training on Changes to PACER \(08/10/2014\)](#)
- [Changes to Information Available on PACER \(08/10/2014\)](#)
- [Improvements Coming to PACER and CM/ECF \(07/18/2014\)](#)
- [July 2014 Newsletter](#) (07/03/2014)
- [Important Security Notice \(05/06/2014\)](#)
- [Fee Schedule \(04/01/2013\)](#)
- [CM/ECF Release Notes \(03/15/2013\)](#)
- [Attention Appellate Court Mac Filers \(01/07/2013\)](#)

[More »](#)

**WHO CAN ACCESS PACER?**

PACER is available to anyone who registers for an account.

The more than one million PACER users include attorneys, *pro se* filers, government agencies, trustees, data collectors, researchers, educational and financial institutions, commercial enterprises, the media, and the general public.

**HOW DO I ACCESS PACER?**

**WHEN CAN I ACCESS PACER?**

Enter the user's current PACER username and password on the Manage My Account screen. Click **Login**.

Manage My Account | Manage My Appellate Filer Account | Case St



HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US

**PACER Links**

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

### MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

**\* Required Information**

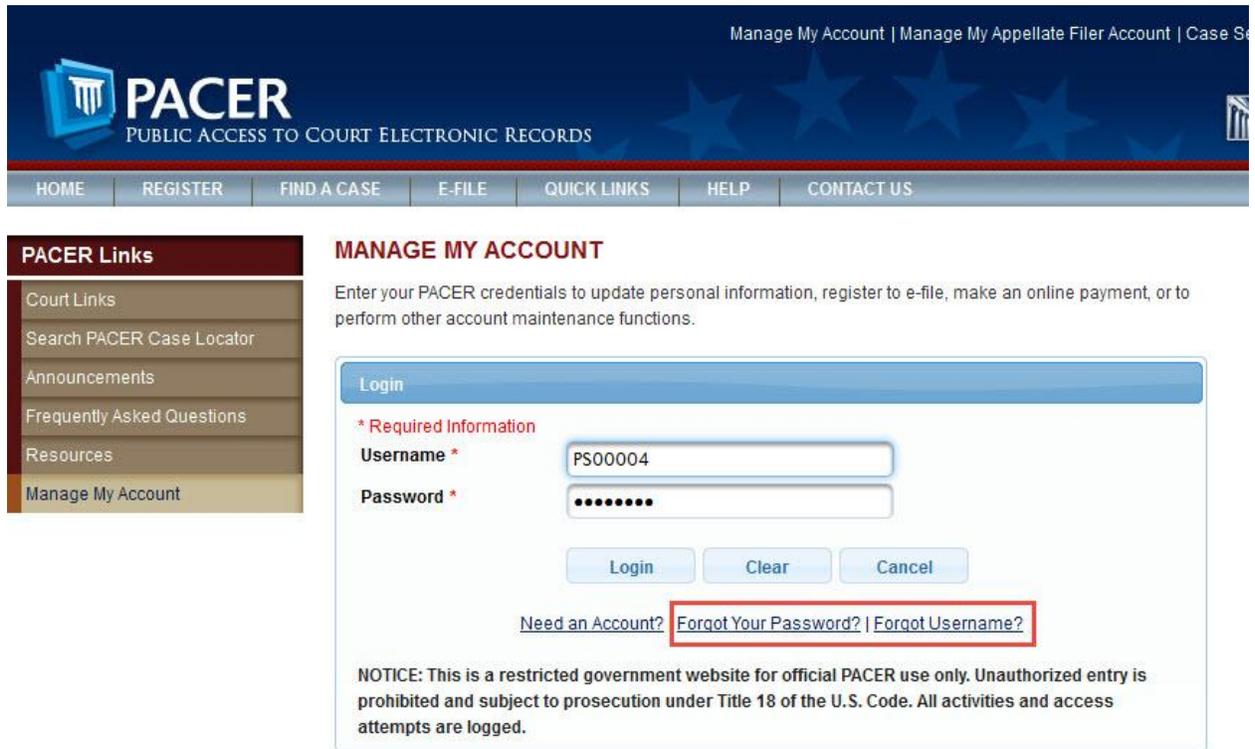
**Username \***

**Password \***

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

**NOTICE:** This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

If the user has **forgotten** the existing PACER username or password, click the [Forgot Your Password?](#) or [Forgot Username?](#) hyperlink to retrieve the username or password.



Manage My Account | Manage My Appellate Filer Account | Case Se

**PACER**  
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US

**PACER Links**

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

**MANAGE MY ACCOUNT**

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

**Login**

\* Required Information

Username \* PS00004

Password \*

Login Clear Cancel

Need an Account? **Forgot Your Password? | Forgot Username?**

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Click the **Maintenance** tab on the Manage My Account Welcome screen.

**MANAGE MY ACCOUNT**

Welcome, John Public Logout

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

Settings **Maintenance** Payments Usage

[Change Username](#) [Go Paperless \(Statements\)](#)  
[Change Password](#) [Set PACER Preferences](#)  
[Set Security Information](#)

The Maintenance section opens. Click **Update Personal Information** in the Maintenance section.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

**PACER**  
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

**MANAGE MY ACCOUNT**

Welcome, John Public Logout

Account Number	2617065	Important News
Username	PS0004	
PACER Account Balance	\$0.00	

Settings Maintenance **Payments** Usage

[Update Personal Information](#) Update name, email address, title, and user type. [Set Security Information](#)

Take a moment to review the information about account upgrades. Once a user upgrades a PACER account, the upgraded account can be used for read-only PACER access to all courts and for filing access to CM/ECF NextGen courts.

Once the upgrade is complete, the user can no longer use the old PACER username and password.

The screenshot displays the PACER website's 'MANAGE MY ACCOUNT' interface. At the top, there is a navigation bar with links for 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US', along with an RSS icon. The main header includes the PACER logo and the text 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS', and the United States Courts logo. The page content is divided into a left sidebar with 'PACER Links' (Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, Manage My Account) and a main area. The main area is titled 'MANAGE MY ACCOUNT' and includes a 'Welcome, John Public' message with a 'Logout' button. Below this, there is a table of account information:

Account Number	2617065
Username	PS0004
PACER Account Balance	\$0.00

To the right of this table is an 'Important News' section. Below the account information is a yellow notification box with a red border titled 'Upgrade PACER Account'. The text inside reads: 'You currently have a legacy PACER account, and the action you have requested requires you to upgrade. This upgraded PACER account will allow you to access information within the court and perform different procedures without needing to use multiple logins. NOTE: This process will take your legacy PACER username out of existence. When you upgrade your PACER account, your username/password will change and you will no longer be able to share your account with other users. If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday.' At the bottom of the notification box are three buttons: 'Person', 'Address', and 'Security'.

Scroll down to the next section of the screen for adding person information. Some fields may be filled with information from the current PACER account. Review and edit any of the filled fields as needed and complete any of the remaining required, unfilled fields (marked with a red asterisk). When all required fields are completed, click **Next** at the bottom of the screen.

The screenshot shows a web form with three tabs: 'Person', 'Address', and 'Security'. The 'Person' tab is active and highlighted with a red border. Below the tabs, there is a section titled '\* Required Information'. The form contains the following fields:

- Prefix: Select Prefix (dropdown menu)
- First Name \*: John
- Middle Name: Q.
- Last Name \*: Public
- Generation: Select Generation (dropdown menu)
- Suffix: Select Suffix (dropdown menu)
- Date of Birth \*: (empty text box with a calendar icon)
- Email \*: john.q.public@yourdomain.com
- Confirm Email \*: john.q.public@yourdomain.com
- User Type \*: LAW FIRM (dropdown menu)
- Federal Tax ID \*: 84-0606868

At the bottom of the form, there are three buttons: 'Next', 'Reset', and 'Cancel'. The 'Next' button is highlighted with a red border.

On the Address screen, edit or add new text to each required field. Click **Next** at the bottom of the screen.

\* Required Information

Firm/Office	<input type="text" value="Law Offices of John Q. Public"/>
Unit/Department	<input type="text"/>
Address *	<input type="text" value="123 Any Street"/> <input type="text"/> <input type="text"/>
Room/Suite	<input type="text"/>
City *	<input type="text" value="Your Town"/>
State *	<input type="text" value="Texas"/>
County *	<input type="text" value="BEXAR"/>
Zip/Postal Code *	<input type="text" value="78558"/>
Country *	<input type="text" value="United States of America"/>
Primary Phone *	<input type="text" value="555-226-3232"/>
Alternate Phone	<input type="text"/>
Text Phone	<input type="text"/>
Fax Number	<input type="text"/>

On the Security screen, enter a new username and password and complete the security questions and answers. On-screen help is available for each field.

The screenshot shows the Security screen with the following fields and options:

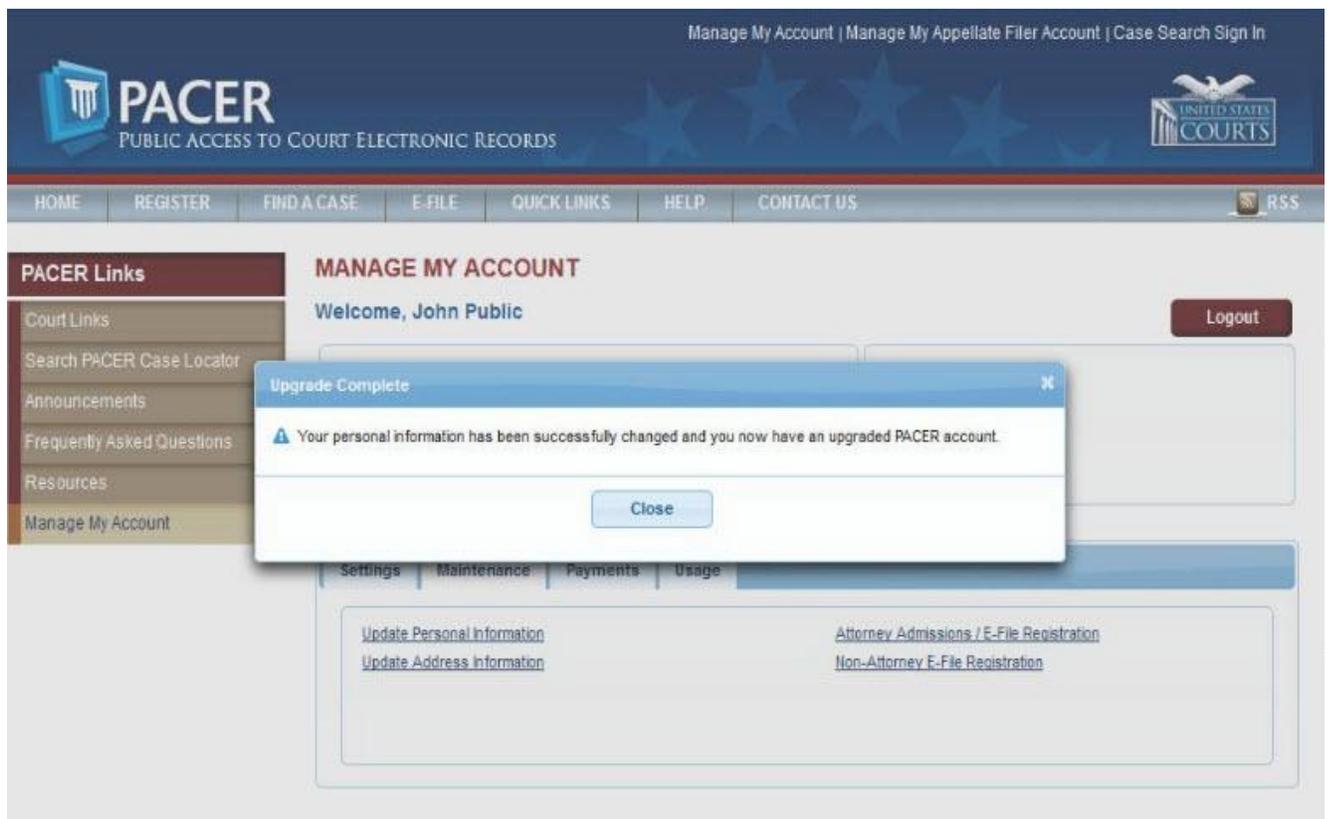
- Person** | **Address** | **Security**
- \* Required Information**
- Username \***:
- Password \***:
- Confirm Password \***:
- Security Question 1 \***:
- Security Answer 1 \***:
- Security Question 2 \***:
- Security Answer 2 \***:
- Buttons: **Submit**, **Back**, **Reset**, **Cancel**

When the password, username, and security questions and answers are complete, click **Submit** at the bottom of the screen. This is the final step in upgrading a PACER account. Once a user clicks Submit, the username and password will provide access to PACER and to CM/ECF NextGen courts. A user will no longer be able to log in using the old PACER username and password.

The screenshot shows the Security screen with the following fields and options:

- Person** | **Address** | **Security**
- \* Required Information**
- Username \***:
- Password \***:
- Confirm Password \***:
- Security Question 1 \***:
- Security Answer 1 \***:
- Security Question 2 \***:
- Security Answer 2 \***:
- Buttons: **Submit**, **Back**, **Reset**, **Cancel**

The **Upgrade Complete** dialog box opens to confirm that the account has been upgraded.



For questions or help with your PACER account

[www.pacer.gov](http://www.pacer.gov) or 800-676-6856

For questions concerning FLND and NextGen CM/ECF

[www.flnd.uscourts.gov](http://www.flnd.uscourts.gov) or 850-521-3501, 850-435-8440