



District NextGen:

EXTERNAL GUIDE

U.S. District Court for the District of Columbia | NextGen | 2019

NextGen CM/ECF FAQs for Attorneys

United States District Court for the District of Columbia

I am admitted and have filed in CM/ECF prior to the implementation of NextGen on October 7, 2019. However, I have not filed since then. What should I do?

You must have your own, upgraded PACER account, which will be linked to your previous CM/ECF filing account. If you already have your own PACER account, but it was created prior to August 11, 2014, you must UPGRADE it. *(See Appendix 1)* Shared PACER accounts¹ cannot be used by filing attorneys. If you do not currently have an individual PACER account, you must register for one at www.pacer.gov. Questions regarding Individual PACER accounts should be directed to PACER at pacer@psc.uscourts.gov or by calling (800)676-6856. Answers to PACER FAQs may be found at <https://www.pacer.gov/nextgen>.

You must link your PACER account to your CM/ECF login/password. You must know the login and password for the CM/ECF account that you previously used to file documents. You must use that login and password to link your filing account to your PACER account. If you do not know your login/password, contact your local clerk's office. Linking the accounts is a one-time procedure. After the accounts are linked, you will use your PACER login and password to file and view documents in CM/ECF. The linked accounts are referred to as Central Sign-On (CSO) accounts. *(See Appendix 2)*

I am admitted, but have never filed in CM/ECF in the U.S. District Court for the District of Columbia. What should I do?

Attorneys who have never had a CM/ECF filing account in this court should go to www.pacer.gov, click on **Manage My Account**, click on the **Maintenance** tab, then choose **Attorney Admissions/ E-File Registration**. Next, select **E-File Registration Only** and follow the prompts. Do not hesitate to contact the clerk's office for assistance.

¹ **A note to firms:** Firms may set up a PACER Administrative Account (PAA) to help manage attorney accounts and have them centrally billed for filing and PACER access fees. Complete information regarding PAAs can be found at: <https://www.pacer.gov/documents/pausermanual.pdf>.

I am **not** admitted in the U.S. District Court for the District of Columbia (please note: Admission to this court is separate from admission to the D.C. Bar). What should I do?

Attorneys who are not yet admitted in our court should go to www.pacer.gov, choose **Register**, click on **Attorney Filers**, and then scroll to the bottom of the page and choose **Apply for Attorney Admissions and/or Register to E-File Now**. Fill in the required information and follow the prompts to complete the process.

DO YOU HAVE QUESTIONS?

for the Court:

Civil Help Desk

Phone: (202) 354-3190

Criminal Help Desk

Phone: (202) 354-3060

for PACER:

Email: pacer@psc.uscourts.gov

Phone: (800)676-6856

Visit: <https://www.pacer.gov/nextgen/>

Pre Go-Live

Question	Answer
Do all attorneys need their own individual PACER accounts for NextGen?	Yes, each attorney filing electronically with the court needs their own individual PACER account.
Can my firm continue to use one PACER account for viewing documents?	<p>You can continue to have one PACER account for support staff and non-attorneys to view documents.</p> <p>Only those who e-File will need their own PACER accounts. Those who e-File can view documents with the firm shared account or with their new individual PACER account.</p>
Can an individual attorney's CM/ECF login be linked to the firm PACER login?	<p>We do not recommend it because if an attorney ever leaves the firm, that login and password goes with them.</p> <p>If everyone in the firm knows that PACER login, they would then know said attorney's individual login/password for e-filing since it would be the same.</p>
I am concerned that once I upgrade my account, I will no longer be able to get into other court's filing systems since they are not yet on NextGen.	<p>You will continue e-filing in non-NextGen courts via their website using the username and password that court issued to you for CM/ECF.</p> <p>The new/upgraded PACER account will allow you to view documents in any court in the country whether that court is on NextGen or not.</p>
I do not want to get a PACER account because I do not want to pay.	There is no fee to register for PACER, there is only a fee for viewing documents. Check PACER for fees as there are exceptions per quarter if a limited amount of views are used.
I forgot my PACER login or password.	Go to www.pacer.gov and select Forgot My Password or Forgot My Username . If you forget your user name, you will need your PACER account number or contact PACER directly.

<p>What steps do I take once your court is live?</p> <p>This court goes live October 7, 2019.</p>	<p>You will need to link your newly created or upgraded PACER account with your CM/ECF account. Linking is a one-time process per NextGen court.</p> <p>You must know your current CM/ECF login and password.</p> <p>Once linked, your PACER login grants access to both PACER and CM/ECF.</p>
<p>I upgraded my PACER account prior to NextGen Go Live, and now I am unable to get into CM/ECF.</p>	<p>Verify if you are logging into PACER or CM/ECF, as many times people confuse the two. Prior to our court going live on NextGen, there are still separate logins.</p> <p>If you are on the PACER (www.pacer.gov) website, go to www.dcd.uscourts.gov, click on CM/ECF, and use your current CM/ECF login and password.</p>
<p>I upgraded my PACER account prior to your court's Go Live date, but when I am in CM/ECF and trying to query documents, it is not letting me.</p>	<p>You may have previously set a default to your PACER login and password within CM/ECF and therefore it is not recognizing your new PACER login and password.</p> <p>You will need to change the default PACER login within CM/ECF in any non-NextGen court for which you have defaulted your PACER credentials.</p> <p>You may do so by clicking on the Utilities bar in CM/ECF, and clicking "Remove Default PACER Account"</p>
<p>Since I have my own PACER account, do I need to use my own credit card for PACER fees or can I use the firm's credit card?</p>	<p>Attorneys can enter whichever credit card they want when registering for PACER. You do not have to use your own.</p>

PACER Administrative Accounts (PAA)

Question	Answer
<p>If each attorney has their own PACER account, will the firm get several different bills?</p>	<p>The firm can create a Pacer Administrative Account (PAA) for central billing for all attorneys.</p> <p>At www.pacer.gov there is a section on how to register for a PACER Administrative Account.</p> <p>One person in a firm should be appointed as the Administrator and will complete the registration on the PACER website.</p> <p>Once that account is created, for administrative purposes ONLY, the Administrator can:</p> <ul style="list-style-type: none">• Add users to the account, which will then send a request to that user asking them to accept being a part of the PAA account.• Upon accepting the request, the PAA will get one bill itemized by each attorney.

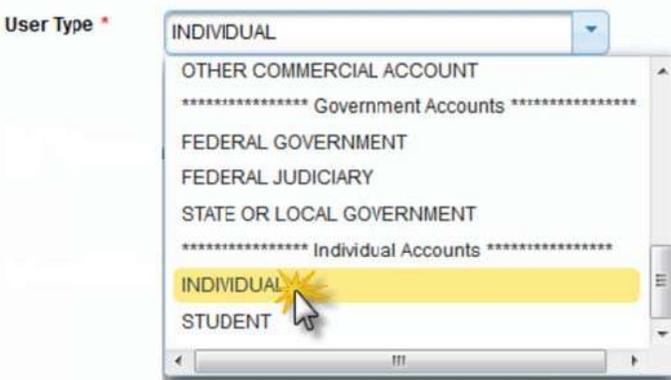
Post Go-Live

Question	Answer
Where do I log into CM/ECF once you are live?	Go to www.dcd.uscourts.gov then select e-Filing (CM/ECF) – this will redirect you to the new PACER login screen.
Do I need to remember my CM/ECF login after I have linked my accounts?	<p>No. Your PACER Login will provide access to CM/ECF for all NextGen courts in which you are registered to e-File.</p> <p>NOTE:</p> <ul style="list-style-type: none">• Be sure to link your PACER Account with each NextGen court in which you are registered to e-File.• You must continue to use the court issued CM/ECF login for courts which are not yet live on NextGen.
I do not know my CM/ECF login and password.	<p>Password</p> <p>Please select the “Forget Password?” link at https://www.dcd.uscourts.gov/ECFCR to have your credentials emailed to you. If you are currently provisional or have a new email address other than what we have on file, you must call the clerk’s office at (202) 354-3110.</p>
I have linked my CM/ECF account and PACER account, but no menus are displaying for filing.	<p>Confirm that you have linked your accounts. If you have linked them, you should try the following:</p> <ul style="list-style-type: none">• Clear your cache/browsing history.• Log out and log back in and refresh the screen.

Appendix 1

Register for a New PACER Account

In preparation for Central Sign-On, attorneys who have a CM/ECF filing account, but do not have their own PACER account, must register for one.

Step	Action
1	Go to www.pacer.gov
2	Select REGISTER from the menu bar 
3	Select PACER 
4	Select Register for a PACER Account Now 
5	Complete the PACER registration form. Select <u>INDIVIDUAL</u>* as your user type. Select Next 
6	Create a Username and Password , and select Security Questions and then Next
7	Enter Payment Information if desired. Please Note: Providing your credit card information is optional; however, choosing not to enter credit card information will delay the process.
8	Read and acknowledge the policies and procedures
9	Your account is created! After the court goes live on NextGen CM/ECF, you will link your new PACER account to your CM/ECF filing account to create your Central Sign-On account.

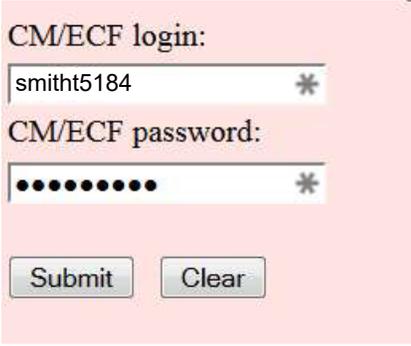
*If you work for a government agency, please make the appropriate selection from the "Government Accounts" category, rather than the "Individual Accounts" category.

Appendix 2

Link PACER to NextGen CM/ECF

The District of Columbia will be live on NextGen CM/ECF effective October 7, 2019. Prior to filing any time after that date, you must link your upgraded PACER account to your District of Columbia CM/ECF (filing) account. This is a one-time procedure. After that, you will use your PACER account when filing documents with the court. This may be referred to as your Central Sign On account.

Step	Action
1	<p>Click on the eFILING link on the District of Columbia website www.dcd.uscourts.gov or go to https://ecf.dcd.uscourts.gov</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; margin-right: 10px;"> <p>Case Locator (PACER) »</p> <p>E-Filing (CM/ECF) »</p> <p>E-Juror »</p> </div>  </div>
2	<p>Click on the DISTRICT OF COLUMBIA – Document Filing System link</p> <p style="text-align: center;">Welcome to the U.S. District Court for the District of Columbia</p> <p style="text-align: center;">District of Columbia - Document Filing System</p>
3	<p>You will be taken to the PACER LOGIN page. Login with your upgraded PACER account. Enter your Username and Password and select Login.</p> <p>PACER LOGIN</p> <p><small>Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.</small></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Login</p> <p>Username * <input type="text"/> *</p> <p>Password * <input type="password"/> *</p> <p>Client Code <input type="text"/> *</p> <p style="text-align: center;"> <input type="button" value="Login"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> </p> <p style="text-align: center;">Need an Account? Forgot Your Password? Forgot User Name?</p> <p><small>NOTICE: This is a restricted government web site 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.</small></p> </div>

Step	Action
4	Go to Utilities on the menu bar 
5	Go to Link a CM/ECF account to my PACER account Your Account Change Client Code Change PACER Exemption Status Link a CM/ECF account to my PACER account Citation Display Preferences Review Billing History
6	Enter your CM/ECF login and password. This is the court issued account you used for filing documents . If you do not know the information, you must contact the court to have the password reset. Hint: the CM/ECF login is typically the attorneys last name and first initial in lower case followed by the last 4 digits of his/her Social Security number e.g. smitht5184 
7	Click Submit
8	Ensure that the CM/ECF name and PACER names match. Click Submit 
9	Note that the accounts are linked. You will now use your PACER CSO account for filing documents in the District of Columbia's CM/ECF system. Link a CM/ECF account to my PACER account The CM/ECF account for John Attorney is now linked to your CSO account.

Step	Action
10	<p>Click on one of the menu item on the menu bar (except Log Out).</p> 
11	<p>The Civil and Criminal (filing) menu items now appear along with the others. This account is now ready for filing documents.</p> 

U.S. District and Bankruptcy Courts for the District of Columbia

333 Constitution Avenue, NW

Washington, DC 20001

Civil Help Desk: (202) 354-3190

Criminal Help Desk: (202) 354- 3060

Attorney Admissions: (202) 354-3110

dcd_cmecf@dcd.uscourts.gov

WE LOOK FORWARD TO ASSISTING YOU WITH OUR TRANSITION TO
NEXTGEN!

