

# NextGen Central Sign-On

Overview for External Users

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United States Bankruptcy Court – District of Columbia





# AGENDA

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- Key Terms
- Central Sign-On for Attorneys
- Upgrading Your PACER Account
- Registering for a NEW PACER Account
- Linking Your PACER Account to your CM/ECF account

# Key Terms to Understand

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- CM/ECF vs. PACER
- Legacy vs. Upgraded
- CurrentGen (old) vs. NextGen
- Shared PACER vs. an individual PACER account
- Exempt v. Non-Exempt

# Overview – Central Sign-On for Attorneys

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- Central Sign-On allows attorneys to maintain one account across all NextGen courts.
- Attorneys can e-file **AND** view documents, dockets sheets, and other PACER reports within this account.
- Each Attorney must have his/her own individual PACER Account.
- Attorneys with “legacy” PACER accounts must upgrade them.
- Once we are live on NextGen, PACER accounts must be linked with Attorney’s CM/ECF filing account.

# Upgrading a PACER Account

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If Attorney...	Then Attorney...
HAS his/her own PACER account, established before August 11, 2014 and not recently changed...	Must <u>UPGRADE</u> the existing PACER Account.

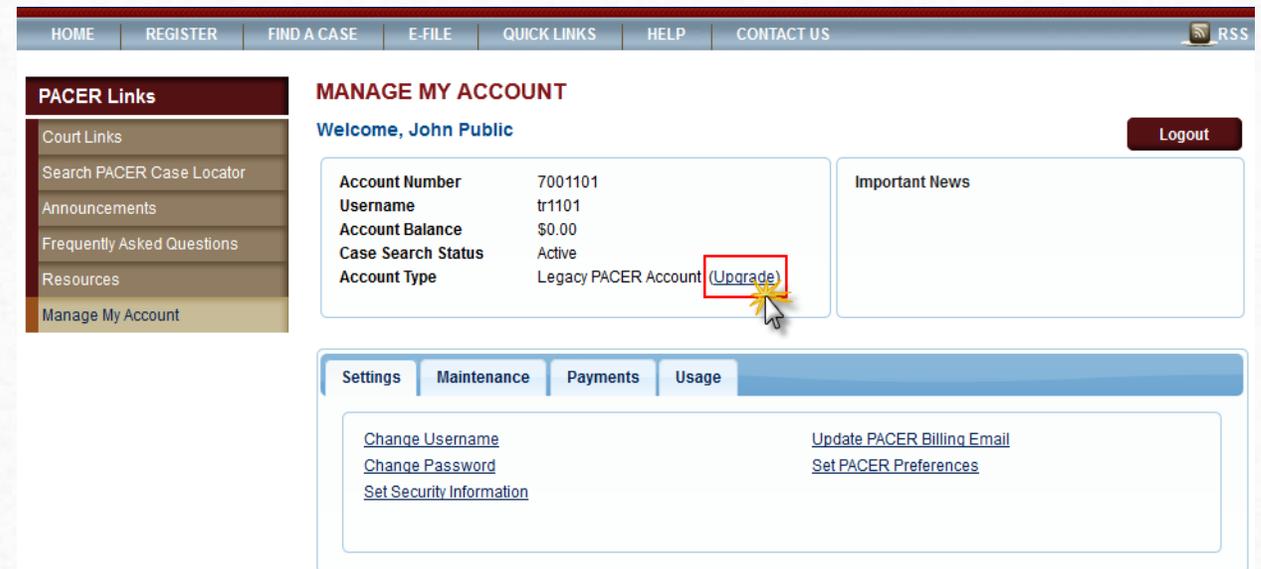
This must be an individual PACER account (not a shared account).

1. Navigate to [www.pacer.gov](http://www.pacer.gov)
2. Click **Manage My Account** at the very top of the page.



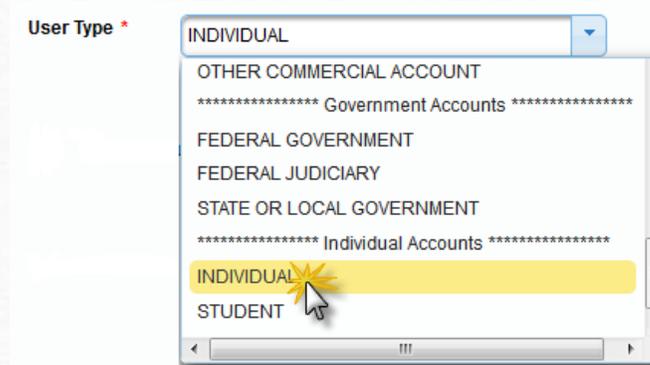
3. Login with PACER username and password.
4. Click the **Upgrade** link next to the Account type.

**\*\* Please note, if the Account type lists “Upgraded PACER Account” there is no need to upgrade.\*\***



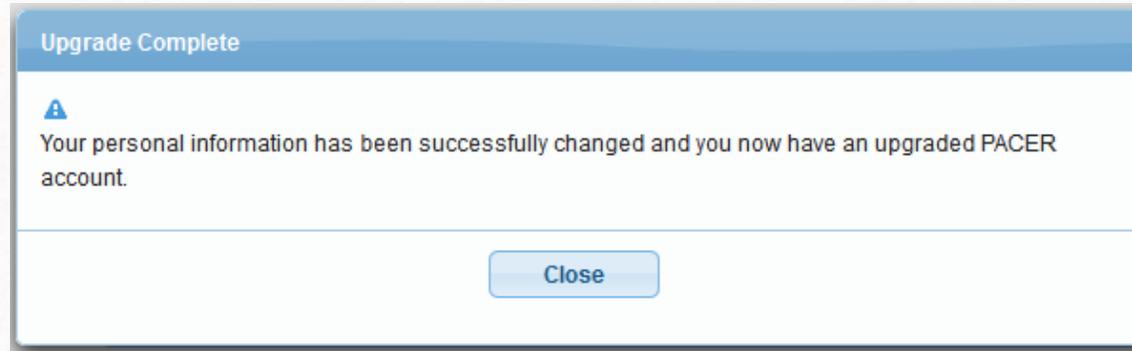
5. Follow prompts to update/enter all necessary information in each tab.

- Select **INDIVIDUAL** as the **User Type** at the bottom of the first screen. Click **Next**.



- Complete the Address section. Click **Next**.
- Create a **NEW** username and password at the Security screen. Click **Submit**.

6. **The PACER Account is now upgraded.** The following confirmation screen will appear.



Note that they will no longer be able to use their old PACER username and password.

7. For questions, **please contact PACER at 1-800-676-6856.**

Questions?

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# Register for a New (Upgraded) PACER Account

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If Attorney...	Then Attorney...
Does NOT have his/her own PACER Account or uses a firm PACER account...	Register for a PACER Account (it will automatically be an upgraded account).

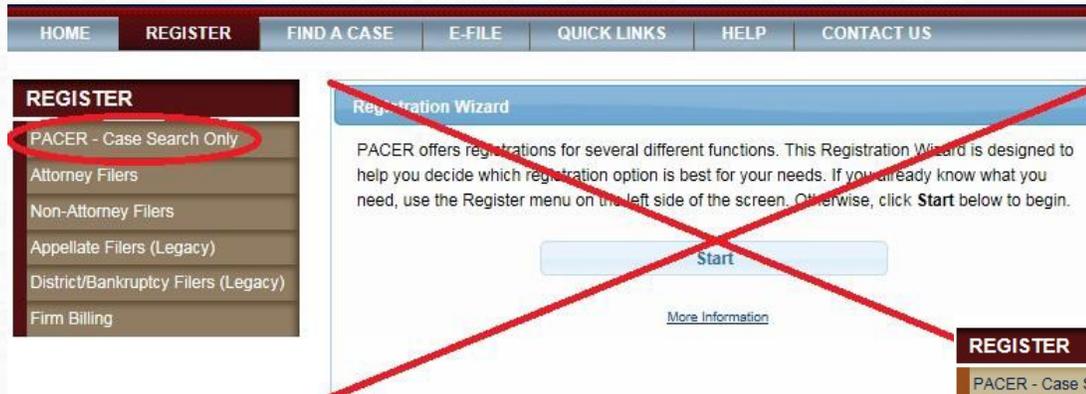
1. Navigate to [www.pacer.gov](http://www.pacer.gov)

2. Click **REGISTER**



3. Select **PACER – Case Search Only** and Click **Register for a PACER Account Now**

**NOTE: Do not click Start under the Registration Wizard**



#### PACER - CASE SEARCH ONLY REGISTRATION

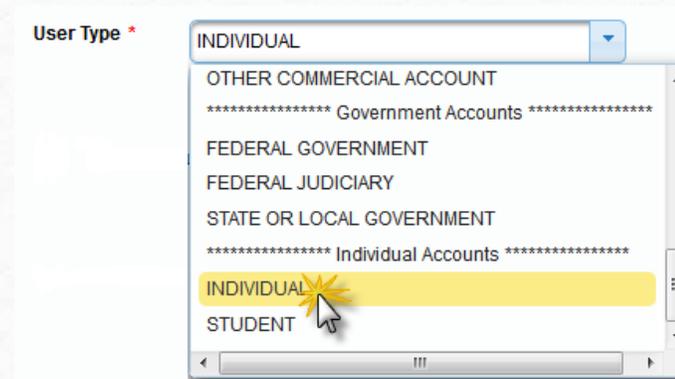
To obtain a PACER account, you must complete the [online PACER Registration Form](#). For immediate access to court records, provide a credit card during registration. If you do not provide a credit card, an activation code will be sent by U.S. mail to the address you provided on the registration form. Please allow 7-10 business days for mail delivery. For security reasons, activation codes cannot be emailed, faxed, or given over the phone.

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to PACER. All registered agencies or individuals will be charged the fee. Access to PACER systems will generate a **\$0.10 per page charge**. 

If you would like to try PACER before registering, visit our [free training site](#). More detailed information about how to use PACER is available in the [PACER User Manual](#).

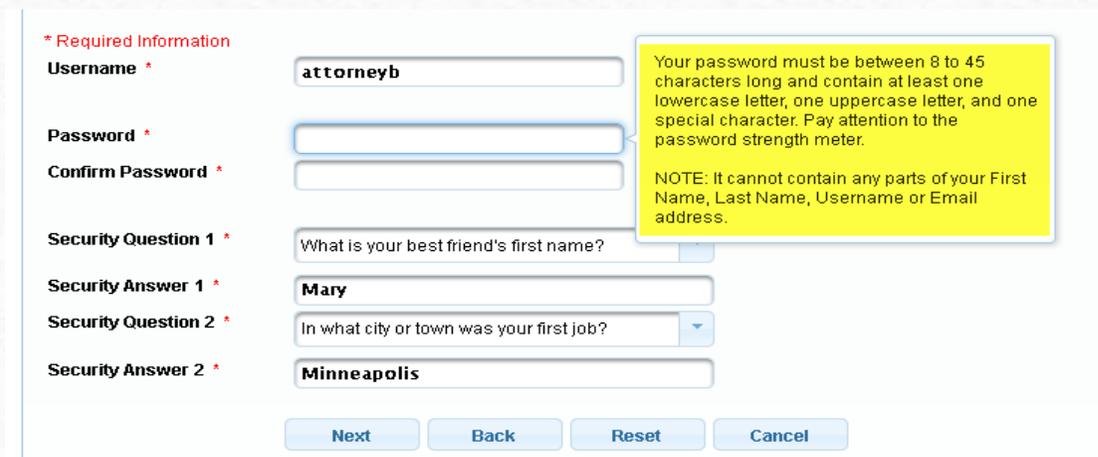
**Register for a PACER Account Now**

4. Complete the registration form. Select **INDIVIDUAL** as the user type. Click **Next** when finished.



The image shows a dropdown menu for the 'User Type' field. The menu is open, displaying several options. The option 'INDIVIDUAL' is highlighted in yellow, and a mouse cursor is pointing at it. The other options visible are 'OTHER COMMERCIAL ACCOUNT', '\*\*\*\*\* Government Accounts \*\*\*\*\*', 'FEDERAL GOVERNMENT', 'FEDERAL JUDICIARY', 'STATE OR LOCAL GOVERNMENT', '\*\*\*\*\* Individual Accounts \*\*\*\*\*', and 'STUDENT'. The 'User Type' label is followed by an asterisk, indicating it is a required field.

5. Create a **Username** and **Password**, and select **Security Questions**. Click **Next** when finished.



The image shows a registration form with the following fields and values:

- Username \***: attorneyb
- Password \***: (empty)
- Confirm Password \***: (empty)
- Security Question 1 \***: What is your best friend's first name?
- Security Answer 1 \***: Mary
- Security Question 2 \***: In what city or town was your first job?
- Security Answer 2 \***: Minneapolis

At the bottom of the form are four buttons: **Next**, **Back**, **Reset**, and **Cancel**.

A yellow callout box contains the following text:

Your password must be between 8 to 45 characters long and contain at least one lowercase letter, one uppercase letter, and one special character. Pay attention to the password strength meter.

NOTE: It cannot contain any parts of your First Name, Last Name, Username or Email address.

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6. Enter **payment information** if desired. Please note the following PACER message:

**Providing a credit card is optional.** If you would like to register without providing a credit card, click **Next** below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.

7. Read and **acknowledge** the policies and procedures.
8. You will see a confirmation page.
9. For questions, **please contact PACER at 1-800-676-6856.**

Questions?

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# Link Upgraded PACER Account to CM/ECF Account – **Live Demo...**

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## If Attorney...

Has an upgraded individual PACER Account and would like to file in NextGen on March 5, 2018...

## Then Attorney...

Must LINK upgraded PACER Account to CM/ECF Account.

# Q&A

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Please contact:

CM/ECF Help Desk: 202-354-3281

# Hands-On Assistance Needed?

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