



*United States District Court
for the District of Puerto Rico*

Sent: 08.04.2021 @ 10:45 a.m.
To: All Members of the Federal Bar

Next Generation of CM/ECF (NextGen) Coming Soon - Prepare Today!

***If your PACER account was created on or before August 11, 2014,
you MUST get an upgraded Individual PACER account
BEFORE NextGen arrives.***

Good Morning, Counselor (USDCPR-Bar Number):

In the months ahead, the court will be upgrading its Case Management/Electronic Case Filing System (CM/ECF) to the Next Generation of CM/ECF (NextGen). This upgrade will provide users with several benefits including Central Sign-On which allows e-filing attorneys to use one PACER login and password to access any NextGen court (district, appellate and bankruptcy) in which they practice. The U.S. District Court for the District of Puerto Rico plans to upgrade to NextGen in November 2021.

Attorneys are being asked to prepare for the NextGen implementation now by obtaining their own PACER account and upgrading it. Your PACER account will be your login to CM/ECF, and therefore you MUST have your own individual PACER account. E-filing attorneys will not be able to use shared PACER accounts. Follow steps 1 through 3 below PRIOR to our upgrade to the new electronic filing system.

CJA Attorneys: We recommend CJA attorneys NOT upgrade until closer to our implementation date. Upgrading prior to that time will create more steps for you in your exempt CJA attorney role. Upgrading a few days before or immediately after our implementation date will ensure minimal impact. After our NextGen implementation, your single Central Sign-On account will accommodate you in both roles - as a CJA and non-CJA attorney. PACER will have additional information on the upgrade process for you and your staff in the near future.

Step Obtain your own individual PACER account if you do not already have one.

1: Register for a new PACER account by clicking here:

- <https://pacer.psc.uscourts.gov/pscof/regWizard.jsf>

If you already have your own PACER account, then proceed to Step 2.

If you have your own individual PACER account and it was created prior to August 11, 2014 (also known as a Legacy account), you must upgrade your account before you can electronically file in a NextGen court. Please see the PDF instructions below on upgrading your PACER account.

Upgrading Your PACER account - Attorneys with E-Filing Privileges

- <https://www.prd.uscourts.gov/sites/default/files/documents/add/20210802-CMECF-NextGen-HR-Upgrade-PACER.pdf>

After reviewing the above instructions, click here to manage your account:

- <https://pacer.psc.uscourts.gov/pscof/login.jsf>

Step 2: Make note of the CM/ECF login and password you are currently using. If you do not know your current login and password, please click on the following URL link:

- <https://ecf.prd.uscourts.gov/passreset>

Step 3: **ON or AFTER the Court's GO LIVE date for NextGen, you must then link your upgraded PACER account to your current CM/ECF account.** Linking instructions will be provided closer to the Go-Live date.

A note to firms: Firms may set up a PACER Administrative Account to help manage attorney accounts and have them centrally billed for filing and PACER access fees. Complete information regarding PACER Administrative Accounts (PAAs) can be found here:

- https://www.pacer.gov/reg_firm.html

If you are a **PACER-only user (not an e-filer)**, please click on the following URL link for more information about upgrading your PACER account:

- https://www.prd.uscourts.gov/sites/default/files/documents/5269/PreparingForNextGen_PACERpdf.pdf

For more information, please click on the following URL link:

- <https://www.prd.uscourts.gov/cmecf-nextgen-what-it-means-you>

Questions regarding your PACER account should be directed to PACER at pacer@psc.uscourts.gov or by calling (800) 676-6856. Answers to frequently asked questions may be found at:

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

Sincerely,

Maria Antongiorgi-Jordan, Esq.
Clerk of Court