

Sent: 11.23.2021 @ 11:30 a.m.
To: All Members of the Federal Bar



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

**Next Generation (NextGen) CM/ECF
Coming November 29, 2021**

***PACER accounts created on or before August 11, 2014,
MUST be IMMEDIATELY upgraded to an Individual PACER account***

Good Morning, First-Name Last-Name (USDCPR-BAR NO):

Effective Monday, November 29, 2021, the **United States District Court for the District of Puerto Rico will upgrade its Case Management / Electronic Case Filing System (CM/ECF) to NextGen CM/ECF**. This upgrade will allow e-filing attorneys to use **one individual PACER login and password** to access **any NextGen court in which they practice**: Bankruptcy, Appellate, and District..

Due to the implementation of Next Gen CM/ECF,

CM/ECF will **NOT be available**

from Friday, November 26, 2021 until Sunday, November 28, 2021.

All Members of the Bar - Requirements

In preparation for implementation NextGen CM/ECF, all members of the Bar **MUST IMMEDIATELY** complete these requirements:

1. Obtain an **individual PACER account**.
2. If the individual PACER account was created **prior to August 11, 2014**, it must be **upgraded to a NextGen CM/ECF Account**.
3. You need your **current CM/ECF username and password information**, in order to **link your individual PACER account with your NextGen CM/ECF account starting on November 29, 2021**.

Click on the following URL link to view the **step-by-step procedure** to complete these requirements:

- <https://www.prd.uscourts.gov/sites/default/files/documents/5269/CMECFNG-How-to-Link-PACER-Account.pdf>

CJA Panel Members

NextGen CM/ECF provides a new **toggle feature** that allows CJA Panel members to switch from non-exempt to exempt status when performing CJA-related work, which is exempt from PACER fees. To activate this feature, CJA Panel members must request CJA privileges for their upgraded individual PACER account.

Click on the following URL link for instructions on **how to request CJA privileges**:

- https://pacer.uscourts.gov/sites/default/files/files/Activating_CJA_Privileges%20-%20Learning%20Aid.pdf

Law firms

Law firms may set up a **PACER Administrative Account (PAA)** to help manage attorney accounts and central billing for filing and PACER access fees.

Click on the following URL link for complete information regarding PAAs:

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

Additional Information

Please click on the following URL link for additional information about the implementation of NextGen CM/ECF:

- <https://www.prd.uscourts.gov/nextgen-cmecf-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>

If you have any other questions regarding NextGen CM/ECF, please contact our **CM/ECF Help Desk at 787-772-3449**.

Please do not reply to this e-mail message, since it is sent from an unattended e-mail address.

Sincerely,

Maria Antongiorgi-Jordan, Esq.
Clerk of Court

