

## NextGen CM/ECF

On September 10, 2018, the 5th Circuit Court of Appeals upgraded its legacy CM/ECF system to NextGen CM/ECF ("NextGen"). NextGen allows public filers to use a single user name and password to access both PACER information and file in NextGen CM/ECF.

To file in this court you must have an upgraded PACER account, and you must link your PACER account to your ECF account. Documentation on how to upgrade your legacy PACER account is posted below.

Please be advised, shared PACER accounts are no longer permitted; each user must have their own individual PACER account.

IF YOU HAVE AN UPGRADED PACER ACCOUNT and need to link it to your e-filing account, [click here for instructions](#).

IF YOU HAVE NOT YET UPGRADED YOUR PACER ACCOUNT, [instructions are provided below](#) for easy reference.

### Helpful Tips:

If you do not remember your username or password, assistance is available on the Pacer site. See the links labeled, "Forgot Your Password?" and "Forgot Username?". After logging into your PACER account, review the Account Type field. An account that has been upgraded will show, "Upgraded PACER Account". Otherwise, click the "Upgrade" link and begin the upgrade process.

If either of the following is true, you already have an upgraded PACER account.

- 1) You previously upgraded your PACER account for another NextGen court.
- 2) You created your PACER account after August 10, 2014.

# Upgrading Your PACER Account

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

1. Log in with your current PACER username and password.

The screenshot shows the PACER website's 'MANAGE MY ACCOUNT' section. At the top, there are navigation links: 'Manage My Account | Manage My Appellate Filer Account | Case Search Sign In'. The PACER logo is on the left, and the United States Courts logo is on the right. A horizontal menu contains 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US', along with an RSS icon. On the left side, a 'PACER Links' sidebar lists: 'Court Links', 'Search PACER Case Locator', 'Announcements', 'Frequently Asked Questions', 'Resources', and 'Manage My Account'. The main content area is titled 'MANAGE MY ACCOUNT' and includes the instruction: 'Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.' Below this is a 'Login' form with fields for 'Username \*' and 'Password \*', and buttons for 'Login', 'Clear', and 'Cancel'. There are also links for 'Need an Account?' and 'Forgot Your Password?'. A 'NOTICE' at the bottom of the form states: '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.' The footer of the page features the AO logo and the text 'Administrative Office of the U.S. Courts Department of Technology Services'.

# Upgrading Your PACER Account

## 2. Click Login.

The screenshot shows the PACER website 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'. The main content area is titled 'MANAGE MY ACCOUNT' and contains a login form. The form has two input fields: 'Username' with the value 'PS0004' and 'Password' with masked characters. Below the fields are 'Login', 'Clear', and 'Cancel' buttons. A notice at the bottom of the form states: '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.'

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

**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**

Username \* PS0004

Password \* ●●●●●●●●

Login Clear Cancel

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

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.

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# Upgrading Your PACER Account

3. On the Manage My Account page, you will see four tabs. Click Maintenance.

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

**PACER Links**

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

**MANAGE MY ACCOUNT**

Welcome, John Public [Logout](#)

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

[Settings](#) [Maintenance](#) [Payments](#) [Usage](#)

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

<https://cso-pacer.psc.uscourts.gov/pscwf/manage/maint.jsf#mmTabView:mmMaintTab>

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# Upgrading Your PACER Account

## 4. Then click Update Personal Information.

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

**PACER Links**

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

**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.

[Update Personal Information](#)

<https://cso-pacer.psc.uscourts.gov/pscwf/manage/convert.jsf>

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# Upgrading Your PACER Account

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5. **Take a moment to read the note about account conversion. Understand that you are upgrading your PACER account and can use that account for read-only PACER access to all courts, as well as filing access to courts that have already converted to NextGen.**

The screenshot displays the PACER website 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'. The main content area is titled 'MANAGE MY ACCOUNT' and includes a 'Logout' button. A table shows account details: Account Number (2617065), Username (PS0004), and PACER Account Balance (\$0.00). A prominent yellow box with a red border contains the following text: 'Upgrade PACER Account. 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.' Below this notice are tabs for 'Person', 'Address', and 'Security', and a section for '\* Required Information'.

## Upgrading Your PACER Account

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- There are three tabs in which you are required to provide information. Note that some fields may have carried over from your current PACER account. Complete any required fields that are not already filled in. Click [Next] to move to the next tab.

The screenshot displays a web form for upgrading a PACER account. At the top, a yellow banner contains the text: "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." Below this, there are three tabs: "Person", "Address", and "Security". The "Person" tab is selected and highlighted with a red box. The form fields are as follows:

- 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 field 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 footer of the page features the AO logo and the text: "Administrative Office of the U.S. Courts Department of Technology Services".

# Upgrading Your Pacer Account

## 7. Completing the Security tab information is the final step in upgrading your PACER account.

The screenshot shows a web form for upgrading a PACER account, specifically the Security tab. The form is titled "Person Address Security" with "Security" selected. It contains the following fields:

- Username \***: MyUsername
- Password \***: Strong (password strength indicator)
- Confirm Password \***: (masked with dots)
- Security Question 1 \***: In what city or town was your first job? (dropdown menu)
- Security Answer 1 \***: Austin
- Security Question 2 \***: What is your best friend's first name? (dropdown menu)
- Security Answer 2 \***: Gabe

Buttons at the bottom of the form include Submit, Back, Reset, and Cancel.

At the bottom of the page, there is a footer with the following text:

Contact Us | Privacy | Policies and Procedures | About Us

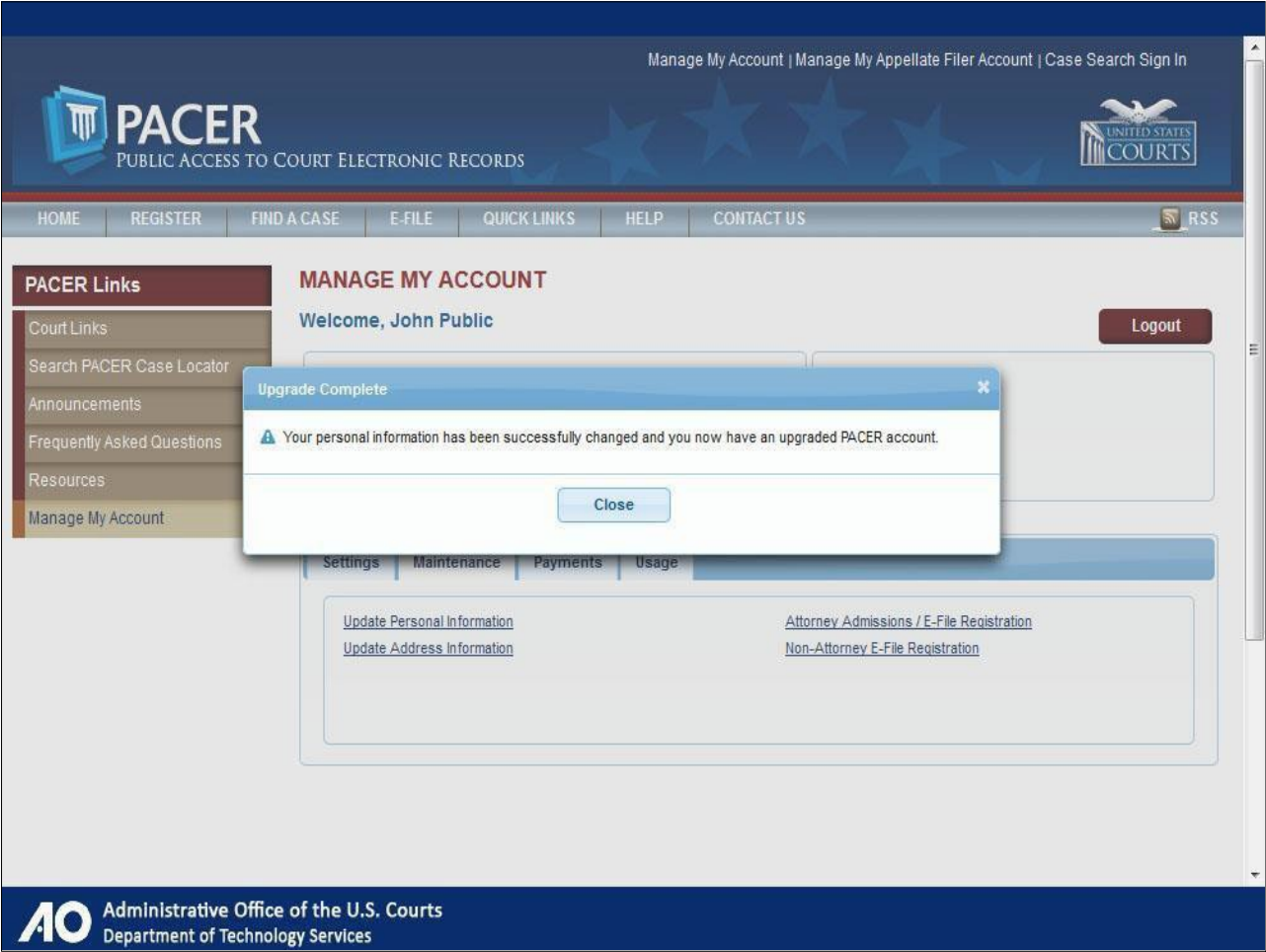
This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.  
The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.

**AO** Administrative Office of the U.S. Courts  
Department of Technology Services



# Upgrading Your PACER Account

**Congratulations! Your account is now upgraded.**



# Upgrading Your PACER Account

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On the Manage My Account page, notice that your username is now the one you created during the upgrade process.

The screenshot displays the PACER 'MANAGE MY ACCOUNT' interface. At the top, there are navigation links: 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US'. The main content area is titled 'MANAGE MY ACCOUNT' and includes a 'Logout' button. A table shows account details:

Account Number	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Below this table, there are tabs for 'Settings', 'Maintenance', 'Payments', and 'Usage'. Under the 'Settings' tab, there are links for 'Update Personal Information', 'Update Address Information', 'Attorney Admissions / E-File Registration', and 'Non-Attorney E-File Registration'. The footer contains the 'AO' logo and text: 'Administrative Office of the U.S. Courts, Department of Technology Services'.

Once you have upgraded your PACER account you must link it to your 5<sup>th</sup> Circuit CM/ECF e-filing account in order to file in this court.

Click here for instructions on linking your PACER account to your e-filing account.