

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. 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 NOT YET UPGRADED YOUR PACER ACCOUNT, instructions are provided below for easy reference.

Helpful Tips:

If you do not remember your PACER 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".

If your account is not upgraded, click the "Upgrade" link.

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

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

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

The screenshot shows the PACER website interface. At the top, there is a navigation bar with links for 'Manage My Account', 'Manage My Appellate Filer Account', and 'Case Search Sign In'. The PACER logo and 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS' are on the left, and the 'UNITED STATES COURTS' logo is on the right. Below the navigation bar is a menu with 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US'. On the left side, there is a 'PACER Links' sidebar with options like '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 contains a login form with 'Username' and 'Password' fields, 'Login', 'Clear', and 'Cancel' buttons, and 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 includes the 'AO' logo and '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 right, there are links for "Manage My Account", "Manage My Appellate Filer Account", and "Case Search Sign In". The PACER logo is on the left, and the United States Courts logo is on the right. A navigation bar contains links for HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US, along with an RSS icon. On the left side, there is a "PACER Links" menu with options like 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 a sub-header "Login". Below this, there is a form with two input fields: "Username" containing "PS0004" and "Password" with masked characters. There are "Login", "Clear", and "Cancel" buttons. Below the form are 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 text: "Administrative Office of the U.S. Courts Department of Technology Services".

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/pscof/manage/maint.jsf#mmTabView:mmMaintTab>

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

Upgrading Your PACER Account

4. Then click Update Personal Information.

The screenshot shows 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 displays account details:

Account Number	2617065
Username	PS0004
PACER Account Balance	\$0.00

Below the table are tabs for 'Settings', 'Maintenance', 'Payments', and 'Usage'. The 'Settings' tab is active, and the 'Update Personal Information' link is highlighted with a red box. A tooltip points to this link, stating: 'Update name, email address, title, and user type.' The URL at the bottom of the page is <https://cso-pacer.psc.uscourts.gov/pscof/manage/convert.jsf>. The footer identifies the 'AO Administrative Office of the U.S. Courts Department of Technology Services'.

Upgrading Your PACER Account

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 'Manage My Account' interface. At the top, there are navigation links for 'Manage My Account', 'Manage My Appellate Filer Account', and 'Case Search Sign In'. The PACER logo and 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS' are on the left, and the 'UNITED STATES COURTS' logo is on the right. A navigation bar includes 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US', along with an 'RSS' icon.

The main content area is titled 'MANAGE MY ACCOUNT' and includes a 'Welcome, John Public' message with a 'Logout' button. A table shows account details:

Account Number	2617065
Username	PS0004
PACER Account Balance	\$0.00

An 'Important News' section is also present. 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 the notification, there are tabs for 'Person', 'Address', and 'Security'. A 'Required Information' section is partially visible.

The footer features the 'AO' logo and text: 'Administrative Office of the U.S. Courts, Department of Technology Services'.

Upgrading Your PACER Account

- 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.

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.

Person | Address | Security

*** Required Information**

Prefix	Select Prefix
First Name *	John
Middle Name	Q.
Last Name *	Public
Generation	Select Generation
Suffix	Select Suffix
Date of Birth *	
Email *	john.q.public@yourdomain.com
Confirm Email *	john.q.public@yourdomain.com
User Type *	LAW FIRM
Federal Tax ID *	84-0606868

Next Reset Cancel

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Upgrading Your Pacer Account

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

The screenshot shows the 'Security' tab of a PACER account upgrade form. The form is divided into three sections: 'Person', 'Address', and 'Security'. The 'Security' section is active and contains the following fields:

- Username ***: MyUsername
- Password ***: Strong (indicated by a green bar)
- 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

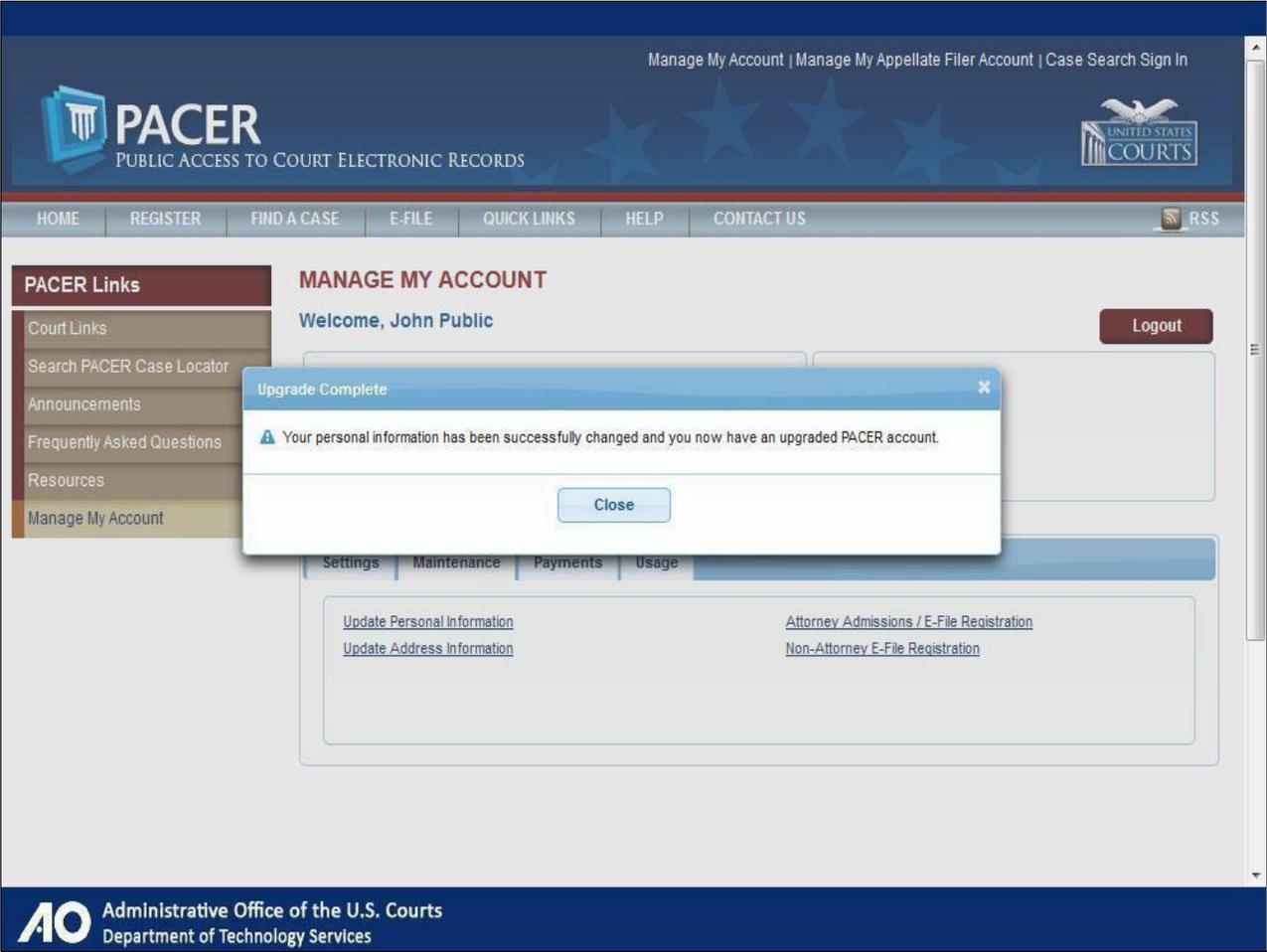
At the bottom of the form are four buttons: Submit, Back, Reset, and Cancel.

The footer of the page includes the following information:

- 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

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

Under the Maintenance tab:

Attorneys: To apply for e-filing privileges and/or admission to the court, click the link “Attorney Admissions/E-File Registration”.

Non-Attorneys: To apply for e-filing privileges, click the link “Non-Attorney E-File Registration”.

The screenshot displays the PACER 'MANAGE MY ACCOUNT' interface. At the top, the PACER logo and 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS' are visible, along with navigation 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 (MyUsername), and PACER Account Balance (\$0.00). Below this, a 'Maintenance' tab is selected, showing links for 'Update Personal Information', 'Update Address Information', 'Attorney Admissions / E-File Registration', and 'Non-Attorney E-File Registration'. The footer identifies the Administrative Office of the U.S. Courts, Department of Technology Services.