



UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

NOTICE *from the* CLERK

ACTION REQUIRED

NextGen is Coming on February 18, 2020 – Prepare Today!

The United States District Court for the Central District of California will be upgrading its CM/ECF software to the Next Generation (NextGen) of CM/ECF on February 18, 2020. The upgrade will allow Registered CM/ECF Users (attorneys; pro se parties registered to e-file, view, or receive service of documents through the CM/ECF system; members of the media registered for e-service) to use a single PACER account to electronically file and view documents in all NextGen courts with which they have accounts.

All Registered CM/ECF Users must take certain steps now in order to prepare for the transition to NextGen and then take one additional step immediately after the transition in order to complete the process. These steps are minimal and can be completed quickly – but failure to complete them will terminate a user’s ability to e-file and otherwise restrict a user’s access to the system. You must follow the steps below to ensure that your ability to electronically file, view, or receive service of documents is not interrupted by the NextGen upgrade.

BEFORE February 14, 2020:

- **Make Sure You Have an Individual PACER Account**

You must have your own individual PACER account. A shared account that your whole firm or office uses is not sufficient. If you do not already have an individual PACER account, you must create one before the court upgrades to NextGen. Note that creating an individual PACER account is free.

- **If Your Individual PACER Account Is More Than Five Years Old, Make Sure It Has Been Upgraded**

Existing “Legacy” PACER accounts (accounts issued prior to August 11, 2014) must be upgraded. To upgrade your account or check its status, go to www.pacer.gov, click on “Manage My Account” (generally in the upper right corner of the screen), and log in with your current

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PACER credentials. Note that if you currently e-file in any federal court that has already upgraded to NextGen, such as the Ninth Circuit, you probably already have an upgraded PACER account.

- **Make Sure You Know Your Current CM/ECF Login and Password**
You must know your current CM/ECF login and password. Once the court upgrades, you will need this information to complete the final step of the transition process: linking your existing CM/ECF account to your upgraded PACER account. If you have lost or forgotten your CM/ECF login or password, use the password reset feature on the [CM/ECF login page](#) or request [CM/ECF account information](#).

For PACER account information, please contact PACER Services at pacer@psc.uscourts.gov or by calling (800) 676-6856.

Beginning February 18, 2020:

- **Link Your CM/ECF Account to Your Upgraded PACER Account**
AFTER the court upgrades to NextGen on February 18, 2020, you must link your current CM/ECF account to your upgraded individual PACER account. This is a one-time process that can be completed only after the court upgrades to NextGen. The court will notify you once the upgrade to NextGen has been completed so you can link your accounts. For linking instructions, please visit <https://www.pacer.gov/ecfcbt/cso/index.html> (look for the Learning Aid “Linking Your CM/ECF Account (Bankruptcy and District Courts).”

E-filers who fail to complete these steps will be unable to access the electronic filing system after February 17, 2020.

CM/ECF will be unavailable beginning February 14, 2020 at 6:00 p.m. through Monday, February 17, 2020.

FOR MORE INFORMATION on the NextGen upgrade, visit the court’s website at: <https://www.cacd.uscourts.gov/e-filing/nextgen-cmecf>. You can also access PACER’s website at: <https://www.pacer.gov/> for additional information on creating and upgrading PACER accounts.

Kiry K. Gray
District Court Executive/Clerk of Court

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