

REMINDER: Next Generation of CM/ECF (NextGen) Coming Soon

YOU WILL BE UNABLE TO ACCESS CM/ECF FOR THIS DISTRICT AFTER AUGUST 13, 2018, IF YOU DO NOT FOLLOW THESE INSTRUCTIONS. PLEASE READ CAREFULLY.

On **August 13, 2018**, the U.S. District Court for the Western District of Arkansas will be upgrading 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 in which they practice.

Attorneys are being asked to prepare for the NextGen implementation now by obtaining their own PACER account or upgrade their existing PACER account. 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.

Step 1: Obtain your own individual PACER account if you do not already have one. A link to instructions for obtaining an individual PACER account can be found on our [NextGen webpage](#). (See below for information regarding central billing to a firm.)

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

Step 2: If you have your own individual PACER account, you will need to upgrade your account if your PACER account was created prior to August 2014.

To determine if you have an upgraded account, go to pacer.gov → click “manage my account” at the top of the page → enter your login information → look to see if your “Account Type” shows that you have an upgraded account (see below).

MANAGE MY ACCOUNT

Welcome, Training Attorney Train

Logout

Account Number	7034444
Username	arwdatty8
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	<u>Upgraded PACER Account</u>

If you do not have any upgraded account, you must upgrade your account before you can electronically file in a NextGen court. A link to instructions for upgrading your PACER account can be found on our [NextGen webpage](#).

Step 3: Make note of the CM/ECF login and password you are currently using. If you do not know your current login and password, please email attyinfo@arwd.uscourts.gov.

(NOTE: If you know your password---or have it saved in your browser---but want to change it, you can login to CMECF, access “utilities” → Your account → Maintain your login/password. Choose a new password that complies with the criteria listed below the password box. You must click “submit” to save your changes.)

Step 4: 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. A link to instructions for linking your accounts can be found on our [NextGen webpage](#).

Once you link your accounts, you will no longer need to use your ECF credentials. You will use your PACER username and password to login to both PACER and NextGen.

PLEASE NOTE: This upgrade applies ONLY to the Western District of Arkansas Federal District Court. You will continue to use your existing ECF credentials for the Eastern District of Arkansas, Bankruptcy Court for the Eastern and Western Districts of Arkansas, and any other federal courts that have not yet upgraded to NextGen.

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

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>.