

UNITED STATES DISTRICT COURT

WESTERN DISTRICT OF MISSOURI

OFFICE OF THE CLERK

PAIGE WYMORE-WYNN
COURT EXECUTIVE

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KANSAS CITY, MO 64106

February 16, 2018

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Dear Office Manager:

The United States District Court for the Western District of Missouri will be upgrading its CM/ECF software to the Next Generation (NextGen) of CM/ECF on April 23, 2018. The Western District of Missouri Bankruptcy Court will be upgrading on July 9, 2018. NextGen is the culmination of a multi-year project headed by the Administrative Office of the U.S. Courts to provide for current and future filing and case management needs of all CM/ECF users.

Earlier this year, the Court began e-mailing information to all registered attorneys regarding NextGen and what they must do to prepare for the upgrade. We wanted to take this opportunity to reach out to you in advance so you would know what is changing with NextGen and what will be required of all registered attorneys as well.

What is new for attorneys in NextGen?

- **Central Sign-On** is new functionality that will allow attorneys to maintain one account across all NextGen appellate, bankruptcy and districts courts. What this means is that attorneys will be able to use one login and password to access PACER and all NextGen courts where they have been granted permission to file.

What must an attorney do to prepare for NextGen?

- **Each attorney MUST have his/her own individual PACER account.** If an attorney does not have an individual PACER account, the attorney must create one before the Court upgrades to NextGen. Shared PACER accounts cannot be used by filing attorneys once the Court has upgraded. Firms may set up a PACER Administrative Account to help manage attorney accounts and have those individual accounts centrally billed for PACER access fees.

Note: PACER Administrative Accounts cannot be used to pay individual attorney court fees such as annual dues payments. To register for a PACER Administrative Account, please visit https://www.pacer.gov/reg_firm.html.

- **Existing “Legacy” PACER accounts (accounts issued prior to August 11, 2014) must be upgraded.** To upgrade an account, go to www.pacer.gov, Manage My Account, and login with the attorney’s current PACER credentials. Note the display in Account Type. If “Legacy”, select Upgrade, and update the information.

- **Each attorney must know his/her current CM/ECF login and password for filing documents.** Ensure the attorneys know their CM/ECF login and password before the Court upgrades to NextGen. If the login information is currently stored in the attorney’s browser, it

will be lost and not recoverable. Once the Court implements NextGen, attorneys must link their existing CM/ECF accounts to their upgraded PACER accounts for Central Sign-On. If an attorney does not currently know his/her login or password, please use the “Forgot Your Password” feature from the CM/ECF login page at <https://ecf.mow.uscourts.gov>.

Attorneys will NOT be able to file in NextGen until their CM/ECF account is linked to their upgraded individual PACER account. This linkage, however, cannot be done until AFTER the Court upgrades to NextGen on April 23, 2018 for District Court and July 9, 2018 for Bankruptcy Court. We will provide step by step instructions at a later date on how to link a CM/ECF account to an upgraded PACER account.

FOR MORE INFORMATION on the improvements and upgrade process, please visit: <https://www.pacer.gov/nextgen>. There are several Electronic Learning Modules (ELMs) available on that page under “Is there training available for NextGen CM/ECF.” Information can also be found at the Court’s website: <http://www.mow.uscourts.gov/attorney/nextgen-cmefc>.

Questions regarding attorney password accounts may be e-mailed to the District Court at jcgen@mow.uscourts.gov. Also, feel free to contact the District Court Clerk’s Office directly at (573) 636-4015, or the Bankruptcy Clerk’s Office at (816) 512-1838 with any questions.

Thank you in advance for your assistance working with the members of your firm to ensure that each attorney has an individual upgraded PACER account as the Court prepares to upgrade to NextGen CM/ECF.

Sincerely,

Paige Wymore-Wynn
Court Executive
Western District of Missouri