

YOUR CM/ECF PASSWORD WILL STOP WORKING ON JULY 7, 2018, IF YOU DO NOT FOLLOW THESE INSTRUCTIONS!

The Western District of Missouri Bankruptcy Court will be upgrading to the Next Generation (NextGen) of CM/ECF on July 9, 2018. This means that a new functionality will be used to allow access to the Bankruptcy Court using one log-in and password for all federal NextGen courts where you have permission to file. You will not be able to file in the Bankruptcy Court unless you follow these required steps!

**STEP ONE:**

**BEFORE July 9, 2018:** Confirm that you have an individual upgraded PACER account. Shared PACER filing accounts cannot be used after July 9, 2018. To register for an individual account if you are currently using a shared firm PACER account, go to: <https://pacer.psc.uscourts.gov/pscof/regWizard.jsf>. If you already have an individual account, you should confirm that it has an upgraded status. To view the status of your PACER account, or if necessary, to upgrade your PACER account, log in to PACER at: <https://pacer.psc.uscourts.gov/pscof/login.jsf>. Step by step instructions on how to complete step ONE can be found at our website: <http://www.mow.uscourts.gov/attorney/nextgen-cmecf> under the PACER/Registering for a PACER Account and Upgrading Your PACER Account tabs. In order to avoid long wait times should you need assistance, the Court urges you to upgrade your PACER account before July 9, 2018.

**STEP TWO:**

**AFTER July 9, 2018:** Link your PACER account to the WDMO CM/ECF system. The first time you log in to your individual upgraded PACER account on or after July 9, you will need to link your PACER account to your WDMO filing account. You will need your current WDMO Bankruptcy filing login and password to do this. It is a one-time process. After linking your CM/ECF filing account to your PACER account, you will then use your PACER account when filing documents with the court. This may be referred to as your Central Sign On account. Easy to follow instructions on linking can be found at our website: <http://www.mow.uscourts.gov/attorney/nextgen-cmecf> under the PACER/Linking PACER Account to NextGen tab.

\*If you currently file in any NextGen court, you already have an upgraded PACER account and can begin with step two above after July 9, 2018. A listing of the status of courts can be found at the PACER webpage at <https://www.pacer.gov/psco/cgi-bin/links.pl?quick=1>

\*\*Firms may find it helpful to set up a PACER Administrative Account to help manage attorney accounts and have them centrally billed for PACER access fees. Complete information regarding PACER Administrative Accounts can be found here: <https://www.pacer.gov/documents/pausermanual.pdf>.

\*\*\*Complete detailed information about all aspects of the NextGen upgrade can be found on the Courts webpage at <http://www.mow.uscourts.gov/attorney/nextgen-cmecf>.