

## Action Required: CM/ECF NEXT GENERATION (NEXTGEN) Coming 8/12/19

The United States District Court for the Northern District of Oklahoma will upgrade its CM/ECF software to the Next Generation (NextGen) of CM/ECF on August 12, 2019.

**The Court's CM/ECF system will be unavailable beginning at Noon Friday, August 9<sup>th</sup> through Sunday, August 11<sup>th</sup> at Midnight, while the system is being upgraded.** The Court Clerk will accept time-sensitive filings via email during the three-day upgrade period (August 9-11, 2019), if sent in PDF format to [cmecf@oknd.uscourts.gov](mailto:cmecf@oknd.uscourts.gov) (a temporary email box created only for this purpose). Documents submitted in this manner will be deemed filed as of the date received by the Court Clerk and will be entered on the docket by Clerk's Office staff as soon as is practical.

After the upgrade, attorneys and pro se parties with permission to electronically file (E-filers) will no longer be able to log in to OKND CM/ECF accounts using the current method. Instead, E-filers will file documents and perform other CM/ECF-related activity in this Court through individual, upgraded PACER accounts. E-filers **must prepare for NextGen CM/ECF** as described below in order to continue to electronically file in OKND on or after August 12, 2019.

### What is New for CM/ECF E-Filers in NextGen CM/ECF?

Central Sign-On (CSO) is a new functionality that allows E-filers to maintain one account across all courts (appellate, bankruptcy, and district) that have transitioned to NextGen CM/ECF. This means that E-filers will use one login and password to access all NextGen courts where they have permission to file, as well as to access PACER for all courts.

E-filing in courts that have not yet transitioned to NextGen CM/ECF will still require a separate account for each such court, including the United States Bankruptcy Court for the Northern District of Oklahoma. The Bankruptcy Court and the District Court use separate e-filing systems, and the Bankruptcy Court is not upgrading to NextGen CM/ECF at this time.

### How do I prepare BEFORE August 12 for NextGen CM/ECF?

- **STEP ONE: Obtain an Individual PACER Account** - Each E-filer MUST have his/her own PACER account. If you do not currently have an individual PACER account, you must create one. To register for an individual PACER account, go to [www.pacer.gov](http://www.pacer.gov) and click **Register**. Step-by-step instructions on how to [register for an individual PACER account](#) are available on the Court's website at [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov).

Shared PACER accounts cannot be used by E-filers after a court has upgraded to NextGen CM/ECF. However, firms and agencies may set up a PACER Administrative Account (PAA) to manage attorney accounts and have the individual accounts centrally billed for PACER access fees. PAA information is available at [www.pacer.gov/documents/pausermanual.pdf](http://www.pacer.gov/documents/pausermanual.pdf). To register for an account, please visit [www.pacer.gov/reg\\_firm.html](http://www.pacer.gov/reg_firm.html).

- **STEP TWO: Upgrade Your Legacy PACER Account** - If you already have an individual PACER account, it MUST be upgraded. To quickly identify whether you have an upgraded or legacy account, go to [www.pacer.gov](http://www.pacer.gov), click **Manage My Account** at the top of the screen, and log in with your current PACER credentials. Your account type, along with other account information, will be displayed. If your account type is listed as:
  - **Upgraded PACER Account**, you already have an upgraded account and no action is required.
  - **Legacy PACER Account**, you MUST upgrade your account by clicking the **(Upgrade)** link next to your account type and completing the upgrade process. After upgrading your account, you may want to

save your new PACER credentials in your OKND CM/ECF account. This will allow you to view queries, reports, and documents without re-entering your PACER username and password each time. Step-by-step instructions on how to [upgrade your PACER account](#) and [change your default PACER login](#) are available on the Court's website at [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov).

**CJA Panel Attorneys and Other Exempt PACER Users:** Please note that you only need one upgraded PACER account for filing and viewing in NextGen CM/ECF as you are now able to switch between exempt and non-exempt PACER use within the same account. For now, make sure that your individual, private account is upgraded as explained above. Step-by-step [instructions](#) on how to request that CJA exemption privileges be added to your individual upgraded PACER account and how to select the appropriate status (exempt or non-exempt) when accessing PACER are available on the Court's website at [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov).

- **STEP THREE: Know Your Account Credentials** - AFTER the Court upgrades to NextGen CM/ECF, E-filers must use the following credentials to link their individual upgraded PACER account to their OKND CM/ECF account:

**1. Your current OKND CM/ECF login and password for filing documents in this Court.**

- If your login/password is stored in the browser, it will be lost and not recoverable once the Court upgrades to NextGen CM/ECF.
- To retrieve a forgotten CM/ECF login, please call the Court's CM/ECF Help Desk (at 918-699-4844 or toll free at 866-213-1957) anytime Monday through Friday between the hours of 8:30 AM and 4:30 PM.
- If you do not know your CM/ECF password, please use the [password reset feature](#) from the CM/ECF login page at <https://ecf.oknd.uscourts.gov/cgi-bin/login.pl>.

**2. Your individual upgraded PACER account username and password.**

- To retrieve a forgotten PACER username, please use PACER's [Retrieve Username](#) option available at <https://pacer.psc.uscourts.gov/pscof/forgotUserName.jsf>.
- To reset a forgotten PACER password, please use PACER's [Reset Password](#) option available at <https://pacer.psc.uscourts.gov/pscof/forgotPassword.jsf>.

### How do I access NextGen CM/ECF and e-file ON or AFTER August 12?

**STEP FOUR: Link Your OKND CM/ECF Account to Your Upgraded PACER Account** - On or after August 12, 2019, E-filers MUST link their existing CM/ECF accounts to their upgraded PACER accounts for Central Sign On. (E-filers will NOT be able to e-file in NextGen CM/ECF until their existing CM/ECF account is linked to their individual upgraded PACER account.) This must be done AFTER the Court upgrades to NextGen CM/ECF.

Step-by-step instructions on [how to link a CM/ECF account to an upgraded PACER account](#) are available on the Court's website at [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov).

Feel free to contact the Clerk's Office directly with any questions or visit the NextGen CM/ECF page on our website at [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov).

**For more information** on the upgrade process, please visit: [www.pacer.gov/nextgen](http://www.pacer.gov/nextgen).