



WELCOME TO NEXTGEN

A joint presentation from the
following US Bankruptcy Courts

Middle District of Florida
Northern District of Florida
Southern District of Florida

RESOURCES

Each district has website resources and links that specify what actions to take, both *before* and *after* each court's GO LIVE date.

FLMB: <http://www.flmb.uscourts.gov/nextgen/>

FLNB: <https://www.flnb.uscourts.gov/nextgen-information-hub>

FLSB: www.flsb.uscourts.gov

Before GO LIVE: Upgrading PACER accounts:
(described within this presentation)

- <https://pacer.uscourts.gov/help/faqs/my-pacer-account-not-upgraded-how-do-i-upgrade-my-account>

After GO LIVE: Linking PACER accounts to “LIVE” NextGen:
(described within this presentation)

- <https://pacer.uscourts.gov/help/faqs/how-do-i-link-my-cmecf-electronic-filing-credentials-my-upgraded-pacer-account>

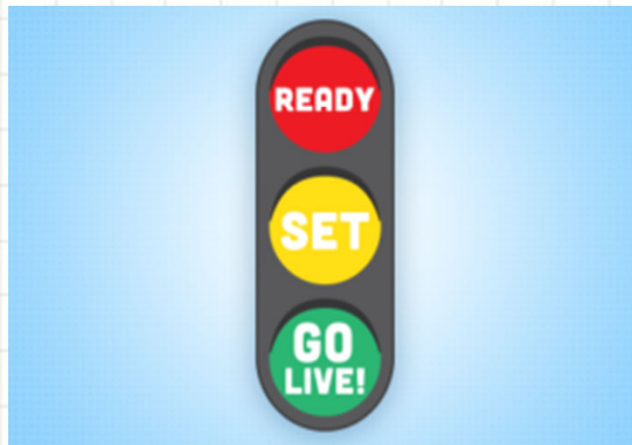
WHAT IS NEXTGEN?

- NextGen is an abbreviation of CM/ECF “Next Generation”.
- NextGen fully integrates with PACER. The two systems are linked by Central Sign-On (CSO), a process that simplifies e-filing, paying fees, and user account maintenance.
- Central Sign-On defined: Integration of Appellate, District and Bankruptcy Court systems.
- The e-filing interface of FLMB/FLNB/FLSB are the same for each district and local e-filing protocols are largely unchanged. Filing Agents, parties e-filing on behalf of others, will notice new enhancements.

BENEFITS OF CENTRAL SIGN-ON INTEGRATION

- Centralization – A singular login code is used to access all federal courts. NOTE: Attorneys who are also trustees will have a login for each type of access.
- Security measures that protect user data, including stored credit card(s) are more robust.
- The system can grow and take advantage of new tools and technologies.
- E-filing protocols for e-filers is largely unchanged. However, some account maintenance functions within the CM/ECF Utility tab will launch the user into PACER automatically. This is new feature as PACER and NextGen work together.

WHAT IS EACH COURT'S GO LIVE DATE?



FLMB: November 22, 2021

FLNB: December 6, 2021

FLSB: April 4, 2022

*Stay tuned for broadcast
messages sent to all e-filers.*

IMPORTANT TERMS TO KNOW

1

- **PSC: PACER SERVICE CENTER.** Provides entry to each court, parties have greater control of their own account maintenance and stored credit card data, and accounts travel with the user. NOTE: E-filers may need a unique login for each “physical” location.

2

- **Filing Agent:** A party who e-files on behalf of another, such as a paralegal. Filing Agents must have their own individual account, can be associated with any attorney or trustee, and may store payment data.

3

- **PAA: PACER Administrative Accounts.** This is an optional consolidated billing and account management process for groups (e.g., attorneys within a large firm). PACER charges for individual accounts are linked to one centralized PAA.

FILING AGENTS: DETAILS, DETAILS, DETAILS

- This type of account enables “mirror access”, which means he/she will have the same filing privileges as the linked attorney/trustee account.
- The docket text reflects ONLY the attorney or trustee’s name as the filer.
- A Filing Agent sees a visual confirmation of the attorney/trustee name on their screen. If linked to more than one, a **Change** button (next to the attorney/trustee name) enables the Filing Agent to quickly switch to a different attorney/trustee.
- **A Filing Agent **MUST** register for their own individual account.**
<https://pacer.uscourts.gov/register-account/non-attorney-filers-cmecf>. Register in PACER as a “Non-Attorney” Filer. An attorney or trustee may have multiple Filing Agents.

FILING AGENTS: DETAILS, DETAILS, DETAILS

- Payment data can be stored in a Filing Agent's PACER account, but it is not required. *If a fee-based document is filed by a Filing Agent, the fee incurred is due from the linked attorney but can also be paid for by the Filing Agent IF fees are enabled by the attorney/trustee.*
- Filing Agents can e-file in a case *at the same time* as the attorney or trustee. Sharing one account is not recommended. [All Filing Agent activity is visible by the attorney/trustee by selecting Utilities > View Your Transaction Log.](#)
- Filing Agents receive attorney/trustee NEF notifications only if added as a secondary email recipient. Add recipients via CM/ECF from the Utilities tab (process has *not* changed in NextGen).

PAA: PACER ADMINISTRATIVE ACCOUNTS

- PAA is a record keeping function for PACER charges incurred by multiple users that are linked to a PAA.
 - *Note: It does not include any CM/ECF (court) filing fees.*
- The clerk's office does not have access to any firm's PAA nor can the clerk's office resolve billing questions. Inquiries must be directed to PACER.
- To register or learn more about PAA, visit:
<https://pacer.uscourts.gov/register-account/group-billing>.
- PACER Service Center (PSC) contact information:
(800) 676-6856, pacer@psc.uscourts.gov

WHAT TO DO NOW!

- **UPGRADE YOUR EXISTING PACER ACCOUNT.** If you have an attorney AND trustee account, upgrade both. It's easy – it takes just a few clicks. Click here for instructions:
<https://pacer.uscourts.gov/help/faqs/my-pacer-account-not-upgraded-how-do-i-upgrade-my-account>
 - You *may* need to upgrade if your PACER account was created *prior to August 11, 2014*. If you already e-file in any NextGen court, no action is needed as you already have an upgraded account.
 - **You MUST upgrade if you see the following “Upgrade” hyperlink located at PACER > Manage My Account.**

Account Number	7008336
Username	TR8336
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account (Upgrade)

← Click to upgrade

- Register for your own PACER account, if needed.
<https://pacer.uscourts.gov/help/faqs/how-does-attorney-become-authorized-electronic-filer>

WHAT TO DO AFTER YOUR COURT'S "GO LIVE" DATE!

- **LINK YOUR ACCOUNT.** Before e-filing your first document on or after the court's GO LIVE date, link your upgraded PACER account to NextGen:
 - Click Utilities > NextGen Release 1.1 Menu Items > "Link a CM/ECF account to my PACER account".
- **Know your current CM/ECF Login and Password.**
 - Obtain this information *now* for later use. **You need it before the court's GO LIVE date to link your PACER account to NextGen.**
 - Contact the clerk's office if assistance is needed to reset your login and password.
- Keep in mind the following. 1. Some users have their login and password stored in a web browser. 2. Alternate programs may be affected by old saved passwords. 3. Know that existing CM/ECF links will no longer work after the court's GO LIVE date; *courts will update website links prior to releasing NextGen to the public.*

BROWSERS

- NextGen works with the following browsers.
 - Firefox
 - Chrome
 - Edge
 - Safari
 - Note: Safari is supported but the latest versions of NextGen v1.6 have not been fully vetted at the national level due to constraints imposed by the COVID-19 pandemic.
 - Using Internet Explorer is discouraged. Microsoft is retiring support for this product.
- Remember.... Know your CM/ECF login and password, particularly if it is stored in a web browser or program. Your login and password is required to link your PACER account to NextGen before e-filing your first document on or after the GO LIVE date.

ANY QUESTIONS?

COURT CONTACTS

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