



UNITED STATES BANKRUPTCY COURT
Eastern District of Louisiana
Sheila Booth, Clerk of Court

December 1, 2018

Dear Attorneys:

The United States Bankruptcy Court for the Eastern District of Louisiana will be upgrading its CMECF software to the Next Generation (NextGen) of CM/ECF in the upcoming months. We anticipate going live with NextGen during the first quarter of 2019. An exact date will be provided later this fall. NextGen is the culmination of a multi-year project headed by the Administrative Office of the U.S. Courts to provide for the current and future filing and case management needs of all CM/ECF users.

In the upcoming weeks the court will be e-mailing all registered attorneys information on 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.

What is new for attorneys in NextGen?

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

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. 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.** Go to www.pacer.gov, Manage My Account, and login with the attorney’s



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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/password for filing documents.** Make sure attorneys know their CM/ECF login and password before the court upgrades to NextGen. If the login information is stored in the browser, it will be lost and not recoverable. Once the court upgrades, attorneys must link their existing ECF accounts to their upgraded PACER accounts for Central Sign-On. If an attorney does not know his/her login or password, please contact the court to reset your CM/ECF password.

Attorneys will NOT be able to file in NextGen until their ECF account is linked to their upgraded individual PACER account. This linkage, however, cannot be done until AFTER the court upgrades to NextGen. We will provide step by step instructions at a later date on how to link an ECF account to an upgraded PACER account.

FOR MORE INFORMATION on the improvements and the upgrade process, please visit <https://www.pacer.gov/nextgen>. Also, there are several Electronic Learning Modules (ELMs) available on that page under “Is there training available for NextGen CM/ECF”. Questions may be e-mailed to the court’s helpdesk at info@laeb.uscourts.gov. Also, feel free to contact the Clerk’s Office directly at 504 589-7878.

Thank you in advance for your cooperation as the court prepares to upgrade to NextGen CM/ECF.

Sincerely,

Sheila Booth
Clerk of Court
Eastern District of Louisiana