



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

December 17, 2018

Dear Limited Filers and Non-Attorney Filers:

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 early next year. 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 limited and non-attorney filers 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 limited filers.

**What is new for limited and non-attorney filers in NextGen?**

**Central Sign-On** is new functionality that will allow limited and non-attorney filers to maintain one account across all NextGen courts (appellate, bankruptcy, and district). What this means is that limited or non-attorney filers 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 a limited filer do to prepare for NextGen?**

- **Each limited filer MUST have his/her own individual PACER account.** If a limited or non-attorney filer does not have an individual PACER account, the limited or non-attorney filer must create one before the Court upgrades to NextGen. Shared PACER accounts cannot be used for filing once the court has upgraded.
- **Existing “Legacy” PACER accounts (accounts issued prior to August 11, 2014) must be upgraded.** Go to [www.pacer.gov](http://www.pacer.gov), Manage My Account, and login with the limited or non-attorney filer’s current PACER credentials. Note the display in Account Type. If “Legacy”, select Upgrade, and update the information.
- **Each limited filer must know his/her current CM/ECF login/password for filing documents.** Make sure limited or non-attorney filers know their CM/ECF login and password before the court upgrades to NextGen. If the login information is stored in the



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browser, it will be lost and not recoverable. Once the court upgrades, limited or non-attorney filers must link their existing ECF accounts to their upgraded PACER accounts for Central Sign-On. If a limited or non-attorney filer does not know his/her login or password, please contact the court to reset your CM/ECF password.

Limited or non-attorney filers 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](mailto: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