

CMECF vs NEXTGEN

The Technical FAQs



What is changing & why?

CSO – Central Sign On

Updated User Interface

Supported Browsers



CSO (Central Sign-On)

CMECF

- Login Credentials managed by Court & PACER
- Shared Accounts Allowed

NextGen

- Login credentials managed by PACER
- Shared Accounts NOT Recommended

PACER viewing-only users

The screenshot shows the PACER website homepage. At the top, there are navigation links: "Manage My Account | Manage My Appellate Filer Account | Case Search Sign In". The PACER logo is on the left, and the United States Courts logo is on the right. A navigation bar contains: "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", "CONTACT US", "RSS", and "Login".

The main content area includes:

- A paragraph describing PACER as an electronic public access service.
- A "NEXTGEN CM/ECF" section with the CM/ECF logo and text about the Next Generation Case Management/ Electronic Case Files system.
- A "FREQUENTLY USED" section with links: Court Links, Forgot Your Password?, Billing Information, Register for a PACER Account, Frequently Asked Questions, Manage My Account, Manage My Appellate Filer Account, Case Search Sign In, and Free PACER Training.
- A "PACER CASE LOCATOR" section with text about the national index for U.S. district, bankruptcy, and appellate courts.
- A "PACER ANNOUNCEMENTS" section with a list of recent updates and a "More »" link.
- A "WHO CAN ACCESS PACER?" section with text about user eligibility.

A callout box on the right side of the page contains the following text:

- Upgrade PACER-only account via PSC**
- Manage My Account**
- Allows PACER-Only users to benefit from:**
 - New security features including Self-service login retrieval and password reset



Central Sign-on for Existing Public Filers

- ▶ Public Filers filing in a NextGen court MUST have an upgraded PACER account. What does this mean?
- ▶ Court issued CM/ECF login and password will still be required if they are filing in a non-NextGen court.
 - ▶ As of today, all Circuit Courts are on NextGen. 19 District Courts are on NextGen, and this list will continue to grow over the next year.
 - ▶ The 11th Circuit, the Northern District of Georgia, the Middle District of Georgia, the Northern District of Florida and the Middle District of Florida are all currently on NextGen.



Attorney 1st Steps

- ▶ Obtain an individual PACER account
 - ▶ Attorney must go to pacer.gov to register for a new account.
 - ▶ Once registered, they have an "upgraded" account and are ready for the steps that will happen once we go live.
- ▶ Upgrade their existing PACER account
 - ▶ If account created before 8/11/14, considered a "legacy account."
 - ▶ Upgrade through "manage my account" on the pacer.gov service center

Attorney 2nd Steps

- ▶ Once NextGen is live, filers can "link" their existing CM/ECF account and their upgraded PACER account.



Welcome to the U.S. Court of Appeals

[CM/ECF Document Filing System](#)

[CM/ECF PACER Login](#)

[CM/ECF Court Info Login](#)

Prompt from
NextGen court to
link CM/ECF
account to PACER
account

Attention

You do not have permission to file in this court.

[Request permission to file](#)

[Link a CM/ECF account to my PACER account](#)

[Search for case data](#)

[Logout](#)

Central Sign On for New Public Filers/Attorneys

The screenshot shows the PACER website interface. At the top left is the PACER logo with the text "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS". At the top right is the United States Courts logo. Below the logos is a navigation bar with links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, and an RSS icon. On the left side, there is a "REGISTER" menu with options: PACER, Attorneys, Non-Attorneys, Appellate (Legacy), District/Bankruptcy (Legacy), and Firm Billing. The main content area is titled "ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION" and contains a form for "Account Information". The form includes a section for "* Required Information" with the following fields: Prefix (dropdown menu), First Name (text input), Middle Name (text input), Last Name (text input), Generation (dropdown menu), Suffix (dropdown menu), and Date of Birth (text input with a calendar icon).

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

REGISTER

- PACER
- Attorneys
- Non-Attorneys
- Appellate (Legacy)
- District/Bankruptcy (Legacy)
- Firm Billing

ATTORNEY ADMISSIONS AND/OR E-FILE REGISTRATION

Account Information

* Required Information

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

Public filer registers for E-filing and/or Attorney Admission at the PACER Service Center site

CJA attorney privileges

- ▶ CJA attorneys have viewing privileges on PACER that exempts them from paying fees.
- ▶ Presently, when you login to PACER, you must choose every time whether you are logging in in your CJA panel attorney capacity or your normal non-CJA attorney capacity.
- ▶ NextGen will allow you to toggle within your login from exempt to non-exempt status without logging out and back on.

CJA Attorney Activation

- ▶ ALL attorneys must have an upgraded PACER account (see CSO presentation for details).
- ▶ Present CJA panel attorneys with a PACER account must contact the PACER Service Center (PSC) at (800) 676-6856 or email them at pacer@psc.uscourts.gov to request that CJA privileges be added to upgraded PACER account.
- ▶ http://training.sdso.ao.dcn/trainingmaterials/DC/Nextgen/PACER/Activating_CJA_Privileges.pdf

The Updated User Interface



[Civil](#) ▾ [Criminal](#) ▾ [Query](#) [Reports](#) ▾ [Utilities](#) ▾ [Search](#) [Help](#) [What's New](#) [Log Out \(Lisa Drescher\)](#)

❖ No more Java plug-in downloads.



**U.S. District Court
Southern District of Georgia
Official Court Electronic Document Filing System**

Supported Browsers



Internet
Explorer



Firefox



Safari

Non-Supported Browsers



Google
Chrome



Microsoft
Edge



Common Browser Fixes

Clearing Cache

Turn OFF pop-up
Blockers

Install JAVA latest
version

FAQs for Attorney Filers

- ▶ Fundamental difference in PACER filers and PACER viewers:
 - ▶ PACER viewers can use a shared account to view documents
 - ▶ PACER filers must have an individual account to request NextGen filing privileges
- ▶ How do I login to NextGen?
 - ▶ Prior to transition
 - ▶ Make sure you have an upgraded, individual account.
- ▶ On or after Transition Date:
 - ▶ You will need to link your CM/ECF account with your PACER account. (see specific linkage instructions)
 - ▶ If you don't already have an SDGA CM/ECF account, you will need to request access to SDGA through PACER. (see request account access instructions)

Resources

Court Website

PACER Website

Clerk's Office



UNITED STATES DISTRICT COURT Southern District of Georgia

Hon. J. Randal Hall, Chief Judge · Scott L. Poff, Clerk of Court

Search

[Court Info](#)

[Jury Info](#)

[For Attorneys](#)

[Filing Without an Attorney](#)

[Forms](#)

[Case Info](#)

[Criminal Justice Act](#)

[Central Violations Bureau \(CVB\)](#)

[CM/ECF Case Info / \(PACER\)](#)

[CM/ECF FAQ's](#)

[CM/ECF Info](#)

[CM/ECF System Requirements](#)

[Case Info](#)

[Proposed Orders](#)

[Home](#) » [Case Info](#)

FAQs

CM/ECF Frequently Asked Questions

General Questions

[What is CM/ECF?](#)

[Why Electronic Case Filing?](#)

[What are the benefits and features of using CM/ECF?](#)

[Which courts provide a CM/ECF system?](#)

[What is the cost for using CM/ECF?](#)

[Who developed CM/ECF?](#)

[How do I get Help?](#)

[How are electronic documents served?](#)

PACER Links

Court Links

Search PACER Case Locator

Announcements

Frequently Asked Questions

Resources

Manage My Account

[Upgrade My Legacy PACER Account Now](#)

If you received a notice from a federal court that it will be converting to NextGen CM/ECF and you have any questions, please refer to the following:

WHAT DO I DO TO GET READY FOR NEXTGEN CM/ECF?

- ▶ What should I do first?
- ▶ How do I know if I have an upgraded PACER account?
- ▶ My PACER account is not upgraded. How do I upgrade my account?
- ▶ We share PACER accounts in my firm/office. Can we continue to do this in NextGen CM/ECF?
- ▶ When do I need to upgrade my PACER account?
- ▶ I am not an e-filer and I do not have an upgraded PACER account. Do I need to upgrade?
- ▶ I am an e-filer and I have an upgraded PACER account. Now what do I do?
- ▶ What if I do not know my passwords?
- ▶ Is there training available for NextGen CM/ECF?
- ▶ When will the court convert to NextGen?
- ▶ How do I know if the court has converted to NextGen?

THE COURT CONVERTED TO NEXTGEN CM/ECF. WHAT DO I DO?

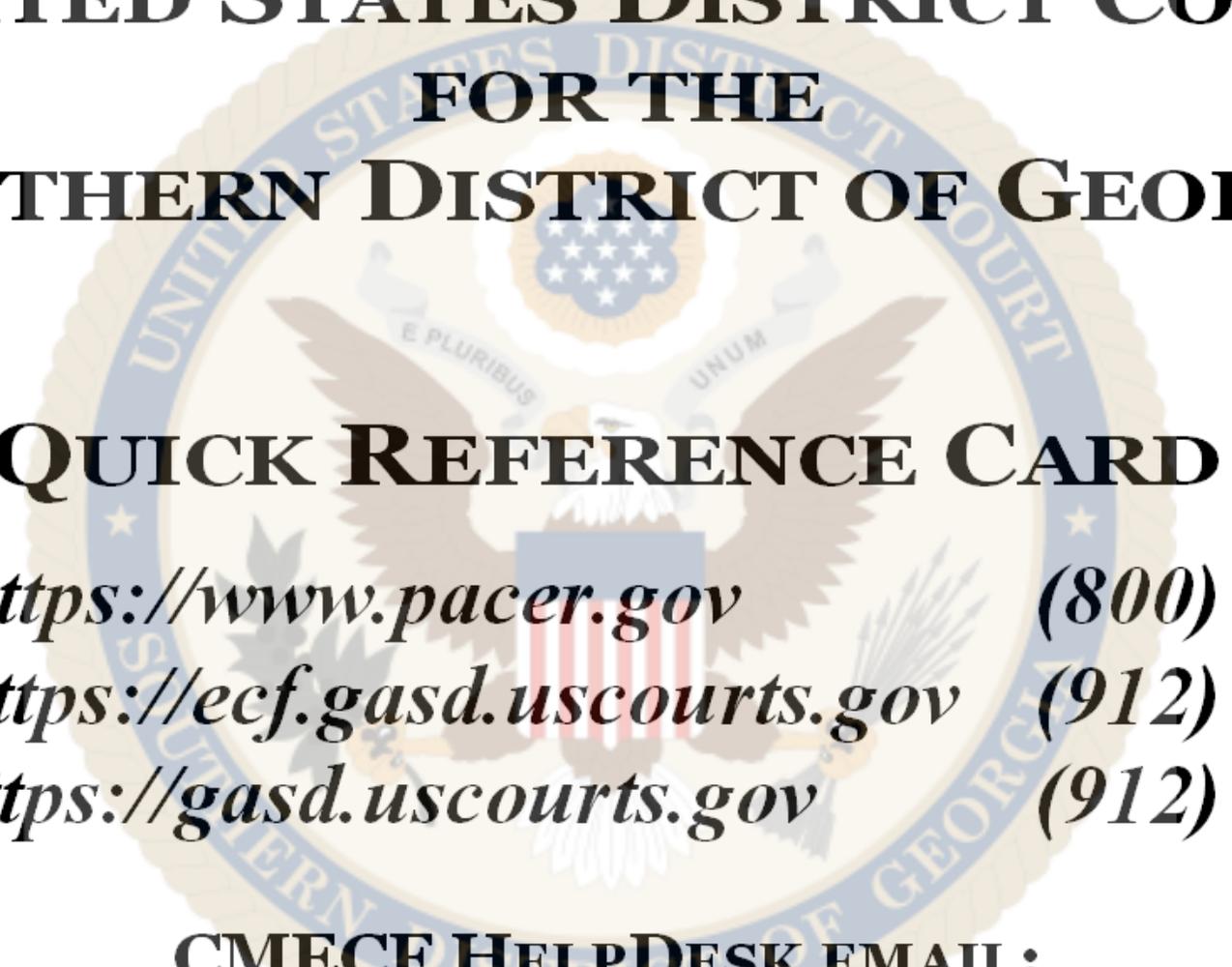
- ▶ I am an e-filer and the court converted to NextGen CM/ECF. What do I do now?
- ▶ How do I link my old e-filing privileges to my upgraded PACER account in an appellate NextGen court?
- ▶ Linking my account is not working. What do I do?
- ▶ I never had e-filing privileges in this court, but I need them now. What do I do?
- ▶ I only view case information and do not e-file. What do I need to do?

MY FIRM SHARED A PACER ACCOUNT. WHAT DO I DO?

- ▶ Can we continue to share PACER accounts?
- ▶ My firm had one account, and now we have many. Can we combine the billing?

I AM A CJA ATTORNEY. WHAT DO I DO?

- ▶ I am a CJA attorney. What do I do?

The seal of the United States District Court for the Southern District of Georgia is centered in the background. It features an eagle with wings spread, holding an olive branch and arrows. The eagle is superimposed on a shield with a blue chief containing stars and a red and white striped field. The shield is set against a circular background with the text "UNITED STATES DISTRICT COURT" at the top and "SOUTHERN DISTRICT OF GEORGIA" at the bottom. The Latin motto "E PLURIBUS UNUM" is written on a banner across the eagle's chest.

**UNITED STATES DISTRICT COURT
FOR THE
SOUTHERN DISTRICT OF GEORGIA**

QUICK REFERENCE CARD

PACER: *<https://www.pacer.gov>* (800) 676-6856

CMECF: *<https://ecf.gasd.uscourts.gov>* (912) 650-4010

COURT: *<https://gasd.uscourts.gov>* (912) 650-4020

CMECF HELPDESK EMAIL:

GASD_ECF_WEB@GAS.USCOURTS.GOV

How can eFiling be easier?

- ▶ When you file a document in ECF, the way you file it matters – the routing of the document to the appropriate parties happens as a result of how well the document is identified.
 - ▶ Example: Motion for Extension of Time vs. Joint Motion for Extension of Time vs. Clerk's Motion for Extension of Time
 - ▶ If the motion is simply a Motion for Extension of Time by one party, and is filed as such, the system will set a deadline for the response, and a motions report will tickle that deadline. The Courtroom Deputy and law clerks will then monitor for response, and the ruling will not be entered until the after the response deadline has passed.
 - ▶ If the motion is a Joint Motion for Extension of Time, and has consent of all parties, the Court can rule on it without waiting for the response deadline. Thus, it is important to indicate in the docket text that it is "Joint" when filed.
 - ▶ If the motion simply a Motion for Clerk's Extension of Time pursuant to Rule 6.1, and is properly filed in as such (there is separate docketing option for this labeled "Clerk's Extension of Time), then it can be reviewed for quick ruling by the Clerk.

Motions

Click your selection, or use

Available Events (click to select events)

- Clerks Extension of Time (LR 6.1)
- Extension of Time
- Extension of Time re Transcript
- Extension of Time to Amend
- Extension of Time to Complete Discovery
- Extension of Time to File Answer
- Extension of Time to File Document
- Extension of Time to File Response/Reply

Next

Clear

Easier E-Filing Continued

- ▶ Don't waste your time trying to find the correct filing category – use the search function!
- ▶ Call us! If it's during office hours, we'll be glad to help. The docketing clerks are very familiar with all of the events.
- ▶ It's key to file a motion as a motion – if you are asking for some relief, it won't be routed properly unless it's filed as a motion in the system.



Administrative Procedures for Filing

- ▶ Updated in 2016
 - ▶ Hyperlinks – certain formats won't work
 - ▶ 30 mb attachment rule – why?
 - ▶ Certificates of Service –
 - ▶ B. SERVICE
 - ▶ 2. When a party files a document electronically, and all other parties and recipients are registered participants of ECF, the filing party need not prepare a separate certificate of service. In such cases, the Notice of Electronic Filing shall serve as the certificate of service.

QUESTIONS?

End of
Presentation

