

## **REMINDER: Next Generation of CM/ECF (NextGen) Coming Dec. 16<sup>th</sup> 2019 – Prepare Today!**

On **Monday, December 16<sup>th</sup>, 2019**, the U.S. District Court for the Northern District of Iowa will be upgrading its Case Management/Electronic Case Filing system (CM/ECF) to the Next Generation of CM/ECF (NextGen). **Filing access will be disabled at 5:00 PM CST on Friday, Dec. 13<sup>th</sup> for the upgrade.**

If you have filed in another NextGen court (including the Eighth Circuit Court of Appeals) your PACER account already qualifies. However, **YOU MUST STILL** link your PACER account with your current CM/ECF account as described in the FYI below.

**YOU WILL BE UNABLE TO FILE IN THIS DISTRICT AFTER DECEMBER 13<sup>TH</sup>, 2019, IF YOU DO NOT FOLLOW THESE INSTRUCTIONS. PLEASE READ CAREFULLY.**

Prepare for the launch of NextGen **now** by obtaining their own PACER account or upgrading their existing PACER account. You will be required to have your own individual PACER account for NextGen. This account will be your login to NextGen. Attorneys filing electronically will not be able to use shared PACER accounts. Please follow steps one (1) through three (3) below prior to 5:00 PM on Dec. 13<sup>th</sup> when we begin our conversion to the new electronic filing system.

**Step 1:** Register to obtain your own individual PACER account if you do not already have one. Instructions for obtaining an individual PACER account are [available here](#). (See below for information regarding central billing to a firm.) *You MUST have your own account to file in a NextGen court.* If you already have your own PACER account proceed to Step 2.

**Step 2:** If you have your own individual PACER account you will need to upgrade your account if it was created prior to August 2014. Follow [these instructions](#) to determine if you have an upgraded account and proceed with upgrading if not.

**Step 3:** Make note of the CM/ECF username and password you are currently using to file in the [Northern District of Iowa](#). If you do not know your current login and password, please send an email to [ecfhelp@iand.uscourts.gov](mailto:ecfhelp@iand.uscourts.gov).

**FYI: ON or AFTER** the court's launch date for NextGen, **you must link** your upgraded PACER account to your current CM/ECF account before you can file in the District. After the launch date follow these [instructions to link your account](#).

NOTE TO FIRMS: Firms may set up a PACER Administrative Account to help manage attorney PACER accounts and have them centrally billed for filing and PACER access fees. More information regarding PACER Administrative Accounts (PAAs) can be found here: [https://www.pacer.gov/reg\\_firm.html](https://www.pacer.gov/reg_firm.html).

Questions regarding your PACER account should be directed to PACER at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or by calling (800) 676-6856. Answers to frequently asked questions may be found at <https://www.pacer.gov/nextgen>.