



**UNITED STATES DISTRICT COURT  
DISTRICT OF NEW HAMPSHIRE**



**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW HAMPSHIRE**

**THE NEXT GENERATION OF CM/ECF IS COMING TO NEW HAMPSHIRE!**

**ACTION REQUIRED**

The United States District Court and the United States Bankruptcy Court for the District of New Hampshire anticipate upgrading their Case Management/Electronic Case Files (“CM/ECF”) software to the Next Generation (“NextGen”) of CM/ECF in the **fall of 2019**.

NextGen is the culmination of a multi-year project headed by the Administrative Office of the U.S. Courts to provide for current and future filing and case management needs of all CM/ECF users.

In the upcoming months, each court unit will be e-mailing **all electronic filers** additional information regarding NextGen and the steps that must be taken by each user to prepare for the upgrade. We are reaching out to our users now to provide information regarding NextGen changes and what will be required of all electronic filers.

**WHAT IS NEW WITH NEXTGEN?**

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

NextGen requires each electronic filer to have her/his own individual PACER account. If you do not have an individual PACER account, you must create one before the courts upgrade to NextGen. **A firmwide or shared PACER account cannot be used by electronic filers once the court has upgraded.**

Firms may establish a PACER Administrative Account (“PAA”) to help manage individual attorney accounts and to have PACER access fees billed to a central firm account.

**PREPARE NOW BY**

**Step 1:**        **Registering** for your own individual PACER account by clicking the following link:  
<https://pacer.psc.uscourts.gov/pscof/regWizard.jsf>

**- OR -**

**Upgrading** your individual PACER account by clicking the following link:  
<https://pacer.psc.uscourts.gov/pscof/login.jsf>

**Step 2:**        **Knowing** your current login and password for the following (as applicable):

- New Hampshire District Court’s CM/ECF system
- New Hampshire Bankruptcy Court’s CM/ECF system
- Your individual PACER account

- ❖ For **District Court** CJA Panel Attorney PACER accounts:

Please note that you will only need one PACER account for filing and viewing in NextGen. If you have a separate exempt CJA account now, those exempt privileges will be added to your individual upgraded PACER account. For more information, please visit our website: [www.nhd.uscourts.gov](http://www.nhd.uscourts.gov)

- ❖ For **Bankruptcy Court** Trustees PACER accounts:

Please note that Chapter 7 trustees who also have attorney filing accounts in CM/ECF will be required to maintain two separate PACER accounts for NextGen; one for trustee work and one for attorney work. For more information, please visit our website: [www.nhb.uscourts.gov](http://www.nhb.uscourts.gov)

### **WHAT MUST ELECTRONIC FILERS DO AFTER THE UPGRADE?**

Electronic filers will NOT be able to e-file in NextGen until their CM/ECF account is linked to their upgraded individual PACER account. This linkage, however, cannot take place until **AFTER** the court upgrades to NextGen. We will provide step-by-step instructions regarding how to link your CM/ECF account to your individual, upgraded PACER account in a future notice.

For more information on how to:

- ❖ Register for a PACER account
- ❖ Determine whether your existing PACER account needs to be upgraded
- ❖ Upgrade your existing PACER account
- ❖ Create a PACER Administrative Account (“PAA”) for your firm
- ❖ Access NextGen Frequently Asked Questions

Please visit PACER at <https://www.pacer.gov/nextgen/>, or our websites at [www.nhd.uscourts.gov](http://www.nhd.uscourts.gov) and [www.nhb.uscourts.gov](http://www.nhb.uscourts.gov).

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

Regards,

Daniel J. Lynch  
Clerk of Court  
United States District Court  
District of New Hampshire

Bonnie L. McAlary  
Clerk of Court  
United States Bankruptcy Court  
District of New Hampshire

Dated: August 12, 2019