



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



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

## **THE NEXT GENERATION OF CM/ECF**

### **ACTION REQUIRED**

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**Effective November 12, 2019** the United States District Court and the United States Bankruptcy Court for the District of New Hampshire will upgrade their Case Management/Electronic Case Files (“CM/ECF”) software to the Next Generation (“NextGen”) of CM/ECF. CM/ECF in New Hampshire will be unavailable for filing beginning Friday, November 8, 2019 at 12:00 noon thru Tuesday, November 12, 2019 at 8:30 a.m.

#### **ARE YOU READY FOR 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 and upgraded PACER account. If you do not have an individual PACER account, you must register for one before the courts upgrade to NextGen. If you have an individual PACER account, you must confirm it is an upgraded account. **A firmwide or shared PACER account cannot be used by electronic filers once the court has upgraded.**

#### **BEFORE NOVEMBER 12, 2019 YOU MUST**

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

- OR -

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

**Step 2:** **Know** 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

## 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.

**ON OR AFTER NOVEMBER 12, 2019**

Link your upgraded individual PACER account to your CM/ECF account on or after **November 12, 2019**. You must have both your individual PACER and CM/ECF credentials before you begin.

1. Go to the court's CM/ECF site. Click on the "Document Filing System" link.
2. Login with your individual upgraded PACER account credentials. **(Do not use a shared firm PACER account.)**
3. Click Utilities>Link CM/ECF account to my PACER account. Enter your current CM/ECF login and password and click submit.
4. Verify that the CM/ECF account and PACER account are accurate. If so, click submit and your accounts are linked.

Click [here](#) for illustrated step-by-step instructions.

If you are an electronic filer at the U.S. Court of Appeals for the First Circuit, the login/password you use to access PACER and the First Circuit NextGen CM/ECF system will be the same login and password you will use to access New Hampshire District and Bankruptcy Courts for filing after you link your New Hampshire CM/ECF account to your PACER account. After linking your accounts, it is highly recommended the account holder review both the primary and secondary email accounts in CM/ECF. Primary email addresses are maintained within PACER, secondary email addresses are maintained in NextGen CM/ECF. Instructions for viewing and updating secondary email addresses are available on our websites.

Visit our websites at [www.nhd.uscourts.gov](http://www.nhd.uscourts.gov) and [www.nhb.uscourts.gov](http://www.nhb.uscourts.gov) for 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
- ❖ Link your PACER Account to your CM/ECF Account
- ❖ View and Update Secondary email addresses

Additional information can also be found by visiting PACER at <https://www.pacer.gov/nextgen/>.

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: October 15, 2019