

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

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August 14, 2017

The United States District Court for the Northern District of New York will be upgrading its CM/ECF software to the Next Generation (NextGen) of CM/ECF in the coming months. We anticipate going live with NextGen later this year or early 2018. An exact date will be provided once testing is completed. 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 near future, the court will be **emailing all registered attorneys information** regarding NextGen and what they must do to prepare for the upgrade. We wanted to take this opportunity to alert users what will change and what is required of attorneys with NextGen.

What's New for Attorneys in NextGen:

Central Sign-On is new functionality that will allow attorneys to maintain one account across all NextGen courts (Appellate, District, and Bankruptcy). This means that attorneys will be able to use one login and password to access all NextGen courts where they have permission to file and access PACER for all courts. The Northern District of New York is an early implementer of this new software, but eventually all District, Bankruptcy and Appellate Courts in the federal system will have this software installed. **It is important to note that the Second Circuit Court of Appeals is live on Next Gen, but the U.S. Bankruptcy Court for the Northern District of New York is not currently scheduled to make the transition. You will receive separate communication from the Bankruptcy Court when they have a proposed deadline for the transition.**

What must an attorney do to prepare for NextGen?

- **Each attorney MUST have his/her own individual PACER account.** If an attorney does not have an individual PACER account, the attorney must create one before the Court upgrades to NextGen. Shared PACER accounts cannot be used by filing attorneys once the court has upgraded. Firms may set up a PACER Administrative Account to help manage attorney accounts and have those individual accounts centrally billed for PACER access fees. To register for a PACER Administrative Account, please visit https://www.pacer.gov/reg_firm.html The Clerk's Office will offer assistance and training on how to properly set up and manage these accounts.

- **Existing “Legacy” PACER accounts (accounts issued prior to August 11, 2014) must be upgraded.** To upgrade, simply visit www.pacer.gov **Manage My Account**, and login with the attorney’s current PACER credentials.
- **Each attorney must know his/her current CM/ECF login and password for filing documents.** Make sure attorneys know their CM/ECF login and password before the court upgrades to NextGen. If the login information is stored in the browser, it will be lost and not recoverable. Once the court upgrades, attorneys must link their existing ECF accounts to their upgraded PACER accounts for Central Sign On. If an attorney does not know his/her login and password, please use the password reset feature at <https://ecf.nynd.uscourts.gov>

Attorneys 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 advise attorneys when the court has a “Go-Live” date.

For more information on the improvements and upgrade process, please visit <http://www.nynd.uscourts.gov> for updated information regarding NextGen. Please feel free to contact Daniel McAllister, Chief Deputy for Operations at (315)234-8505 with any questions.

Thank you in advance for your cooperation as the court prepares to upgrade to NextGen ECF.

Sincerely,

Lawrence K. Baerman
Clerk of Court
Northern District of New York