



UNITED STATES DISTRICT COURT
District of Rhode Island

**THE NEXT GENERATION OF CM/ECF IS COMING
ON AUGUST 23, 2021**

ACTION REQUIRED

Effective **August 23, 2021**, the United States District Court for the District of Rhode Island will upgrade its Case Management/Electronic Case Files (“CM/ECF”) software to the Next Generation (“NextGen”) of CM/ECF.

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 Court 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.** However, firms may establish a PACER Administrative Account (“PAA”) to help manage attorney accounts and have those individual accounts centrally billed for PACER access fees.

BEFORE AUGUST 23, 2021 ELECTRONIC FILERS MUST

Register for your own individual PACER account by clicking the following link:

[Register for a PACER Account](#)

- OR -

Upgrade your individual PACER account by clicking the following link:

[Upgrade my 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 AUGUST 23, 2021

Link your upgraded individual PACER account to your CM/ECF account on or after **August 23, 2021**. 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.

Please note, 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 Rhode Island District Court for filing after you link your Rhode Island 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.

For more information on the improvements and upgrade process, please visit: <https://www.pacer.gov/nextgen> or call PACER Services at 800-676-6856 or visit the Court's NextGen page at: <https://www.rid.uscourts.gov/next-generation-cmecf-information-resources>

August 11, 2021

Hanorah Tyer-Witek
Clerk of Court