



## UNITED STATES DISTRICT COURT *District of Rhode Island*

### NOTICE REGARDING THE TRANSITION TO THE NEXT GENERATION OF CM/ECF

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 on **August 23, 2021**. 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, the Court 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.

#### **WHAT IS NEW WITH NEXTGEN?**

Central Sign-On is a new functionality that will allow attorneys and pro se parties with permission to electronically file (“E-filers”) to maintain one account across all NextGen courts (appellate, bankruptcy, and district). What this means is that E-Filers will be able to use one login and password to access all NextGen courts where they have permission to file, as well as to access PACER for all courts.

#### **WHAT CAN E-FILERS DO NOW TO PREPARE FOR NEXTGEN?**

NextGen requires each E-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. Please note, **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. To register for a PACER Administrative Account, please visit [https://www.pacer.gov/reg\\_firm.html](https://www.pacer.gov/reg_firm.html).

If you already have an individual PACER account, you will need to identify whether you have an upgraded or Legacy account. Go to [www.pacer.gov/nextgen](http://www.pacer.gov/nextgen) for instructions on making this determination. Log in with your current PACER credentials and review the Account Type. If the Account Type is “Legacy,” you must upgrade your account on or before the Court transitions to NextGen. Click the Upgrade link and complete the upgrade process. If the Account Type is “Upgraded PACER Account,” you already have an upgraded account, and no action is required.

**CJA Panel Attorneys and other exempt PACER users:** Please note that you will only need one PACER account for filing and viewing in NextGen. If you currently have two separate PACER accounts (one for private use and one for CJA or other exempt use), your exemption privileges will be added to your individual upgraded PACER account, and you will be able to switch between exempt and non-exempt PACER use within the same account. For now, make sure that your individual, private account is upgraded as explained above. We will provide step-by-step instructions at a later date on how to link your exemption privileges to your individual account and how to select the appropriate status (exempt or non-exempt) when accessing PACER.

Each E-filer must know his/her current CM/ECF login/password for filing documents. If you do not know your login or password and your contact information is current, please use the password reset feature from the CM/ECF login page found here:

<https://www.rid.uscourts.gov/forgotten-loginpassword> or contact the Court's CM/ECF Helpdesk at [contactus@rid.uscourts.gov](mailto:contactus@rid.uscourts.gov). Instructions for updating your contact information in CM/ECF can be found by [clicking here](#).

### **WHAT MUST E-FILERS DO ONCE THE COURT UPGRADES TO NEXTGEN?**

Once the court upgrades to NextGen, E-filers must link their existing CM/ECF accounts to their upgraded PACER accounts for Central Sign On. This linkage, however, cannot be done until AFTER the court upgrades to NextGen. After the court upgrades, you will not be able to electronically file until your CM/ECF account has been linked to your upgraded individual PACER account. We will provide step-by-step instructions at a later date on how to link a CM/ECF account to an upgraded PACER account.

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>

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

March 22, 2021

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Clerk of Court