



NextGen ECF

District of Delaware to Introduce NextGen CM/ECF on Monday, May 4, 2020

ACTION REQUIRED – CM/ECF Users must follow the instructions below to continue to electronically file on May 4, 2020

Introduction

On May 4, 2020, the United States District Court for the District of Delaware will adopt the NextGen CM/ECF system ([ECF will be unavailable from noon on Friday, May 1 through 8:00 a.m. on Monday, May 4](#)). Filers must take steps now in order to continue to file electronically in Delaware on or after that date. Until now electronic filers were required to maintain one account for PACER and one for each court's CM/ECF system where he/she was admitted to practice. NextGen CM/ECF will simplify that process by combining all your CM/ECF and PACER accounts into a single "Central Sign-On" account. You will no longer need a separate CM/ECF account for each NextGen court. Your Central Sign-On account will permit you to both view documents through PACER and to electronically file documents through the CM/ECF systems of the NextGen courts where you have permission to file (District, Bankruptcy and Appellate). Attorneys with permission to electronically file must follow the instructions below.

Instructions

Two steps are required to prepare for NextGen: One step now; and one step

on or after the May 4 go-live date.

Step 1 – Before the NextGen Go-Live Date (May 4)

Do not wait until the week of May 4 to perform these steps, we are expecting heavy call volume at that time.

Do you know your current DE ECF Credentials?

Ensure you know your current DE ECF Credentials as soon as possible. You will need to link the ECF credentials to your PACER account prior to filing. If you do NOT know your password and if your email address is current in ECF, use [Reset Password](#) otherwise, email NextGen_Helpdesk@ded.uscourts.gov.

How do I know if I have an upgraded PACER account?

Upgraded PACER accounts have usernames that are at least 8 characters. If your username is 6 characters, you do not have an upgraded account. Go to <https://www.pacer.gov> and click on “Manage My Account” to upgrade your PACER account.

Did you obtain your individual PACER account after August 11, 2014?

If so, no action is required now as your individual PACER account is already upgraded. However, after the NextGen go-live date (May 4) you must follow step 2 below.

Do you share a PACER account or share a LAW FIRM PACER account?

You must obtain your own individual PACER account before the NextGen go-live date. Shared PACER accounts will not work with NextGen. Go to <https://www.pacer.gov> and click on the [REGISTER \(or click here\)](#) tab to create a new individual account. On or after the NextGen go-live date (May 4) you must follow step 2 below.

CJA Panel Attorneys

CJA panel attorneys must (1) have one upgraded individual PACER account before the NextGen go-live date, and (2) add CJA exempt privileges to that account for billing purposes. That one individual PACER account will allow you to toggle back and forth between CJA matters and private practice matters. Follow the instructions in the “CJA Privileges in NextGen” link below. After the NextGen go-live date (May 4) you must follow step 2 below.

Pro Hac Vice Attorneys

In accordance Local Rule 83.5(d), local counsel (“Delaware Counsel”) will maintain the regular transaction of business on behalf of an attorney admitted *pro*

hac vice and shall be the registered users of CM/ECF. Attorneys admitted *pro hac vice* are not DE CM/ECF users and do not need to complete any steps.

PACER Administrative Accounts ('PAA')

PACER offers a PAA to centralize PACER billing for multiple attorneys in a single firm. To register for a PAA, please visit:

https://www.pacer.gov/reg_firm.html. Attorneys with a PAA account still must have an individual account.

Forgot your current CM/ECF account information?

Use [Reset Password](#) (if your ECF account email is up-to-date) otherwise, email: NextGen_Helpdesk@ded.uscourts.gov

Forgot your PACER account information? Go to:

<https://www.pacer.gov/reqpswd.html>.

Step 2 – On or After the NextGen Go-Live Date of May 4

LINK your CM/ECF account(s) with your upgraded individual PACER account. **On or after the NextGen go-live date you must link your CM/ECF and PACER accounts. Linking is a one-time process that can be completed only once the court is live on NextGen CM/ECF.** Failure to link your CM/ECF account(s) with your upgraded individual PACER account will prevent you from filing electronically after NextGen goes live.

On or after the NextGen go-live date, link your court issued CM/ECF account and your upgraded PACER account by going to the court's CM/ECF site and clicking the "Efiling CM/ECF" link. You will be automatically redirected to PACER to complete this process. Link your DE account at: <https://ecf.ded.uscourts.gov>.

- Log in with your individual upgraded PACER user name and password.
- Click Utilities, then click "Link a CM/ECF account to my PACER account."
- Enter your current CM/ECF credentials in the CM/ECF login and CM/ECF password fields. Click "Submit." Verify that the CM/ECF account and PACER account listed are accurate. If so, click "Submit."
- You have successfully linked your account. You will now use only your PACER account to access both PACER and CM/ECF for this court. Press F5 to refresh the screen and view the Civil and Criminal menu items for filing.

Do you practice in multiple Federal Courts?

If you practice in more than one Federal Court you must link each of those CM/ECF accounts with your one upgraded PACER account as each court adopts NextGen over the coming months. See a list of NextGen courts at <https://www.pacer.gov/psco/cgi-bin/links.pl>.

How will I access PACER and NextGen CM/ECF?

After NextGen goes live you will go to the PACER website and use your Central Sign-On account to view dockets through PACER and also to file electronically in courts using the NextGen CM/ECF system. Not all courts will adopt NextGen at the same time. Until a court does adopt NextGen you will continue to access that court's legacy CM/ECF system through their local website using the account information issued by that court. See a list of NextGen courts at: <https://www.pacer.gov/psco/cgi-bin/links.pl>.

After NextGen goes live, who do I contact for help with my account?

After NextGen goes live all account maintenance requests will be handled by the PACER service center. You will need your PACER account number when contacting PACER. On the web at: <https://www.pacer.gov>, Email the PACER service center at pacer@psc.uscourts.gov, Call PACER at (800) 676-6856.