

ACCESSING NEXTGEN CM/ECF - Court User

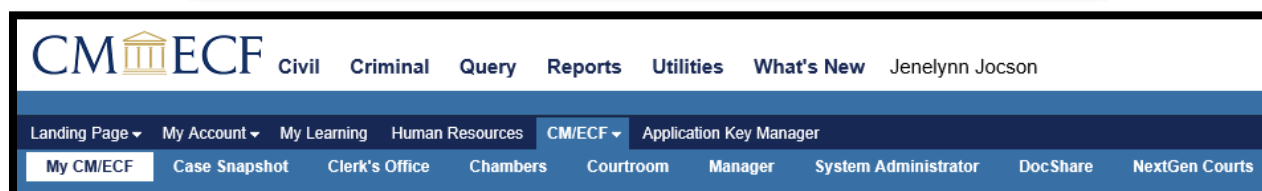
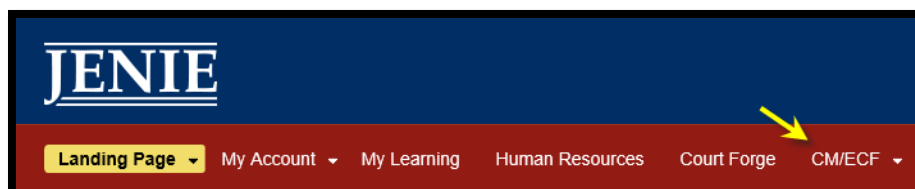
United States District Court, Southern District of California



Court users will log into NextGen CM/ECF through JENIE (*Judiciary Enterprise Network Information Exchange*). JENIE is a portal for several AO hosted applications. This new feature is known as “Central Sign-On”. Central sign-on, or CSO, allows court users to have one login and password to access legacy CM/ECF functionality, NextGen features, all NextGen court dockets (appellate, bankruptcy, and district), and HRMIS options.

1. Navigate to <https://jenie.ao.dcn>.
2. Log in with your **User Name** and **Password**. Click on *Forgot Password* if necessary.

3. Click on the **CM/ECF** link within the red menu bar. *Note: It may take a few minutes to load all menu options.*

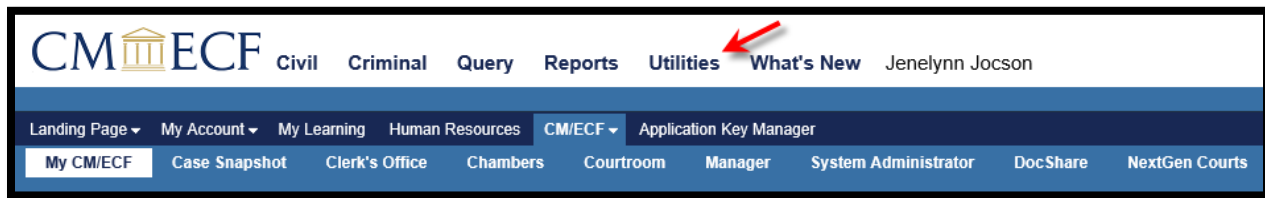


- The legacy **CM/ECF menu** options will be shown on the top of the screen.
- The **NextGen menu** items (*My CM/ECF Workspace, NextGen Court links, etc.*) are within the light blue bar. The NextGen menu will be different for each user, based on permissions.
- You will access your **HRMIS options** through the Human Resources menu item within the dark blue bar.

Please Note: For security purposes, please remember to close all browser windows and restart your PCs at the end of the day. Please lock your screens when stepping away from your desks throughout the day.

LOGGING OUT OF NEXTGEN CM/ECF

1. Select an item from the legacy CM/ECF Menu (white menu bar)



2. Click **Log Out**



3. **Clear Your Cache**

- The following link provides information on how to clear cache from various browsers: <https://www.refreshyourcache.com/en/home/>.

LOCKING YOUR SCREEN

There are 3 ways to lock your screen when you are currently in NextGen CM/ECF:

1. Press the **Windows Key** and the **L Key**
2. Press **Ctrl-Alt-Delete**. From the menu options that appear, click **Lock**.
3. Tap or click the **Start Button** in the bottom-left corner. Click your **user icon**, then select **Lock**.



JENIE REMINDERS

You will be prompted to **reset your JENIE password every 90 days**.

JENIE has a 90 minute idle timeout.