



NOTICE TO BAR: PREPARING FOR NEXTGEN

*The Southern District of California will upgrade to
NextGen CM/ECF on **March 02, 2020***

What You Should Do Now:

1. Navigate to PACER - www.pacer.gov
2. Go to: **Manage My Account** tab
3. Login with **PACER** credentials
4. Check under **Account Type** (It will say either *Legacy* or *Upgraded*)
 - a. For the type: **Upgraded PACER Account** - there is no more to be done at this time. (Once we are Live on NextGen, you will have to link your PACER and ECF accounts.)
 - b. For the type: **Legacy PACER Account** - there will be an Upgrade Link
 - (1) Click **Upgrade** link
 - (2) Click on **Person** tab and verify all information is correct
 - (3) Be sure that you select **ATTORNEY** under *User Type*
 - (4) Click on **Address** tab and verify all information is correct
 - (5) Click on **Security** tab. You must create a new username between 8 and 40 characters long, but can use the old PACER password, and create two security questions and answers.

Important Reminders:

- ▶ Attorneys will need to **Upgrade** any PACER account created before August 11, 2014.
- ▶ Every attorney must have an **Individual** PACER account. If you have only a firm (Shared Account), you must register at www.pacer.gov for an Individual PACER Account (which will automatically be an upgraded PACER Account).
- ▶ On the Go Live Date (03/02/2020), you will need your (current) **CM/ECF credentials**, as well as your (new) **Upgraded PACER credentials**, in order to link your accounts and activate e-filing privileges.



Filing on or after the NextGen Go-Live Date, March 02, 2020

*On or after **March 02, 2020**, your CASD CM/ECF account
must be linked to your upgraded PACER account*

What You Must Do On or After March 02, 2020:

1. Confirm Upgraded PACER status.
 - a. Navigate to **PACER** - www.pacer.gov
 - b. Go to: **Manage My Account** tab
 - c. Login with **PACER** credentials
 - d. Check under **Account Type**
 - (1) If Account Type is *Legacy*, click Upgrade and follow steps on reverse side of this notice
 - (2) If Account Type is *Upgraded*, please follow Step 2 below
2. Link CM/ECF Account
 - a. You must know your CASD CM/ECF username and password
 - b. Navigate to <https://ecf.casd.uscourts.gov>
 - c. Click hyperlink *Southern District of California - Document Filing System*
 - d. Login with **PACER** credentials
 - e. Go to **Utilities > Link a CM/ECF account to my PACER account**
 - (1) Enter **CASD CM/ECF login and password**; click **Submit**
 - (2) Confirm that this is your account and click **Submit** on the next screen
 - f. Refresh your browser. You can now file in NextGen.
 - (1) The next time that you need to file in CASD, go to www.pacer.gov and log in with your PACER username and password.
 - (2) Go to Maintain My Account > Maintenance > Display Registered Courts
 - (3) Click California Southern District
 - (4) Re-enter your PACER username and password