



**UNITED STATES DISTRICT COURT  
Southern District of California**

John Morrill, Clerk of Court

James M. Carter & Judith N. Keep United States Courthouse  
333 West Broadway  
San Diego, CA 92101

December 05, 2019

Dear Office Manager,

The United States District Court for the Southern District of California will be upgrading its CM/ECF software to the Next Generation of CM/ECF (NextGen) on March 02, 2020. NextGen is the culmination of a multi-year project headed by the Administrative Office of the U.S. Courts to provide for the current and future filing and case management needs of all CM/ECF users.

The court will be **e-mailing all registered attorneys information** on NextGen and what they must do to prepare for the upgrade. We wanted to take this opportunity to reach out to you in advance so you would know what is changing with NextGen and what will be required of all registered attorneys.

**What is new for attorneys in NextGen?**

**Central Sign-On** is new functionality that will allow attorneys to maintain one account across all NextGen courts (appellate, bankruptcy, and district). What this means is that attorneys will be able to use one login and password to access all NextGen courts where they have permission to file and PACER for all courts.

**What must an attorney do to prepare for NextGen?**

- **Each attorney MUST have his/her own individual PACER account.** If an attorney does not have an individual PACER account, the attorney must create one before the court upgrades to NextGen. Shared PACER accounts cannot be used by filing attorneys once the court has upgraded. Firms may set up a PACER Administrative Account 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).

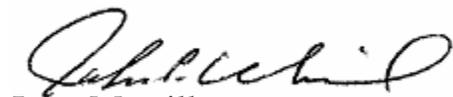
- **Existing "Legacy" PACER accounts (*accounts issued prior to August 11, 2014*) must be upgraded.** Go to [www.pacer.gov](http://www.pacer.gov), Manage My Account, and login with the attorney's current PACER credentials. Note the display in Account Type. If "Legacy," select Upgrade, and update the information.
- **Each attorney must know his/her current CM/ECF login/password for filing documents.** Make sure attorneys know their CM/ECF login and password before the court upgrades to NextGen. If the login information is stored in the user's browser, it will be lost and not recoverable. Once the court upgrades, attorneys must link their existing CM/ECF accounts to their upgraded PACER accounts for Central Sign On. If an attorney does not know his/her login or password, please visit [www.casd.uscourts.gov/password-reset](http://www.casd.uscourts.gov/password-reset).

Attorneys will NOT be able to file in NextGen until their CM/ECF account is linked to their upgraded individual PACER account. This linkage, however, cannot be done until AFTER the court upgrades to NextGen - March 02, 2020. 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 the upgrade process, please visit: <https://www.pacer.gov/nextgen>. Also, there are several Electronic Learning Modules (ELMs) available on that page under "Is there training available for NextGen CM/ECF." Questions may be e-mailed to the CASD CM/ECF helpdesk at [ecfhelp@casd.uscourts.gov](mailto:ecfhelp@casd.uscourts.gov). Also, feel free to contact the Clerk's Office directly at (619) 557-5600 with any questions.

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

Sincerely,



John Morrill  
Clerk of Court