

# WELCOME TO NEXTGEN CM/ECF

## Kentucky Western District Court to Introduce NextGen CM/ECF on September 13, 2021

***ACTION REQUIRED – CM/ECF Users must follow the instructions below  
to continue to electronically file after September 13, 2021.***

### Introduction

On September 13, 2021, the Western District of Kentucky will adopt the NextGen CM/ECF system. Filers must take steps now in order to continue to file electronically in KYWD 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 or 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 and *pro se* parties with permission to electronically file must follow the instructions below. *Pro se* parties without permission to electronically file should do nothing.

---

### Instructions

Two steps are required to prepare for NextGen: one step now; and one step on the go-live date.

#### **Step 1 – Before the NextGen Go-Live Date**

##### **Did you obtain your individual PACER account before August 11, 2014?**

Your individual PACER account must be upgraded before the NextGen go-live date. Go to <https://www.pacer.gov> and click on "Manage My Account". If your account type is *Legacy*, click Upgrade and follow the required steps. After the NextGen go-live date you must follow step 2 below.

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

No action is required now as your individual PACER account is already upgraded. However, after the NextGen go-live date you must follow step 2 below.

##### **Do you share a 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

# WELCOME TO NEXTGEN CM/ECF

on “Register” to create a new individual account. After the NextGen go-live date 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 you must follow step 2 below.

## **Do you have more than one CM/ECF account?**

All of your PACER accounts must be upgraded before the NextGen go-live date (see above). This includes those attorneys who work part-time for a Government entity, such as a Corporation Counsel office, and who currently use two CM/ECF accounts to keep their private practice and Corp Counsel emails separate. Such attorneys will continue to need two CM/ECF accounts and two corresponding upgraded PACER accounts. After the NextGen go-live date you must follow step 2 below to link each CM/ECF account to a corresponding upgraded PACER account.

## **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](https://www.pacer.gov/reg_firm.html). Attorneys with a PAA account still must have an individual account.

## **Forgot your CM/ECF account information?**

Call the KYWD ECF Help Desk at (866) 822-8305 Mon - Fri 8:30AM EST - 6:00PM EST

## **Forgot your PACER account information?**

Go to <https://www.pacer.gov/regpswd.html>

## **Step 2 – On or After the NextGen Go-Live Date**

### **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.*

# WELCOME TO NEXTGEN CM/ECF

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 "Document Filing System" link. You will be automatically redirected to PACER to complete this process.

Link your WDKY account at: <https://ecf.kywd.uscourts.gov/cgi-bin/login.pl>

- 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 below.

## **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 below.

## **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 (see contact information below). You will need your PACER account number when contacting PACER.

# WELCOME TO NEXTGEN CM/ECF

## Helpful Links

- [Upgrade your existing individual Pacer Account](#)
- [Register for a new individual PACER account](#) (for attorneys who share a firm PACER account)
- [Link your upgraded PACER account to your CM/ECF account](#) (after Go-Live date)
- [CJA Instructions for NextGen](#)
- [CJA Privileges in NextGen](#)
- [CJA Navigating between Legacy CM/ECF and NextGen](#)
- [PACER.gov](#)
- [PACER Frequently Asked Questions](#)
- [List of NextGen Courts](#)

## Contact Information

KYWD            On the web at <https://www.kywd.uscourts.gov/>  
Call us at (866) 822-8305 M- F 8:30AM EST - 6:00PM EST

PACER            On the web at <https://www.pacer.gov>  
Email the PACER service center at  
[pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) Call PACER at (800) 676-6856

## Step One: Upgrading PACER Account

---

*Before September 13, 2021 every attorney should make sure that s/he has an Individual and Upgraded PACER Account*

---

### Follow these steps:

1. Navigate to **PACER** – [www.pacer.gov](http://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 their PACER and ECF accounts; see next page.)
  - 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 to select **INDIVIDUAL** 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.

### Reminders:

- Every attorney will need to **Upgrade** any PACER account created before August 11, 2014.
- Every attorney must have an **Individual** PACER account. If you only have a firm (Shared Account), you must register at [www.pacer.gov](http://www.pacer.gov) for an Individual PACER Account (which will automatically be an upgraded PACER Account).

## Step Two: Filing on or after the NextGen Go-Live Date September 13, 2021

---

*On or after September 13, 2021, every attorney must link  
his/her KYWD CM/ECF Accounts to his/her Upgraded  
PACER Account*

---

### Follow these steps:

1. Confirm Upgraded PACER status.
  - a. Navigate to **PACER** – [www.pacer.gov](http://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 instructions in Step One.
    - (2) If Account Type is *Upgraded*, please continue as follows.
2. On or after September 13, 2021, link CM/ECF Account.
  - a. Navigate to <https://ecf.kywd.uscourts.gov>
  - b. Click log in hyperlink
  - c. Login with **PACER** credentials
  - d. Go to **Utilities**
  - e. Click **Link a CM/ECF account to my PACER account**
    - (1) Enter **KYWD login and password**; click **Submit**
    - (2) Confirm that this is your account and click **Submit** on the next screen
  - f. Refresh browser
    - (1) Windows: CTRL+F5; Mac: Command+R or Apple+R. All regular CM/ECF menu items for e-filing should now appear.