

## ACTION REQUIRED

The United States District Court for the Eastern District of Wisconsin will be upgrading its CM/ECF software to the Next Generation (NextGen) of CM/ECF on April 8, 2019. With NextGen, the court will transition to using a single login and password for both filing and viewing. After the upgrade attorneys and e-filers will be able to use a single PACER account for both electronic filing and viewing documents in all NextGen courts.

**Here is what you need to do to continue e-filing:**

### **BEFORE APRIL 5, 2019 at 12:00 Noon:**

- **Create Individual PACER Account for E-Filing**  
Each attorney must have his/her own individual PACER account. If you do not have an individual PACER account, you must create one before the court upgrades to NextGen. Shared PACER accounts cannot be used by filing attorneys once the court has upgraded.
- **Upgrade Legacy PACER Account**  
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 your current PACER credentials. Note the display in Account Type. If "Legacy," select Upgrade, and update the information.
- **Know Current Login and Password for E-Filing**  
Attorneys must know their current ECF login and password. Once the court upgrades, attorneys must link their existing ECF accounts to their upgraded PACER accounts for Central Sign On. This process requires typing the ECF username and password into a special field. Login information stored in a browser will not be accessible from the linking screen. If you do not know your login or password, you may **reset** it from a [link](#) on the court website.

### **AFTER APRIL 8, 2019:**

- **ECF Account to Individual PACER Account**  
AFTER the court upgrades to NextGen on April 8, 2019, you must link your current ECF account to your upgraded individual PACER account. Attorneys will NOT be able to file in NextGen until this linkage is completed. Instructions on how to link a ECF account to an upgraded PACER account can be found on the court website.

### **CM/ECF will be down on April 5, 2019, at noon!**

CM/ECF filing for the Eastern District of Wisconsin will suspend operation at noon on Friday, April 5, 2019, as the conversion to NextGen begins. Reference [General Order re: Implementation of NextGen CM/ECF](#) for more information about filing deadlines and emergency filings.

**FOR MORE INFORMATION** Please visit the court's website at: <https://www.wied.uscourts.gov/nextgen>. There are step-by-step instructions and answers to frequently asked questions to help you prepare. You can also access PACER's website at: <https://www.pacer.gov/> for additional information about creating and upgrading PACER accounts.