

**UNITED STATES DISTRICT COURT**  
EASTERN DISTRICT OF WISCONSIN  
OFFICE OF THE CLERK

362 U.S. COURTHOUSE  
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MILWAUKEE, WI 53202

STEPHEN C. DRIES  
CLERK

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March 1, 2019

Office Manager  
[Firm Name]  
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[Address]

Dear Office Manager:

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. NextGen is the culmination of a multi-year project headed by the Administrative Office of the United States Courts to provide for the current and future filing and case management needs of all CM/ECF users. We want to take this opportunity to reach out to you in advance so you know what is changing with NextGen and what you can do to assist the attorneys in your law firm.

**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). Attorneys will be able to use a single PACER account for both electronic filing and viewing documents in all NextGen courts.

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

- **Create Individual PACER Account for E-Filing**  
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. A firm may, however, set up a **PACER Administrative Account** (PAA) to help manage attorney accounts and have those individual accounts centrally billed for PACER access fees. To register for a PACER Administrative Account for your firm, please visit [https://www.pacer.gov/reg\\_firm.html](https://www.pacer.gov/reg_firm.html).
- **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 the attorney's 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. **An attorney who does not know his/her login or password may reset it from a link on the court website.**
- **Link ECF Account to Individual PACER Account (after April 8, 2019)**  
AFTER the court upgrades to NextGen on April 8, 2019, attorneys must link their current ECF account to their 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.

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

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

Very truly yours,



STEPHEN C. DRIES  
Clerk of Court