



# UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF LOUISIANA

[www.lawb.uscourts.gov](http://www.lawb.uscourts.gov)

## Notice of NextGen

Attention Limited Filers and Non-Attorney Filers:

The United States Bankruptcy Court for the Western District of Louisiana will be upgrading our Case Management and Electronic Filing software (CM/ECF) to the Next Generation (NextGen) in the upcoming months. We anticipate going live in March 2022. 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.

Benefits to users will include one single username and password to log in to all NextGen courts (appellate, bankruptcy, and district) where they have permission to file, and also to PACER nationwide – a function known as Central Sign-On.

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 filers. This includes what you can do now to prepare and what will be required after implementation.

### **What must Limited Filers and Non-Attorney Filers do to prepare for NextGen?**

- **Get your own PACER account now.**
  - Each Limited Filer and Non-Attorney Filer **MUST** have his or her own individual PACER account. If a filer does not have an individual PACER account, he or she must create one before the Court upgrades to NextGen.
  - Shared PACER accounts cannot be used by filers once the court has upgraded.
  - Firms/Companies may set up a PACER Administrative Account (PAA) to help manage multiple accounts by having individual accounts centrally billed for PACER access fees. More information about group billing is available at <https://pacer.uscourts.gov/register-account/group-billing>.
- **Upgrade existing “Legacy” PACER accounts. (Accounts issued prior to August 11, 2014)**
  - **The court is requesting you do this now.**
  - To upgrade, go to [www.pacer.gov](http://www.pacer.gov), select Manage My Account, and login with the Limited Filer or Non-Attorney Filer’s current PACER credentials. Please note the display in Account Type. If “Legacy”, select Upgrade, and update the information.
  - A step-by-step instruction guide is available at the following link. Select “Download Document” to view the PDF. <https://pacer.uscourts.gov/help/pacer/upgrading-your-pacer-account>

**What must Limited Filers and Non-Attorney Filers do to file after the court moves to NextGen?**

- **Do you know your CM/ECF username and password?**
  - Make sure you know your current CM/ECF username and password for filing documents before the court upgrades to NextGen.
  - If the login information is stored in the browser, it will be lost and not recoverable.
  - If a Limited Filer or Non-Attorney Filer does not know his or her login or password, please contact the court at one of the numbers below to obtain the login and/or reset the CM/ECF password. (Telephone: (318) 676-4267 or Toll Free: (866) 721-2105)
  
- **Go-Live date.**
  - You will be notified of the exact date for the implementation of NextGen as soon as it is final.
  - Immediately before the go-live date, you will be provided with instructions on what you will need to do when logging onto NextGen for the first time.
  
- **Linking existing ECF account to upgraded PACER account**
  - Once the court upgrades, all filers must link their existing ECF accounts to their upgraded PACER accounts for Central Sign-On.
  - Filers will NOT be able to file in NextGen until their ECF account is linked to their upgraded individual PACER account. This linkage, however, cannot be done until AFTER the court upgrades to NextGen.
  - The court will provide step-by-step instructions on how to link an existing ECF account to an upgraded PACER account.

**FOR MORE INFORMATION** on the improvements and the upgrade process, please visit the PACER website <https://pacer.uscourts.gov/file-case/get-ready-nextgen-cmecf>.

Please monitor your email and regularly check the court's website [www.lawb.uscourts.gov](http://www.lawb.uscourts.gov) for new information.

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