

United States District Court

District of New Mexico

Office of the Clerk

Pete V. Domenici United States Courthouse



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Clerk of Court

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Dear Attorney, Office Manager, Support Staff,

The United States District Court for the District of New Mexico will be upgrading its CM/ECF software to the Next Generation ("NextGen") of CM/ECF and plans to go live on **April 20, 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 ("CSO") is a new functionality that will allow attorneys to maintain one account across all NextGen courts (district, bankruptcy and appellate). 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 access PACER.

What must an attorney do to prepare for NextGen?

1. **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.
2. **Existing "Legacy" PACER accounts (accounts issued prior to August 11, 2014) MUST be upgraded.** Go to <https://www.pacer.gov/>, 'Manage My Account', login with the

attorney's current PACER credentials. Note the display in 'Account Type' -- if 'Legacy', select 'Upgrade' to update the information.

3. **Each attorney must know his/her current CM/ECF login/password for electronically 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 BROWSER, IT WILL BE LOST AND IS NOT RECOVERABLE.** Once the court upgrades, attorneys must link their existing CM/ECF accounts to their upgraded PACER accounts for CSO. If an attorney does not know his/her password, please use the password reset feature from the court's CM/ECF login page (click [here](#)).

Attorneys 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. We will soon provide step by step instructions on how to link an ECF account to an upgraded PACER.

*****FOR MORE INFORMATION*****

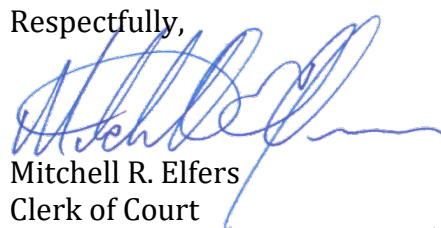
PACER: Improvements/upgrade process visit: <https://www.pacer.gov/nextgen>

DNM: Updates and news – to include access instructions and tutorials to guide the upgrade and/or linking process - can be found on the court's NextGen site (click [here](#)). The court will also offer several training opportunities. A schedule of available sessions will soon be posted on the website.

Questions and inquiries can be e-mailed to the CM/ECF helpdesk at cmecf@nmd.uscourts.gov or by contacting the Clerk's Office directly at 505-348-2000.

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

Respectfully,



Mitchell R. Elfers
Clerk of Court