

Attorney Training Central Sign-on (CSO)

THE COURT GOES LIVE WITH NEXTGEN ON:



Monday, April 20, 2020



CM/ECF will be **unavailable** from April 17, 2020, at 3:00 pm through April 20, 2020, at 8:00 am MT.

NEXTGEN INTRODUCTION



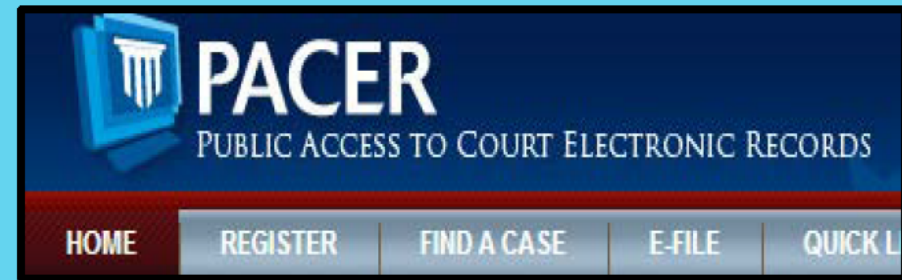
Multi-year project headed by the Administrative Office of the U.S. Courts

GOALS:

- Greater efficiency using new technology and tools
- Shared data with other judiciary systems

CSO & PACER

- **Central Sign-On (CSO)** Central Sign-On allows you to use one login and password to access any NextGen court.
- **PACER Service Center (PSC)**
A centralized web site where you register for PACER and/or electronic filing (E-FILE).
- **PACER Login**
Login to NextGen CM/ECF via PSC.

The image shows a screenshot of the "MANAGE MY ACCOUNT" page. The title "MANAGE MY ACCOUNT" is in red. Below it, the text reads: "Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions." There is a "Login" button at the top left of the form area. Below that, the text "* Required Information" is shown in red. The form has two input fields: "Username *" and "Password *", both with asterisks indicating they are required. Below the input fields are three buttons: "Login", "Clear", and "Cancel". At the bottom of the form, there are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?".

AGENDA:

- **Step 1: REGISTER** for your own individual PACER account
- **Step 2: UPGRADE** current PACER account
- **Step 3: KNOW** your current CM/ECF login and password
- **Step 4: LINK** PACER account to CM/ECF account
- **Court Web Site Resources**

Step 1:

Register for an Individual PACER Account

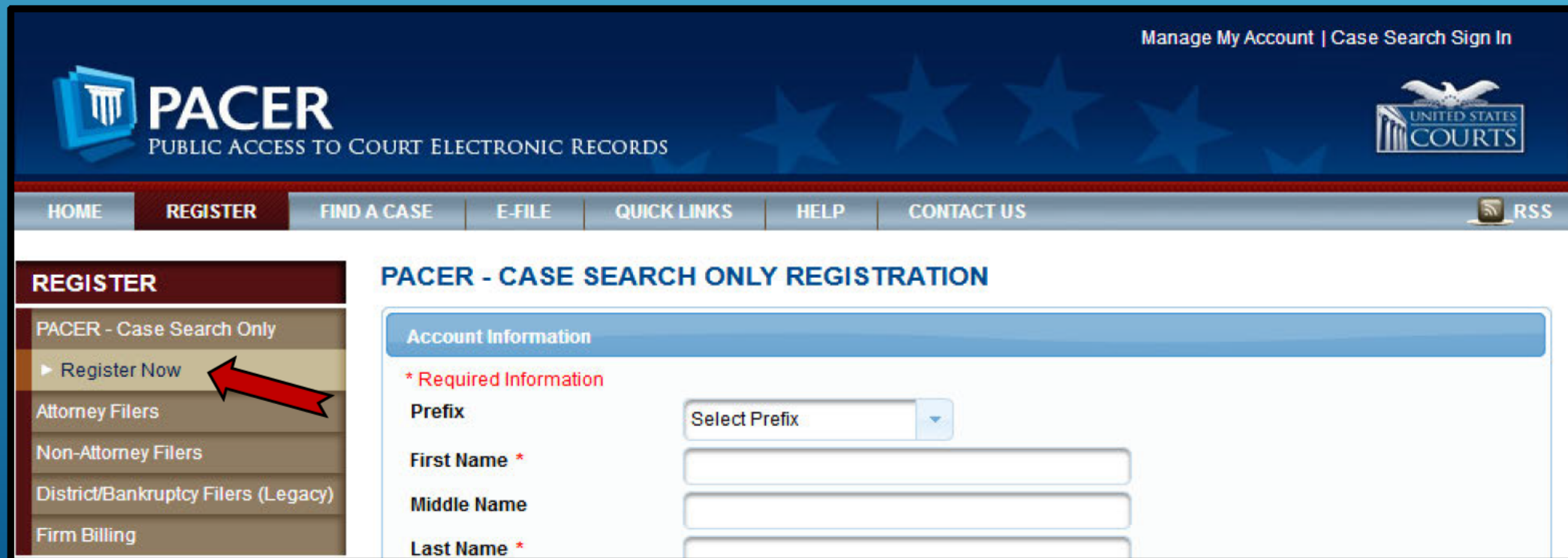
Do I need to Register for a New PACER account or Upgrade my account?

- If your office or firm uses one shared PACER account, then you must create your own individual PACER account to E-FILE using NextGen CM/ECF.
 - Visit www.pacer.gov
 - Select **Register** from main menu bar



Step 1: Register for an Individual PACER Account (continued)

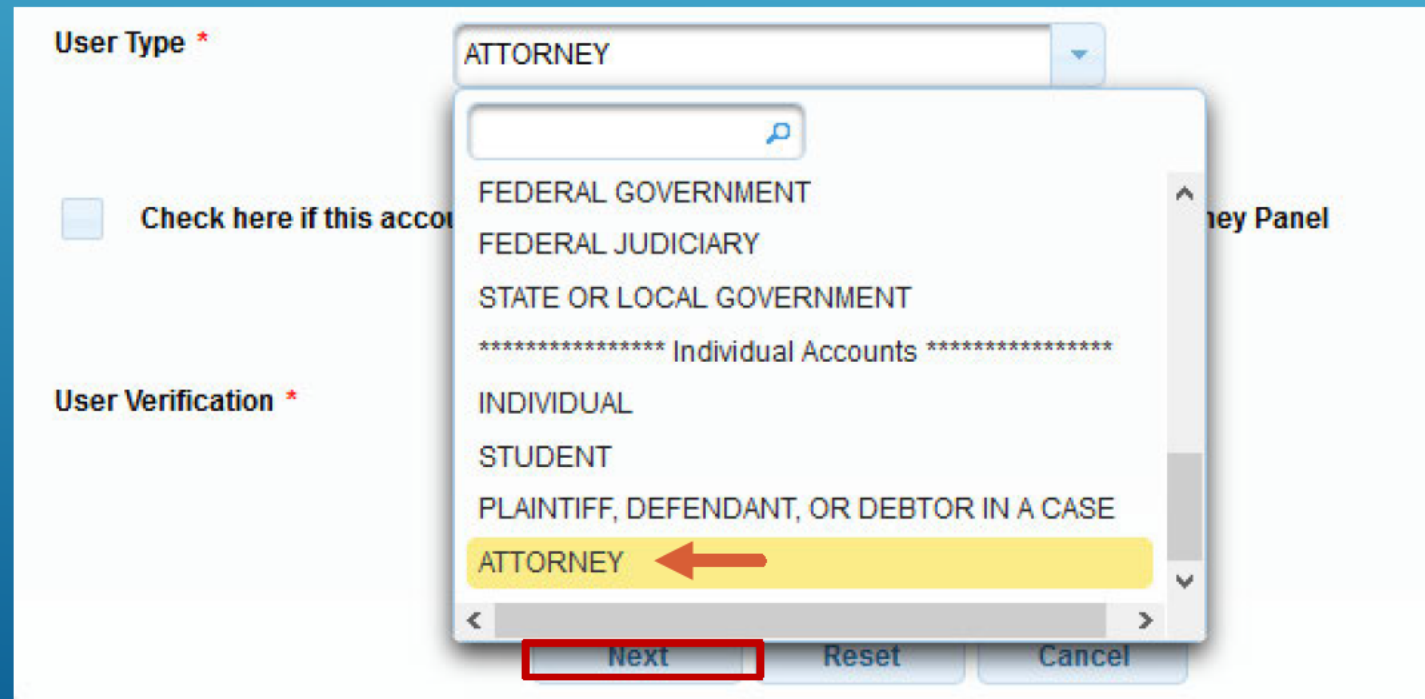
- Select **filer type** from left-side panel.
- Select **Register Now** under the appropriate filer type:



The screenshot shows the PACER website interface. At the top, there is a navigation bar with links for 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US'. The 'REGISTER' link is highlighted. On the left side, there is a vertical menu under the heading 'REGISTER' with options: 'PACER - Case Search Only', 'Register Now', 'Attorney Filers', 'Non-Attorney Filers', 'District/Bankruptcy Filers (Legacy)', and 'Firm Billing'. A red arrow points to the 'Register Now' option. The main content area is titled 'PACER - CASE SEARCH ONLY REGISTRATION' and contains a form for 'Account Information'. The form includes a dropdown menu for 'Prefix' (currently set to 'Select Prefix') and three text input fields for 'First Name *', 'Middle Name', and 'Last Name *'. The top right of the page features links for 'Manage My Account | Case Search Sign In' and an 'RSS' icon. The PACER logo and 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS' are on the left, and the 'UNITED STATES COURTS' logo is on the right.

Step 1: Register for an Individual PACER Account *(continued)*

- Complete the PACER registration form and select **ATTORNEY** as the User Type, then click NEXT.



The screenshot shows a web form for PACER registration. The 'User Type *' dropdown menu is open, displaying a list of options. The 'ATTORNEY' option is highlighted in yellow, and a red arrow points to it. Below the dropdown menu, there are three buttons: 'Next', 'Reset', and 'Cancel'. The 'Next' button is highlighted with a red box. To the left of the dropdown menu, there is a checkbox labeled 'Check here if this account is for a government or other organization' and a 'User Verification *' label. To the right of the dropdown menu, there is a 'Key Panel' label.

User Type * ATTORNEY

Check here if this account is for a government or other organization

User Verification *

FEDERAL GOVERNMENT
FEDERAL JUDICIARY
STATE OR LOCAL GOVERNMENT
***** Individual Accounts *****
INDIVIDUAL
STUDENT
PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE
ATTORNEY

Next Reset Cancel

Step 2:

Upgrade Your Current PACER Account

Do you already have your own individual PACER account?

➤ **Prior to August 11, 2014**

➤ Must upgrade your account to E-File using NextGen CM/ECF

➤ **After August 11, 2014**

➤ Upgraded account

Step 2:

Upgrade Your Current PACER Account *(continued)*

- Visit: www.pacer.gov
- Login to PACER, then click **Manage My Account**
- Click on the **Upgrade** link:

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, Attorney Noel Logout

Account Number	7030833
Username	noelattorney
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account Upgrade

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, Attorney Noel Logout

Account Number	7030833
Username	noelattorney
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Step 3:

Know Your Current CM/ECF Login and Password


- We recommend you login to your CM/ECF account now and verify the email address you have on file is correct.
- You will need your current (legacy) CM/ECF login and password to link your PACER and NextGen CM/ECF accounts when we go live on April 20th.
- Your **legacy CM/ECF login and password** is the login and password you are currently using to file documents in our Court.

Step 3: Know Your Current CM/ECF Login and Password *(continued)*

CM/ECF Filer or PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution. All activities and access attempts are logged.

If you forgot your CM/ECF password, you can request a password reset [here](#) 

Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing e-mail:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password.

If you have trouble viewing a document:

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message that the document is restricted to attorneys of record in the case and the system does not recognize you as such, it means that the "free look" link has expired. You will need to enter your PACER login and password.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER account, you can request one [here](#).

Authentication

Login:

Password:

client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY

Under the provisions of the American Bar Association's Model Rules of Professional Conduct, attorneys are prohibited from disclosing dates of birth; names of minor children; financial account numbers; and other sensitive information. This requirement is set forth in [Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all attorneys filing documents in the court's CM/ECF system.

I understand that, if I file, I must comply with the redaction requirements.

ECF Password Changes - District of New Mexico

This page is for ECF logins only. This will not work for PACER accounts.
For a lost password on a PACER account, please contact the [PACER Service Center](#).

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry or use or any use that attempts to circumvent access controls or PACER billing processes is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Enter your ECF login ID here and click on "Submit":



To log into CM/ECF without resetting your password, please click [here](#).

Step 4:

Link PACER Account to CM/ECF Account

- After the court goes live with NextGen on April 20, 2020, you **MUST** link your individual PACER account to your existing CM/ECF account.

Step 4:

Link PACER Account to CM/ECF Account

(continued)

- Navigate to the District of New Mexico's website: www.nmd.uscourts.gov and click on the CM/ECF Electronic Case Filing System option.
- You will be routed to the PACER login screen on/after April 20, 2020. Login with your upgraded PACER username and password.

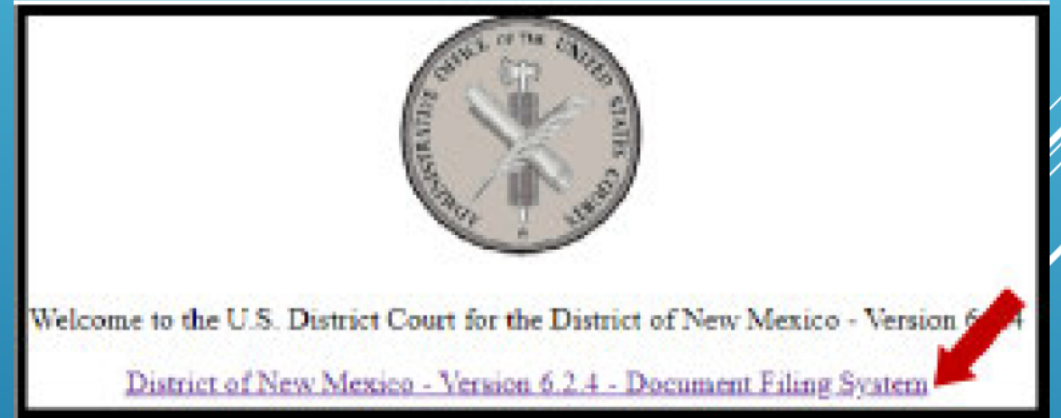


A screenshot of the PACER login screen with a black border. It features a blue header with the word "Login". Below the header are three input fields: "Username *", "Password *", and "Client Code". Underneath the input fields are three buttons: "Login", "Clear", and "Cancel". Below the buttons are three links: "Need an Account?", "Forgot Your Password?", and "Forgot User Name?". At the bottom, there is a "NOTICE" section with the following text: "NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

Step 4:

Link PACER Account to CM/ECF Account *(continued)*

- Alternatively, if you login through PACER you may see this screen. If so, click on the **District of New Mexico – Document Filing System link.**

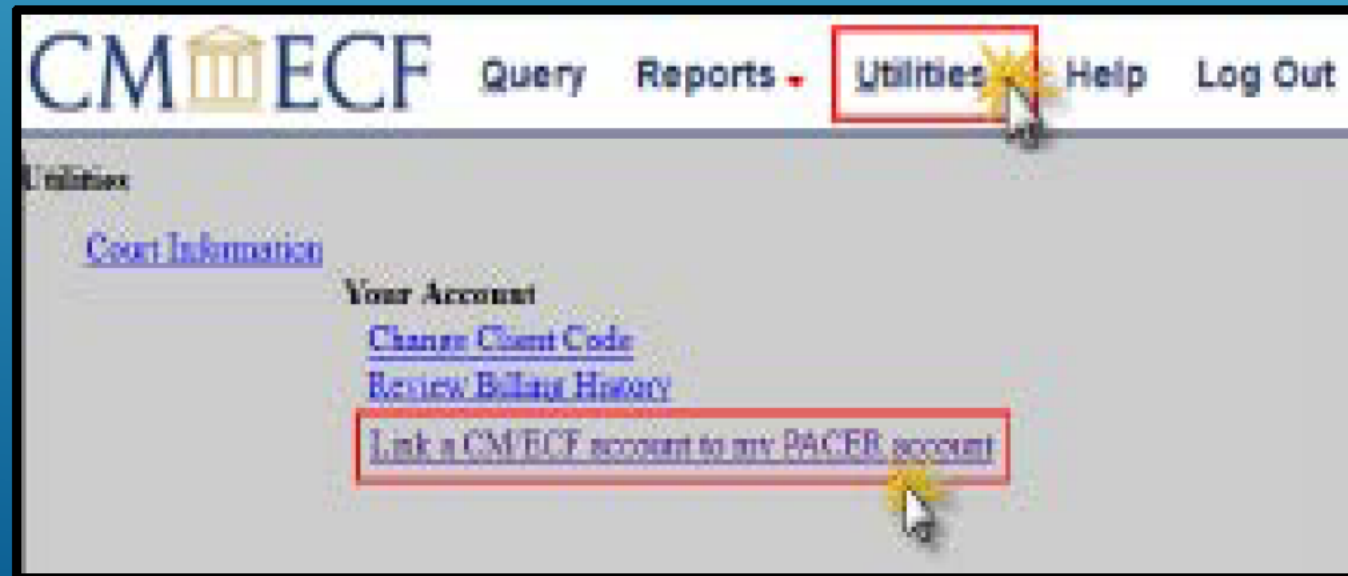


Step 4:

Link PACER Account to CM/ECF Account

(continued)

- Click on **Utilities** on the top of menu bar.
- Click **Link a CM/ECF account to my PACER account**.



Step 4:

Link PACER Account to CM/ECF Account

(continued)

- Enter your current CM/ECF login and password. Click **Submit**.
- Ensure that the CM/ECF account and PACER account listed are accurate. If so, click **Submit**. *Note:* Your individual PACER account should be listed.
- **DO NOT** link a shared PACER account to your CM/ECF account.

Link a CM/ECF account to my PACER account

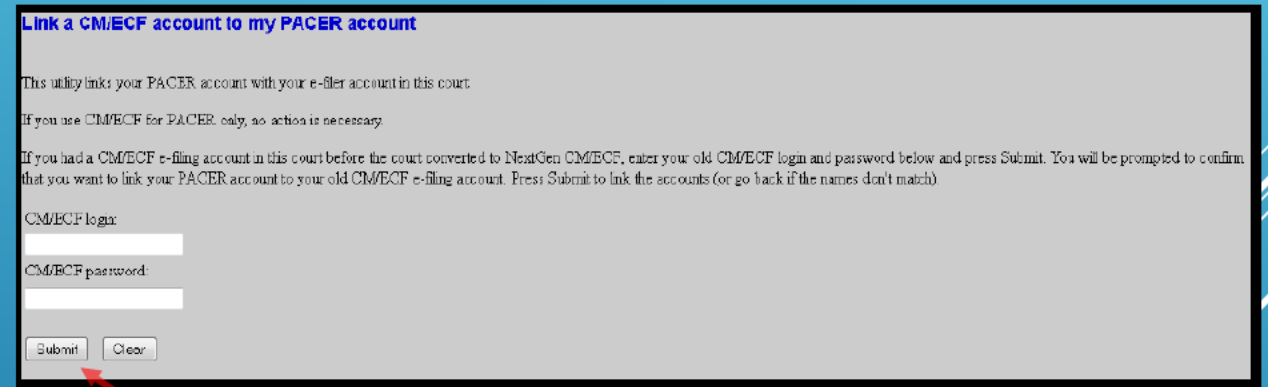
This utility links your PACER account with your e-filer account in this court.

If you use CM/ECF for PACER only, no action is necessary.

If you had a CM/ECF e-filing account in this court before the court converted to NextGen CM/ECF, enter your old CM/ECF login and password below and press Submit. You will be prompted to confirm that you want to link your PACER account to your old CM/ECF e-filing account. Press Submit to link the accounts (or go back if the names don't match).

CM/ECF login:

CM/ECF password:

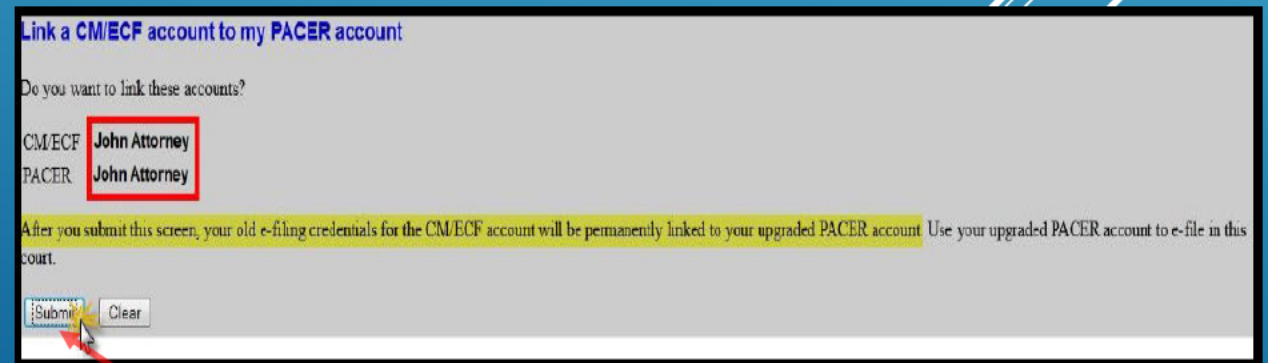


Link a CM/ECF account to my PACER account

Do you want to link these accounts?

CM/ECF	John Attorney
PACER	John Attorney

After you submit this screen, your old e-filing credentials for the CM/ECF account will be permanently linked to your upgraded PACER account. Use your upgraded PACER account to e-file in this court.



Web Site Resources

Court's Website: www.nmd.uscourts.gov/cmecf-nextgen

UNITED STATES DISTRICT COURT
District of New Mexico
Honorable William P. Johnson, Chief Judge
Mitchell R. Elfers, Clerk of Court

Home Information Services Filing Attorneys Pro Se Jurors Visitors

Home

CM/ECF Next Generation (NextGen)

Go Live Date:
April 20, 2020
23:21:53:22
Days Hours Mins Secs

NextGen is Coming!

The U.S. District Court for the District of New Mexico will be upgrading its CM/ECF system to the Next Generation of CM/ECF ("NextGen") 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.

Please note that for the upgrade to "NextGen", CM/ECF will be **unavailable** from **April 17, 2020 at 3:00 pm** through **April 20, 2020 at 8:00 am MT**. Please plan your filing activities accordingly.

What is New for CM/ECF E-Filers in NextGen?

NextGen Implements a new functionality called Central Sign-On or "CSO" that will allow attorneys and pro se parties with permission to electronically file ("E-Filers") to maintain one account across all NextGen courts (appellate, bankruptcy, and district). What this means is that E-Filers will be able to use one login and password to access all NextGen courts where they have permission to file, as well as to access PACER for all courts.

E-filers MUST do the following in order to continue to electronically file in NextGen:

1. Obtain your own Individual PACER account (click [here](#) to learn more) OR Upgrade your existing PACER account (click [here](#) to learn more).
2. Know your current ECF Login and Password. Click [here](#) to Reset your current ECF Password.
3. On or after **April 20, 2020**, your will need to link your PACER account with ECF. (Click [here](#) for Information on Linking your accounts).

CONTACT INFORMATION
Court: (505) 348-2075
cmecf@nmd.uscourts.gov
PACER: (800) 676-6856
pacer@psc.uscourts.gov

Home

*****REMINDER*** Next Generation CM/ECF (NextGen) is Coming - Action Required!**

Friday, March 20, 2020

Second Important Notice from the U.S. District Court, District of New Mexico - Upcoming CM/ECF Upgrade - Action is Required.

The U.S. District Court, District of New Mexico will be upgrading its CM/ECF software to the Next Generation of CM/ECF ("NextGen") on **April 20, 2020**. On that date, attorneys will no longer be able to log into their CM/ECF accounts as they currently do. Instead, attorneys will log into CM/ECF through a Central Sign-On (PACER) to electronically file documents.

If you have not already done so, *current filers* are reminded to complete steps #1 and #2 in order to prepare for NextGen and to continue to electronically file:

- 1) **BEFORE APRIL 20, 2020** - ATTORNEYS WILL NEED TO OBTAIN THEIR OWN INDIVIDUAL UPGRADED PACER ACCOUNTS. (Accounts created after August 11, 2014, are already upgraded accounts.)

Each attorney must have a unique Individual PACER account. To obtain a new PACER account or upgrade an existing PACER account, please visit www.pacer.gov (select "Register" to obtain a new PACER account; select "Manage My Account" to upgrade an existing account). **Shared PACER accounts will not work with NextGen.**

- 2) ATTORNEYS WILL NEED TO KNOW THEIR CURRENT CM/ECF LOGIN AND PASSWORD.

If you do not know your current CM/ECF login or password, please click [here](#) to get started. If you have difficulty using the password reset feature, please email the CM/ECF Help Desk for assistance at cmecf@nmd.uscourts.gov.

- 3) **ON OR AFTER APRIL 20, 2020** - YOU MUST LINK YOUR CM/ECF ACCOUNT TO YOUR INDIVIDUAL UPGRADED PACER ACCOUNT IN ORDER TO FILE. Upon first login on or after April 20, 2020, you are required to link your accounts by accessing the Utilities menu in CM/ECF and selecting the "Link a CM/ECF account to my PACER account" option. Step by step instructions on how to link your CM/ECF account to your upgraded PACER account are available on our [NextGen Information Page](#).

For more information, please click [here](#) OR visit www.pacer.gov/nextgen. Any questions may be emailed to the NMD CM/ECF helpdesk at cmecf@nmd.uscourts.gov.

CM/ECF & PACER HELP

NextGen CM/ECF – Contact the court

- cmecf@nmd.uscourts.gov
- 505-348-2075

PACER – PACER Service Center (PSC)

- <https://www.pacer.gov/>
- pacer@psc.uscourts.gov
- (800) 676-6856