

SUBJECT: ACTION REQUIRED - 8<sup>th</sup> Circuit Court of Appeals NextGen Upgrade

On Tuesday, January 17, 2017, the U.S. Court of Appeals for the Eighth Circuit will go live on the Next Generation of CM/ECF (NextGen CM/ECF), the latest iteration of the national case management and electronic case filing system.

The process to prepare attorney filers for NextGen CM/ECF is a two-step process. Both steps are handled by you, the attorney. This e-mail is only addressing the first step because the second step can't be completed until after January 17, 2017. We will send an e-mail the week of January 9, 2017 with instructions on how to handle the second step in the process which is to link your CM/ECF filing account to your Upgraded PACER account. Both the "Upgrade PACER account", and the linking process will need to be completed before you will be able to file documents in the NextGen CM/ECF system.

The first step is to upgrade your legacy PACER account to an "Upgraded" PACER account. Many PACER accounts have already been upgraded. If any of the following is true, you already have an upgraded PACER account and no action is required until after the NextGen upgrade on January 17, 2017:

- 1) You upgraded your PACER account for another NextGen court.
- 2) You created your PACER account after August 10, 2014.
- 3) You upgraded your PACER account for the 8<sup>th</sup> Circuit after the original announcement that was sent in November, 2016.

If none of the above is true, you must upgrade your legacy PACER account before you will be able to link your PACER account to your ECF account. The linking process will not occur until after January 17, 2017.

To upgrade a legacy PACER account you must go to the PACER "Manage My Account" by clicking the following link: <https://pacer.psc.uscourts.gov/pscof/manage/maint.jsf> Log in with your legacy PACER account. If needed, there is a "Forgot Your Password" and "Forgot Your Login" on this page too. After successfully logging into your PACER account you will see the Account Type field. If it shows "Upgraded PACER Account", no action is required until after January 17, 2017. Otherwise, click the "Upgrade" link and begin the upgrade process.

The 8<sup>th</sup> Circuit CM/ECF System will be unavailable beginning Saturday, January 14 until Tuesday, January 17, 2017 while the CM/ECF System is being upgraded to NextGen CM/ECF.

If you have a question about the upgrade process, please review the Frequently Asked Questions by clicking <https://www.pacer.gov/psc/hfaq.html#NGMAIN> If you still have questions please contact the PACER service center at 800-676-6856 or the Clerk's Office Help Desk at 314-244-2480.