

U.S. Bankruptcy Court
Southern District of Indiana

NEXTGEN IS COMING! ACTION REQUIRED

The United States Bankruptcy Court for the Southern District of Indiana will be upgrading its CM/ECF software to the Next Generation (NextGen) of CM/ECF in the upcoming months. We anticipate going live with NextGen in the spring 2018. An exact date will be provided. 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.

In the upcoming weeks the court will be **e-mailing all trustees 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 trustees.

What is new for trustees in NextGen?

Central Sign-On is new functionality that will allow CM/ECF users to maintain one account across all NextGen courts (appellate, bankruptcy, and district). What this means is that users will be able to use one login and password to access all NextGen courts where they have permission to file and PACER for all courts.

What must trustees do to prepare for NextGen?

- **The trustee and each employee who currently files in CM/ECF MUST have his/her own individual PACER account.** If an employee does not have an individual PACER account, the employee must create one before the Court upgrades to NextGen. **Shared PACER accounts cannot be used by the trustee and employees once the court has upgraded.** Trustees may set up a PACER Administrative Account to help manage employee accounts. To register for a PACER Administrative Account, please visit https://www.pacer.gov/reg_firm.html.
- **Existing “Legacy” PACER accounts (accounts issued prior to August 11, 2014) must be upgraded.** Go to www.pacer.gov, Manage My Account, and login with the user’s current PACER credentials. Note the display in Account Type. If “Legacy,” select Upgrade, and update the information.
- **Each trustee and employee must know his/her current CM/ECF login/password for filing documents.** Make sure employees 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 not recoverable. Once the court upgrades, the trustee and employees must link their existing ECF accounts to their upgraded PACER accounts for Central Sign On. If user does not know his/her login or password, please use the password reset feature from the CM/ECF login page at <https://ecf.insb.uscourts.gov/cgi-bin/login.pl>.

Trustee and employees 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 provide step by step instructions at a later date on how to link an ECF account to an upgraded PACER.

FOR MORE INFORMATION on the improvements and the upgrade process, please visit: <https://www.pacer.gov/nextgen>. Also, there are several Electronic Learning Modules (ELMs) available on that page under “Is there training available for NextGen CM/ECF.” Questions may be e-mailed to our helpdesk at insbml_cmecf_tier2@insb.uscourts.gov. Also, feel free to contact the Clerk’s Office directly with any questions:

Indianapolis: 317-229-3800

Evansville: 812-434-6470

New Albany: 812-542-4540

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