



UNITED STATES DISTRICT COURT District of Minnesota

Richard D. Sletten, Clerk
Tricia M. Pepin, Chief Deputy Clerk

Warren E. Burger Federal
Building and U.S. Courthouse
316 North Robert Street, Suite 100
St. Paul, MN 55101
(651) 848-1100

U.S. Courthouse
300 South Fourth Street
Suite 202
Minneapolis, MN 55415
(612) 664-5000

Gerald W. Heaney Federal
Building and U.S. Courthouse
and Customhouse
515 West First Street, Suite 417
Duluth, MN 55802
(218) 529-3500

Edward J. Devitt U.S. Courthouse
and Federal Building
118 South Mill Street, Suite 212
Fergus Falls, MN 56537
(218) 739-5758

June 8, 2015

Dear Office Manager,

The United States District Court for the District of Minnesota 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 Fall of 2015. An exact date will be provided later this summer. 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 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 is new functionality that will allow attorneys to maintain one account across all NextGen courts (appellate, bankruptcy, and district). 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 PACER for all courts.

What must an attorney do to prepare for NextGen?

- **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.
- **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 attorney's current PACER credentials. Note the display in Account Type. If "Legacy," select Upgrade, and update the information.

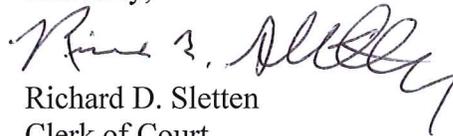
- **Each attorney must know his/her current CM/ECF login/password for filing documents.** Make sure attorneys know their CM/ECF login and password before the court upgrades to NextGen. If the login information is stored in the browser, it will be lost and not recoverable. Once the court upgrades, attorneys must link their existing ECF accounts to their upgraded PACER accounts for Central Sign On. If an attorney does not know his/her login or password, please use the password reset feature from the CM/ECF login page at <https://ecf.mnd.uscourts.gov>.

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 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 the ecf helpdesk at ecfhelpdesk@mnd.uscourts.gov. Also, feel free to contact the Clerk's Office directly at 651-848-1100 with any questions.

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

Sincerely,



Richard D. Sletten
Clerk of Court
District of Minnesota