



NEXTGEN CM/ECF

Upgrading your PACER account

**UNITED STATES BANKRUPTCY
COURT WESTERN DISTRICT OF
OKLAHOMA**

NEXTGEN CM/ECF

When will the court go live on NextGen?

- We will go live on Monday, November 1, 2021
- OKWB CM/ECF, OKWB PACER, will be not be available starting Friday, October 29th, 2021, at 11:00 AM (CDT) through Monday, November 1st, 2021, at 8:00 AM (CDT)

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What is Central Sign On?

- ▶ Once the Court is live on NextGen you will have one login for both PACER and CM/ECF.
- ▶ As other courts across the country (Bankruptcy, District and Appellate) go live on NextGen you will be able to use this one login at those courts, if you are a registered e-filer with that Court.

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Do I need to Upgrade or Create a New PACER Account?

- If your firm has one PACER account that is shared, then you must create your own PACER account to be able to e-file.
- If you have your own PACER account already, you can upgrade it to be able to e-file with NextGen CM/ECF.

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Do I need to Upgrade or Create a New PACER Account?

- **Trustees** will need two PACER accounts if they are also attorneys.
- One PACER account is your exempt Trustee PACER Account .
- One PACER account is your nonexempt Attorney PACER account.

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Upgrading your PACER account – Continued

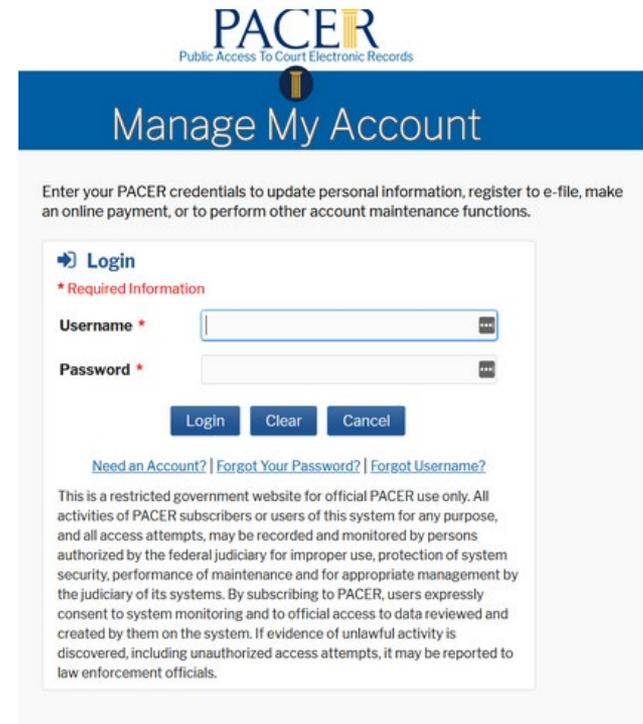
- ▶ Navigate to: <https://pacer.uscourts.gov>
- ▶ Select Log in to:



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Upgrading your PACER account – Continued

- ▶ Then select Manage Pacer Account
- ▶ Login using your current PACER Username and Password



PACER
Public Access To Court Electronic Records

Manage My Account

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login
* Required Information

Username *

Password *

[Login](#) [Clear](#) [Cancel](#)

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

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Upgrading your PACER account – Continued

- ▶ The account type below is listed as Legacy account (created prior to August 11, 2014). Select Upgrade Link.

Account Number	7001101
Username	tr1101
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account (Upgrade)

- ▶ Note: If your account indicates “ Upgraded PACER Account”, as seen below. Your account is already an upgraded account, and you can stop at this point.

Account Number	7009027
Username	CaptainAmerica1
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

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Upgrading your PACER account – Continued

- ▶ Update and/or complete the required information in each tab (Person, Address, and Security). Click Submit when finished.
- ▶ Person tab: Enter your date of birth, and then from the User type, select the user type that best describes your situation. Government agency workers, check with your employer as to how you complete your registration.
- ▶ For example, if this is a personal account, select INDIVIDUAL from the User Type list.

The screenshot shows the 'Person' tab of a PACER account upgrade form. The form is titled 'Person Address Security' with 'Person' selected. Below the title, there is a red asterisk indicating required information. The form fields are: Prefix (dropdown menu), First Name (text input: John), Middle Name (text input), Last Name (text input: Public), Generation (dropdown menu), Suffix (dropdown menu), Date of Birth (text input with a calendar icon, highlighted with a red box), Email (text input: johnpublic@gmail.com), Confirm Email (text input: johnpublic@gmail.com), and User Type (dropdown menu: INDIVIDUAL, highlighted with a red box). At the bottom, there are three buttons: Next, Reset, and Cancel.

Field	Value
Prefix	Select Prefix
First Name *	John
Middle Name	
Last Name *	Public
Generation	Select Generation
Suffix	Select Suffix
Date of Birth *	
Email *	johnpublic@gmail.com
Confirm Email *	johnpublic@gmail.com
User Type *	INDIVIDUAL

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Upgrading your PACER account – Continued

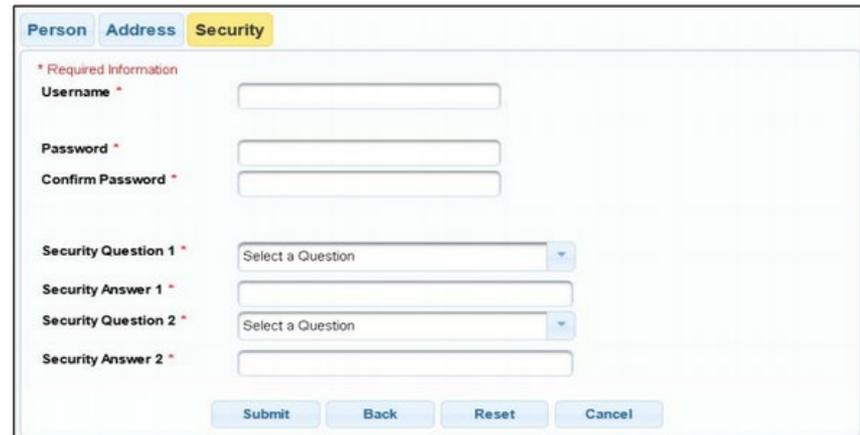
- ▶ Address Tab: To complete the address information, from the County list, select your count. Click Next.

The screenshot shows the 'Address' tab of a PACER account upgrade form. The form is titled 'Person Address Security' at the top. Below the title, there are three tabs: 'Person', 'Address' (which is highlighted in yellow), and 'Security'. The form contains several fields for address information, with asterisks indicating required information. The fields are: Firm/Office, Unit/Department, Address (with the value '123 Main Street'), Room/Suite, City (with the value 'Washington'), State (with the value 'District of Columbia'), County (with the value 'Select County'), Zip/Postal Code (with the value '20001'), and Country (with the value 'United States of America'). There are also fields for Primary Phone (with the value '202 555 5555'), Alternate Phone, Text Phone, and Fax Number. At the bottom of the form, there are four buttons: 'Next', 'Back', 'Reset', and 'Cancel'. A red box highlights the 'County' dropdown menu.

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Upgrading your PACER account – Continued

- ▶ Security Tab: Create a new Username, password, and security questions. Click Submit.
- ▶ Your Pacer account is now upgraded. A dialog box displays confirming the upgrade was successful.
- ▶ **Note:** You are no longer able to use your old PACER username and password.



The screenshot shows a web form with three tabs: "Person", "Address", and "Security". The "Security" tab is active and highlighted in yellow. Below the tabs, there is a section titled "* Required Information". The form contains the following fields:

- Username ***: A text input field.
- Password ***: A text input field.
- Confirm Password ***: A text input field.
- Security Question 1 ***: A dropdown menu with the text "Select a Question".
- Security Answer 1 ***: A text input field.
- Security Question 2 ***: A dropdown menu with the text "Select a Question".
- Security Answer 2 ***: A text input field.

At the bottom of the form, there are four buttons: "Submit", "Back", "Reset", and "Cancel".

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Upgrading your PACER account – Continued

- ▶ After login, select Manage My Account. The account type now displays **Upgraded PACER Account**

Account Number	7009027
Username	CaptainAmerica1
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

- ▶ Your account has been upgraded!
- ▶ You will still need to access CM/ECF via the www.okwb.uscourts.gov website using your current CM/ECF login and password prior to our NextGen Go-Live date.
- ▶ Once our court goes live on NextGen, on November 1st, 2021, you will need to link your new PACER Account to your OKWB CM/ECF filing account.
- ▶ You will then use your PACER username and password to access CM/ECF for OKWB and other courts who have upgraded to NextGen.
- ▶ NOTE: Be sure to link with your CM/ECF Account on or after November 1st, 2021.