

## **IMPORTANT: CM/ECF MAINTENANCE & UPGRADE TO NEXTGEN BEGINNING JULY 30, 2021**

The U.S. District Court for the District of Colorado will be upgrading its Case Management/Electronic Case Filing System (CM/ECF) to the Next Generation of CM/ECF (NextGen) at 12:00p on Friday, July 30, at which time the system will be unavailable until Monday, August 2 at 12:01a. Filing deadlines will automatically be extended in accordance with Federal Rule 6(a)(3).

**Attorneys currenting filing in a NextGen court will only need to link their account on or after August 2, 2021 (instructions forthcoming). If you are not currently filing in a NextGen court, please see instructions below.**

### **Obtain your own PACER account**

Attorneys are being asked to prepare for the NextGen implementation now by obtaining their own PACER account or upgrading their existing PACER account. Your PACER account will be your login to CM/ECF, and therefore you **must** have your own individual PACER account. E-filing attorneys will **not** be able to use shared PACER accounts. You may obtain your own account by visiting the following link: [Register for an Account | PACER: Federal Court Records \(uscourts.gov\)](https://uscourts.gov)

### **Upgrade your existing PACER account**

If you have your own individual PACER account, you may need to upgrade your account if it was created prior to August 2014. To upgrade or verify your account:

1. [Log in with your PACER username and password](#) and check the Account type. If your account is already upgraded, it will say 'Account Type: Upgraded PACER Account.' If it indicates 'Account Type: Legacy PACER Account,' select the Upgrade link.
2. Complete the Upgrade PACER account screens by validating your account information, adding date of birth and county, creating new username, creating new password, and selecting security questions.
3. For more help, review the step by step guide on [upgrading your PACER account](#).

### **Group billing for firms**

Firms may set up a PACER Administrative Account to help manage attorney PACER accounts and have the firm centrally billed for filing and PACER access fees. More information regarding PACER Administrative Accounts (PAAs) can be found at [https://www.pacer.gov/reg\\_firm.html](https://www.pacer.gov/reg_firm.html).

Questions regarding your PACER account should be directed to PACER at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or by calling (800) 676-6856. Answers to frequently asked questions may be found at <https://www.pacer.gov/nextgen>.

Additional information regarding training and details surrounding Go-Live activities are forthcoming.