

# Notice of Important Changes to Sixth Circuit's Electronic Filing System (CM/ECF)

## **ACTION REQUIRED FOR CONTINUED E-FILING ACCESS**

Effective Monday, **August 14, 2017**, the Sixth Circuit Court of Appeals will implement the Next Generation of CM/ECF ("NextGen"). All CM/ECF users who wish to e-file on or after August 14, 2017 must have an individual (not shared) upgraded PACER account. As of August 14, 2017, you will not be able to e-file in the Sixth Circuit until you upgrade your account.

### How to Upgrade Your E-Filing Account

Unless your PACER account was created after August 10, 2014, or has already been upgraded for another court that implemented NextGen YOU MUST UPGRADE YOUR E-FILING ACCOUNT. Follow these steps:

- Go to "Manage My Account" at <https://pacer.psc.uscourts.gov/psc/maint.jsf>
- Log in to PACER.
- Find the "Account Type" field. If it shows "Upgraded PACER Account," this step is complete. If it shows "Legacy PACER Account," click the "Upgrade" link and complete the upgrade process.
- To answer any questions, please refer to the "NextGen CM/ECF" section of PACER's "Frequently Asked Questions" page: <https://www.pacer.gov/psc/hfaq.html>, or call the PACER Service Center at 800-676-6856.

NOTE: Once a PACER account is upgraded, it will no longer be shared account (i.e., each individual user must have their own account). If you have questions about this, please contact the PACER service center or go to <https://www.pacer.gov/nextgen/>.

### Notice of CM/ECF Outage from Noon (EST) on August 11, 2017 through August 13, 2017

The implementation process will begin at noon (EST) on Friday, August 11, 2017, and continue through Sunday, August 13, 2017. During that time, CM/ECF will be offline and e-filing will be unavailable. Instructions for emergency filings will be posted on the website prior to the system being taken off-line.