

Instructions for Official Court Employed Court Reporters

To Access and Docket in NextGen Cm/Ecf

Effective Monday August 14, 2017, the Sixth Circuit Court of Appeals will transition to a new version of electronic filing called NextGen. This document provides the steps you'll need to take in this new environment. Many of you will have already established a compliant PACER account, but please review all of the steps below to ensure you will be able to file in the system after August 14, 2017.

ESTABLISHING OR UPGRADING YOUR PACER ACCOUNT

If you don't have a PACER account, the first thing you need to do is register for one. Go to: <https://pacer.psc.uscourts.gov/pscof/regWizard.jsf> This registration wizard will walk you through creating your PACER registration and receiving your PACER Username and Password.

If you do have a PACER account, you need to be sure it's an "Upgraded" Pacer account. If you registered for your account after August 10, 2014 it is upgraded. To check you can go to:

<https://pacer.psc.uscourts.gov/pscof/login.jsf> Login, then check the "Account Type".

If you need to upgrade, you will see the "Upgrade" link- click it and proceed.

A screenshot of a PACER account information box. It has a light blue background and a thin blue border. On the left side, there is a vertical bar with three colored segments: brown, tan, and light brown. The text is arranged in three rows, each with a label on the left and a value on the right. The first row shows 'Account Balance' followed by '\$0.00'. The second row shows 'Case Search Status' followed by 'Active'. The third row shows 'Account Type' followed by 'Legacy PACER Account' and a blue link '(Upgrade)'.

Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account (Upgrade)

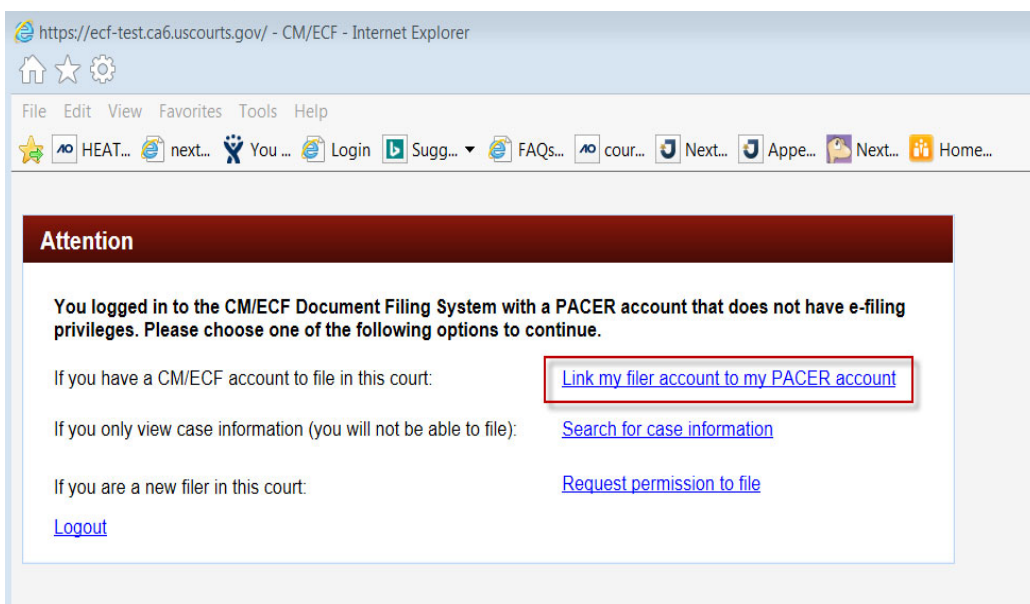
LINKING YOUR ACCOUNT

Once you have your Upgraded PACER Account, you need to link it to your ECF Filer account if you already have one or request an ECF Filer account if you

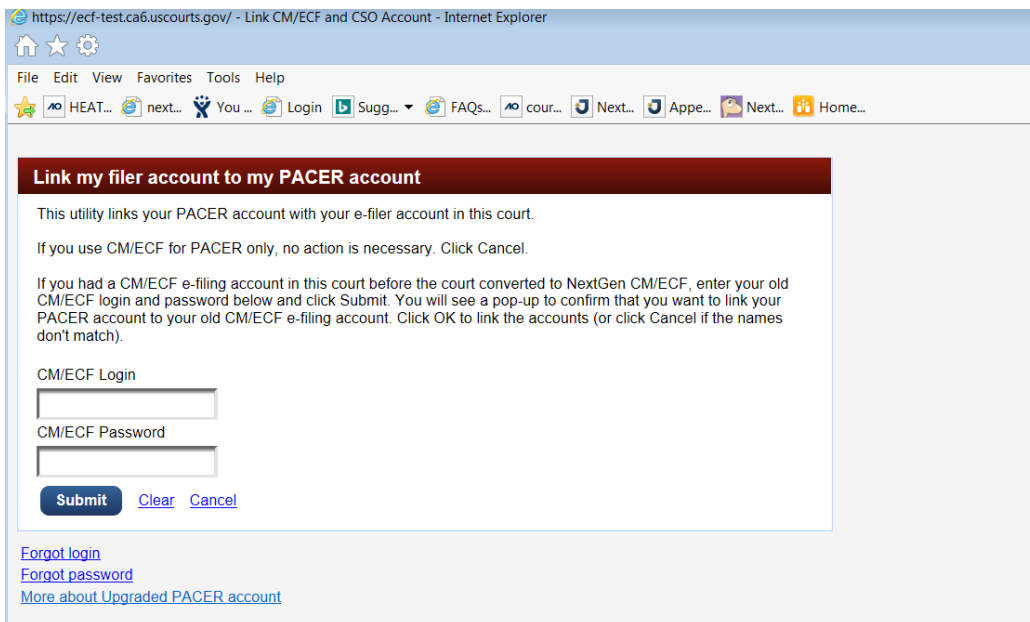
don't. ***YOU WILL NOT BE ABLE TO LINK BEFORE AUGUST 14, 2017.*** However, you must link your account before you will be able to file anything in the system.

If you already have an ECF Filer account:

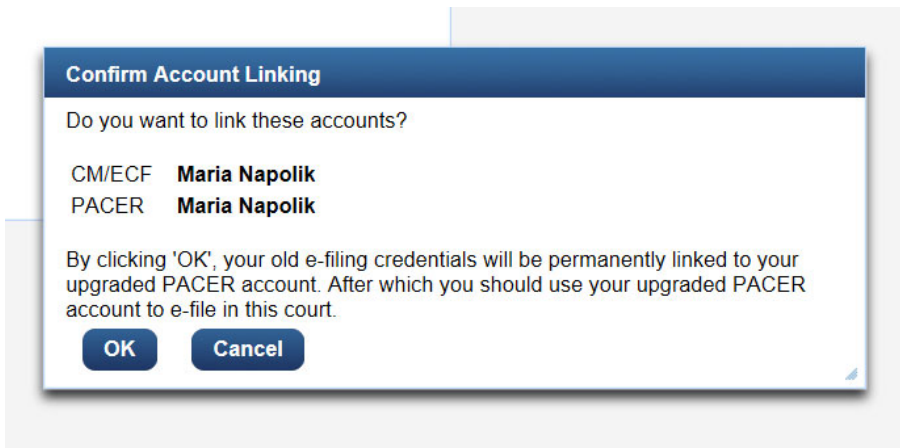
1. Make sure you are logged out of PACER and close your browser.
2. Open a new browser and go to the ECF website for the 6th Circuit.
3. Click the CM/ECF Document Filing System link. Login with your Upgraded PACER account credentials.
4. Click “Link My Filer Account To My PACER Account”.



5. Enter your e-filing CM/ECF login and password.



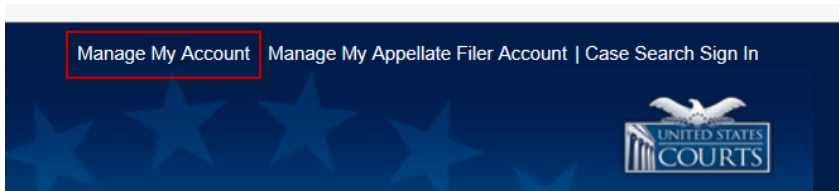
You will get a confirmation screen; click OK if the information is correct.



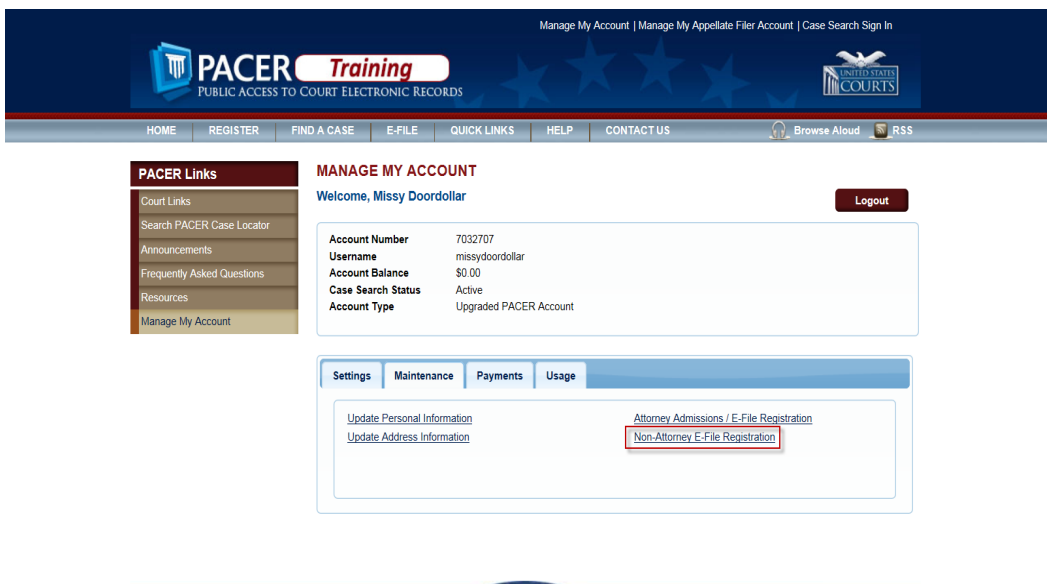
From this point forward, use your upgraded PACER user name and password to login to the Sixth Circuit to file transcript events.

If you DON'T have a 6th Circuit ECF Filer account:

1. Log in to PACER with your upgraded PACER account.
2. Go to Manage My Account.



3. Click on "Non-Attorney E-File Registration".



- Under the Filer Information section, select “U.S. Appellate Courts”; “U.S. Court of Appeals, Sixth Circuit – NextGen” ; “Court Reporter”

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

*** Required Information**

Court Type * U.S. Appellate Courts

Court * U.S. Court Of Appeals, Sixth Circuit - NextGen

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

Effective August 1, 2014, the Sixth Circuit accepts electronic fee payments through Pay.gov, the federal government's secure online payment system. A filer accesses Pay.gov through the CM/ECF document-filing system. Register for a CM/ECF Account http://www.ca6.uscourts.gov/internet/electronic_payment/electronicpay.htm

Role in Court * Court Reporter

- Continue to complete all the personal and address information, etc.
- You'll see the following Confirmation Page when you are finished.

MANAGE MY ACCOUNT

Welcome, Missy Doordollar

Logout

Account Number	7032707
Username	missydoordollar
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Confirmation Page

THANK YOU FOR REGISTERING !

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Done

At this point, the court will process your request and you'll receive an email when you are able to use your account to file.

FILING TRANSCRIPT EVENTS IN NEXTGEN CM/ECF

In NextGen CM/ECF, you will continue to use the same filing events – acknowledgement of transcript orders, requesting extensions as needed, and indicating when the transcript is complete. The screens will look somewhat different, and tutorials will be posted on the Sixth Circuit’s website. But a preliminary step will be necessary each time that you as an official/court employed court reporter file in a case.

Official/Court Employed Court Reporters: Official court-employed Court Reporters are in a unique situation as electronic filers in NextGen CM/ECF. As court employees, most of you will be connected to the DCN. However, when you are filing transcript events, the Sixth Circuit’s system treats you as an “outside” user, requiring a PACER login. This means you’ll need to identify yourself as a PACER user to file in NextGen CM/ECF. This must be done each time you log in to the filing system. To assist you there is a “Toggle Utility” that allows you to do so.

Before you file, open the “toggle utility” provided at <https://ecf.ca6.uscourts.gov/CMECFHelpDeskUtility.html> . *It is **strongly** suggested that you save this to your desktop or bookmark it as you will need it each time you file with the 6th Circuit.*

The steps you’ll need to take **each time** you need to file with the 6th Circuit are as follows:

1. Open the Pacer-Court Credentials Toggle Utility, <https://ecf.ca6.uscourts.gov/CMECFHelpDeskUtility.html>
2. Click “PACER User”
3. In another tab or browser window, Login with your upgraded PACER account
4. Complete your filing and logout
5. Return to the Pacer-Court Credentials Toggle Utility, <https://ecf.ca6.uscourts.gov/CMECFHelpDeskUtility.html>
6. Click “Court User”, to return to a court user state.