



## NVB Public User Training

<https://www.nvb.uscourts.gov/electronic-case-filing/nextgen/>  
(U.S. Bankruptcy Court, District of Nevada (NVB) Website)

Overview

October 18, 2021

# What is NextGen?

- NextGen is the shortened name for Next Generation of CM/ECF.
- NextGen is a filing system fully integrated with Public Access to Court Electronic Records (PACER).
- PACER and NextGen are linked by a module called Central Sign-On.
- NextGen provides modules that integrate with existing CM/ECF functionality



## Why are we migrating to NextGen?

- Promote better integration amongst the district, bankruptcy, and appellate systems.
- Enhance security measures to protect CM/ECF data.
- Greater user efficiency using new tools and technology.
- Centralize access to all courts for internal and external users.
- As of September 15, 2021, there are 157 total courts live on NextGen and another 24 courts with planned go-live dates. By early 2022, all federal courts will be live on NextGen.

# When are we moving to NextGen?



NVB is currently in the process of migrating CM/ECF systems to NextGen



Wednesday, November 10, 2021 at 5:00 PM, CM/ECF will go down and remain offline all weekend



Go Live Date: November 15, 2021

# Referenced Terms

**NEXTGEN:** Next Generation of the Judiciary's Case Management Electronic Filing (CM/ECF) System

**CSO:** Central Sign-On – NextGen functionality that allows both external filers and court users to have one login and password to access any NextGen court

**PSC:** Pacer Service Center  
(<https://pacer.psc.uscourts.gov/>)

**FILING AGENT:** An e-filer authorized to file pleadings on behalf of an attorney or trustee

**PAA:** Pacer Administrative Account – a consolidated billing and online management process for groups. All PACER charges associated with each individual PACER account can be linked to the PAA.

# Central Sign-On

- Central Sign-On (CSO) allows public users to have **one** log-in and password to access any NextGen court
- The Court controls the level of access for all users
- Public users will log on via PACER to access CM/ECF





# Advantages of CSO

- One login to electronically file and view documents –no longer confuse CM/ECF login with PACER login
- One login to access multiple courts
- Login belongs to the user and will follow the user to a different court, a different attorney firm, or different business

# What you need to do now

- **Make sure you have your own PACER account**
  - Each e-filer **must** have their own **individual** PACER account
  - More information on how to set up an individual PACER account can be found at <https://pacer.uscourts.gov/register-account>
- NO shared PACER ACCOUNTS for a firm will be usable
- Firms may set up a PACER Administrative Account (PAA) for billing purposes
  - More information on how to set up a PACER administrative account can be found at <https://pacer.uscourts.gov/register-account/group-billing>

# Upgrade a PACER Account

## If you already have your own PACER account

- Make sure your PACER account is upgraded
  - If your PACER account was created **after** August 11, 2014, your account is already an upgraded account. There is nothing further to do right now.
  - If your PACER account was created **prior** to August 11, 2014 or if your PACER username has only 6 characters, you will need to upgrade your account now.
  - To upgrade your PACER account, follow the instructions in [https://www.nvb.uscourts.gov/downloads/cm-ecf/nextgen/Upgrade PACER Account Instructions.pdf](https://www.nvb.uscourts.gov/downloads/cm-ecf/nextgen/Upgrade_PACER_Account_Instructions.pdf)
  - If you do not know your PACER login information, contact the PSC.
    - Email: [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov)
    - Phone: (800) 676-6856, 8 a.m. to 6 p.m. CT, Monday-Friday

## Do you want to prevent receiving a bill for each attorney with their own PACER account?

- The PACER Service Center has developed the PACER Administrative Account (PAA), a consolidated billing and online account management process for groups
- The PAA can only be used for administrative purposes and does not provide access to case information
- All charges associated with each individual PACER account can be linked to the PAA
- To register for a PAA, one person in the firm should be appointed the Administrator and would complete the registration on the PACER website:  
<https://pacer.uscourts.gov/register-account/group-billing>.

## PACER Administrative Accounts (PAA)



# Filing Agents

- A filing agent may be an individual employed by a registered attorney or trustee.
- Filing agent accounts allow staff to file cases, pleadings and other documents on behalf of an attorney or trustee
- A filing agent can be assigned to file on behalf of multiple attorneys and trustees
- An attorney or trustee may have multiple filing agents

# Facts About Filing Agents

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Filing agents can docket on behalf of an attorney or trustee

The filing agent name will not appear in the pick list for docketing  
*(only the attorney or trustee name will show)*

Filing agents can work in CM/ECF at the same time as the attorney or trustee

The filing agent name will not appear in docket text  
*(the docket text will show the attorney's name or trustee as the filer)*

The filing agent will have the same filing rights and privileges assigned to the attorney or trustee's account

# Facts About Filing Agents

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Attorney and Trustee users will no longer need to share their login and password with employees

The filing agent will not receive NEF emails unless attorney adds the filing agent's email as a secondary email address to receive notices

The attorney/trustee for whom they are filing is responsible for the document that is filed

All transactions entered by the filing agents can be viewed by the attorney or trustee by going to *Utilities > View Your Transaction Log*

Attorney and trustee users have the authority to add or disable Filing Agent's accounts associated with their login

# What you need to do now

## Know your existing CM/ECF username and password

- If your login information is stored in a browser, it will be lost and not recoverable once the migration to NextGen has been completed.
- If you do not know your CM/ECF password, you may reset it yourself at [https://ecf.nvb.uscourts.gov/cgi-bin/wieb\\_ResetPassword.pl](https://ecf.nvb.uscourts.gov/cgi-bin/wieb_ResetPassword.pl).
- If you do not know your CM/ECF username, contact the ECF Helpdesk (before November 5th) by sending an email to [helpdesk@nvb.uscourts.gov](mailto:helpdesk@nvb.uscourts.gov) to obtain your login information.



# Once the Court is on NextGen, what next?

## On or after, November 15, 2021:

- Link your PACER account to your CM/ECF account.
- Instructions for linking your filing agent's account can be found at <https://www.nvb.uscourts.gov/electronic-case-filing/nextgen/filing-agents/>

## After linking your PACER account and your CM/ECF account:

- You may begin filing.
- No further action is required by the filing agent or the attorney/trustee.

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## November 15, 2021 and After

### How to....

#### On or after, November 15, 2021

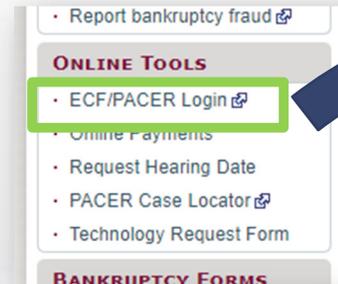
- ✓ Link your PACER account to your CM/ECF account
- ✓ Log into CM/ECF
- ✓ Link a filing agent account to attorney account
- ✓ Request changes to your CM/ECF account
- ✓ Update email addresses in CM/ECF
- ✓ File for multiple attorneys or trustees as a filing agent

# How to Link Your CM/ECF Account to your PACER Account

# How to Link Your CM/ECF Account to your PACER Account

Before you can begin to E-file, you must link your CM/ECF Account to your PACER Account:

1. Go to the Court's homepage ([www.nvb.uscourts.gov](http://www.nvb.uscourts.gov)) and click on **ECF/PACER Login** from the left side navigation under Online Tools.
2. Click on **District of Nevada – Document Filing System**



Welcome to the U.S. Bankruptcy Court for the District of Nevada

[District of Nevada - Document Filing System](#)

# How to Link Your CM/ECF Account to your PACER Account

3. Enter your PACER Username and Password and click **Login**

\* Required Information

Username \*

Password \*

Client Code

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

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.

4. Click on **Utilities** > **NextGen Release 1.1 Menu Items**

CM/ECF Query Reports **Utilities** Help Log Out

**Utilities**

<b>Your Account</b> <ul style="list-style-type: none"><li><a href="#">Change Your Client Code</a></li><li><a href="#">Links to Other Courts</a></li><li><a href="#">Pacer Case Locator (National Index)</a></li><li><a href="#">Review Billing History</a></li><li><a href="#">View PACER Account Information</a></li></ul>	<b>Miscellaneous</b> <ul style="list-style-type: none"><li><a href="#">eFinCert</a></li><li><a href="#">Court Information</a></li><li><a href="#">Mailings...</a></li></ul>	<a href="#">NextGen Release 1.1 Menu Items</a>
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# How to Link Your CM/ECF Account to your PACER Account

5. Click on **Link a CM/ECF account to my PACER Account**

6. Type in your CURRENT CM/ECF login and your CURRENT CM/ECF password. Click **Submit**.

## NextGen Release 1.1 Menu Items

[Change PACER Exemption Status](#)  
[Link a CM/ECF account to my PACER account](#)  
[Maintain Your Login/Password](#)

### Link a CM/ECF account to my PACER account

This utility links your PACER account with your e-filer account in this court.

If you use CM/ECF for PACER only, no action is necessary.

If you had a CM/ECF e-filing account in this court before the court converted to NextGen CM/ECF, enter your old CM/ECF login and password below and press Submit. You will be prompted to confirm that you want to link your PACER account to your old CM/ECF e-filing account. Press Submit to link the accounts (or go back if the names don't match).

CM/ECF login:

CM/ECF password:

# How to Link Your CM/ECF Account to your PACER Account

7. Ensure that the CM/ECF account and PACER account listed on screen are accurate. If so, click **Submit**.
8. The next screen will reflect that your accounts have been successfully linked.
9. Click on **Reports** to refresh the menu screen and bring up the Bankruptcy and Adversary filing menu items. The account is now ready for electronic filings.

Link a CM/ECF account to my PACER account

Do you want to link these accounts?

CM/ECF Attorney Nvbnewone
PACER Attorney Nvbnewone

After you submit this screen, your old e-filing credentials for the CM/ECF account will be permanently linked to your upgraded PACER account. Use your upgraded PACER account to e-file in this court.

Link a CM/ECF account to my PACER account

Your PACER account has been linked to your CM/ECF account

CM ECF Query Reports Utilities Help ~~Log Out~~

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

# How to Log In to NextGen CM/ECF

# How to Log In to NextGen CM/ECF

There are three ways to log in to CM/ECF to e-file:

1. Go to the Court's homepage (www.nvb.uscourts.gov) and click on **ECF/PACER Login** from the left side navigation under Online Tools.
2. Go to **PACER > Filing Electronically > Court CM/ECF Lookup >**
3. Go to **PACER > Manage Your Account > Manage My Account Login > Log in to Manage My Account > Maintenance > Display Registered Courts > Nevada Bankruptcy Court**



## What can we help you accomplish?

A grid of four service tiles under the heading "What can we help you accomplish?". Each tile has an icon, a title, and a brief description. The "Filing Electronically" and "Manage Your Account" tiles are highlighted with green borders. Green arrows with numbers "2" and "3" point to the bottom of these two tiles respectively.

- Search for a Case**: Learn options to find case information.
- Filing Electronically**: Find court specific information to help you file a case electronically and developer resources.
- Manage Your Account**: Create a PACER account or log in to manage your account and pay a bill.
- Move to NextGen CM/ECF**: Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

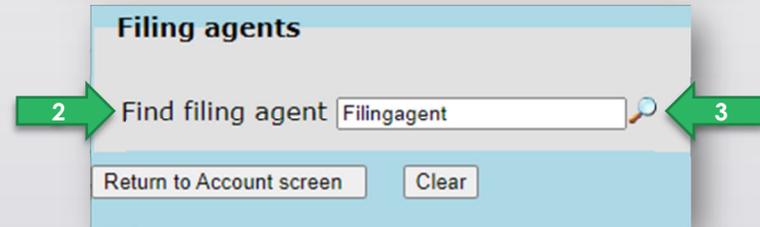


# Link a New Filing Agent Account to an Attorney or Trustee Account

# Link a New Filing Agent Account to an Attorney or Trustee Account

Attorneys or trustees who wish to link a filing agent account to their attorney/trustee account **on or after November 15, 2021**, will need to log into CM/ECF with their PACER login and complete the following steps:

1. Select **Utilities > Maintain Your ECF Account > More User Information**.
2. Enter the filing agent last name into the field next to Find a filing agent.
3. Click on the magnifying glass.



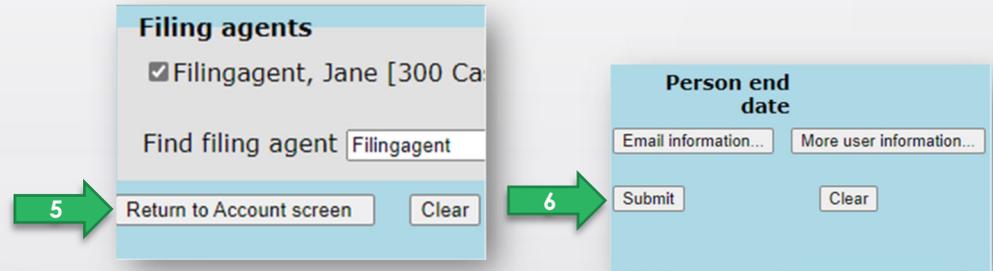
## Link a New Filing Agent Account to an Attorney or Trustee Account

4. Locate the filing agent name in the results and click **Select** to link the filing agent account to the attorney account.
5. Click **Return to Account screen**.
6. Click **Submit**.

Filing agents may be unlinked at any time by **unchecking** the box next to their name and following steps **5** and **6** above.



Add a Filing Agent		
	Name	Address
<input type="button" value="Select"/>	Filingagent, Jane	300 Cashman Center North Las Vegas, NV 89030



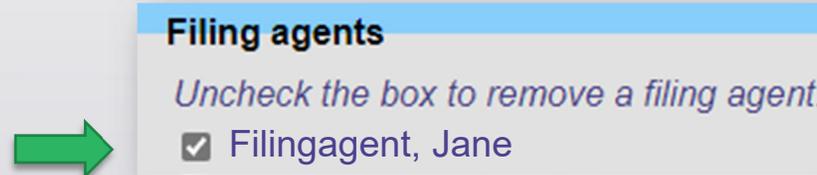
**Filing agents**

Filingagent, Jane [300 Ca

Find filing agent



**Person end date**



**Filing agents**

*Uncheck the box to remove a filing agent.*

Filingagent, Jane



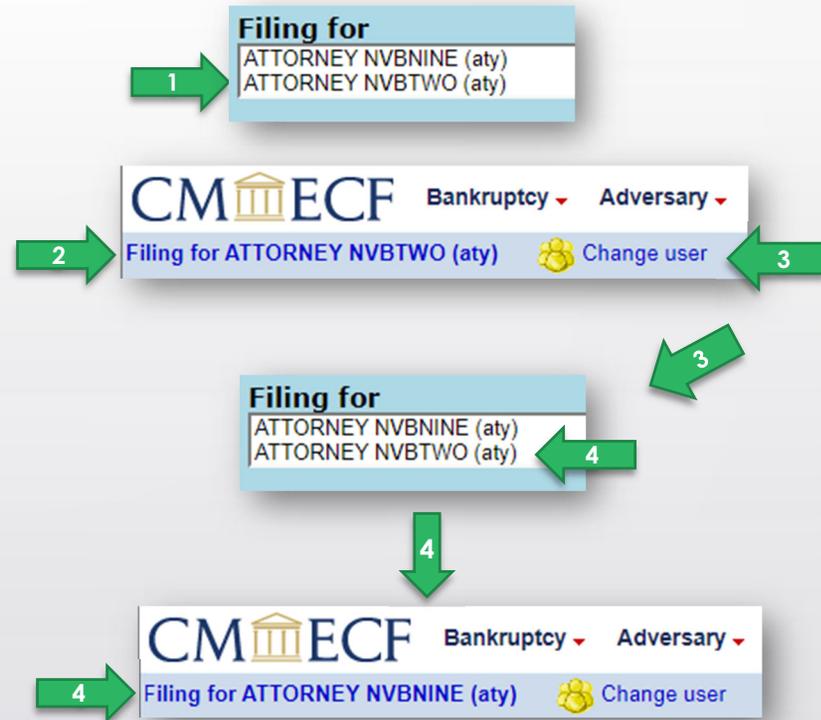
# File as a Filing Agent

## File as a Filing Agent

Filing Agents need to remember to select the correct attorney or trustee before docketing an entry. Follow these steps after logging into CM/ECF using your PACER login:

1. Click on the name of the attorney or trustee you are filing for.
2. At the top of the CM/ECF screen, you will see the name of attorney or trustee you are filing for along with a Change user link.
3. When you are finished filing for a certain attorney or trustee, click the Change user link to go back to the screen for selecting a new filer.
4. Click the name of another attorney or trustee to file for and the CM/ECF screen will change to the different attorney or trustee.

If you find you have trouble changing from one user to another, you will need to log out of CM/ECF and close the browser and clear the browser cache to docket to the correct attorney or trustee account.





# Request Changes to Your CM/ECF Account

# Request Changes to Your CM/ECF Account

For any CM/ECF account changes, you will no longer call or email the ECF Helpdesk. Follow these instructions instead:

- Log into PACER by going to **PACER > Manage Your Account > Manage My Account Login > Log in to Manage My Account**
- Click on **Maintenance**.
- The options for updating your account are:
  - Update Personal Information
  - Update Address Information
  - Update E-Filer Email Noticing and Frequency

## What can we help you accomplish?

The screenshot shows a menu with four main categories:

- Search for a Case**: Learn options to find case information.
- Filing Electronically**: Find court specific information to help you file a case electronically and developer resources.
- Manage Your Account**: Register for an Account, **Manage My Account Login** (highlighted), Pay a Bill, Forgot Username or Password?
- Move to NextGen CM/ECF**: Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

## Manage My Account Login

Login to manage your account details, like updating your address and email and payment information. If the federal court you're doing business with uses NextGen CM/ECF, you can also apply for attorney admissions or register to file electronically.

[Log in to Manage My Account](#)

<b>Account Number</b>	7008353
<b>Username</b>	nvbtstatty02
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Upgraded PACER Account

Settings **Maintenance** Payments Usage

<a href="#">Update Personal Information</a>	<a href="#">Attorney Admissions / E-File Registration</a>
<a href="#">Update Address Information</a>	<a href="#">Non-Attorney E-File Registration</a>
<a href="#">Update E-Filer Email Noticing and Frequency</a>	<a href="#">Check E-File Status</a>
<a href="#">Display Registered Courts</a>	<a href="#">E-File Registration/Maintenance History</a>

# Request Changes to Your CM/ECF Account

To update address information or email noticing & frequency for NVB:

- You must check the box by the NVB court name and click **Submit** for the court to receive the requested changes.
- Updated information will be sent to the ECF Helpdesk to accept the changes.

**Apply Updates to Selected Courts**

**U.S. Bankruptcy Courts**

**Nevada Bankruptcy Court (test)**  
Click to apply changes to this court

Load your e-filer email noticing and frequency preferences for this court below  
Email nvbcso21+atty02@gmail.com  
Email Frequency Once Per Day (Daily Summary)  
Email Format HTML  
Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

**\* Required Information**

Primary Email \* nvbcso21+atty02@gmail.com ?

Confirm Email \* nvbcso21+atty02@gmail.com ?

Email Frequency \* Once Per Day (Daily Summ? ▾

Email Format \* HTML ▾

**Submit** **Reset** **Cancel**

**Apply Updates to Selected Courts**

**PACER Billing**

Law Offices of John Q. Public  
123 Any Street  
Reno, NV 89054  
Phone: 555-555-3232

**U.S. Bankruptcy Courts**

**Nevada Bankruptcy Court (test)**  
Law Offices of John Q. Public  
123 Any Street  
Reno, NV, 89054  
Phone: 555-555-3232

**Submit** **Reset** **Cancel**



# Add Secondary Emails to Account

# Add Secondary Emails to Account

Attorneys and Trustees may want to add filing agents or other email addresses to their secondary email addresses so those users will receive Notices of Electronic Filing (NEFs).

1. Log into CM/ECF. Select **Utilities > Maintain Your ECF Account > Email Information**.
2. Enter the email address in both **Secondary email address** boxes. Multiple email addresses can be separated with a comma.
3. Check both boxes to receive notices at both primary and secondary email addresses.
4. Update the frequency and format of the notices.
5. Click **Return to Account screen**.
6. Click **Submit**.

The screenshot shows the 'Email Information' form for 'ATTORNEY NVBTWO'. The form is divided into two sections. The top section, titled 'Bar ID', 'Initials', 'Person end date', contains buttons for 'Email information...', 'More user information...', 'Submit', and 'Clear'. A green arrow labeled '1' points to the 'Email information...' button. The bottom section, titled 'Email information for ATTORNEY NVBTWO', contains fields for 'Primary email address' (nvbcso21+atty02@gmail.com) and 'Secondary email address' (test@gmail.com, test2@gmail.com). A green arrow labeled '2' points to the 'Secondary email address' field. Below this is a 'Reenter secondary email address' field with the same text. A green arrow labeled '3' points to the 'Send the notices specified below' section, which has checkboxes for 'to my primary email address' and 'to the secondary addresses', both of which are checked. Below that is another section with checkboxes for 'Send notices in cases in which I am involved' and 'Send notices in these additional cases', both checked. A green arrow labeled '4' points to the 'Format notices' section, which has radio buttons for 'HTML' and 'Text', with 'HTML' selected. A green arrow labeled '5' points to the 'Return to Account screen' button. A green arrow labeled '6' points to the 'Submit' button in the bottom section, which also contains 'Email information...', 'More user information...', and 'Clear' buttons.

# NVB Website Resources

- <https://www.nvb.uscourts.gov/electronic-case-filing/nextgen/>
- <https://www.nvb.uscourts.gov/electronic-case-filing/nextgen/prepare-pacer-acct/>

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Text Size A- A A+

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEVADA

Search

HOME ATTORNEYS DEBTORS CREDITORS FILING CASE INFO RULES / FORMS ECF CALENDARS JUDGES ABOUT THE COURT

Questions? Chat Live! ONLINE Chat Now» M-F 9AM - 12PM & 1PM - 4PM PST

I WANT TO...

- Access case information
- Mortgage Modification Program
- File a Proof of Claim
- File without an attorney
- Find a trustee
- Learn about bankruptcy

Click Here for Coronavirus (COVID-19) Updates Impacting the U.S. Bankruptcy Court

NEXTGEN CM/ECF IS COMING!

On November 15, 2021, the United States Bankruptcy Court for the District of Nevada will go live on the Next Generation of CM/ECF (NextGen). Find out what e-filers need to do to prepare.

CM ECF <NextGen> COMING NOVEMBER 15TH

1 2 3 4 5 6

NEXTGEN CM/ECF November 15, 2021

Offices

Las Vegas  
Foley Federal Building and U.S. Courthouse  
300 Las Vegas Blvd South  
Las Vegas, NV 89101  
Phone: (702) 527-7000

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UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEVADA

Search

HOME ATTORNEYS DEBTORS CREDITORS FILING CASE INFO RULES / FORMS ECF CALENDARS JUDGES ABOUT THE COURT

Home Case Management (CM) / Electronic Case Filing (ECF) NextGen CM/ECF

ECF

- CM/ECF Login
- The Bankruptcy Bugle Newsletter
- Frequently Asked Questions (FAQ)
- NextGen
  - Prepare for NextGen
  - NextGen FAQs
  - Filing Agents
  - Resources and Documentation
  - Training and Registration

NextGen CM/ECF

CM ECF <NextGen>

**GET READY**

**Go-LIVE DATE**  
**NOVEMBER 15, 2021**

The U.S. Bankruptcy Court for the District of Nevada will be upgrading the Case Management/Electronic Case Filing System (CM/ECF) to the Next Generation of CM/ECF (NextGen) on November 15, 2021.



# PACER Website Resources

- Register for an individual PACER Account if you do not have an individual account:  
<https://pacer.uscourts.gov/register-account>
- How to Upgrade PACER Account if you already have PACER account created prior to August 11, 2014:  
<https://pacer.uscourts.gov/help/pacer/upgrading-your-pacer-account>
- Register for a PACER Administrative Account (PAA) – centralized billing for groups:  
<https://pacer.uscourts.gov/register-account/group-billing>

# Questions?

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Please use the “Q&A” feature to submit your questions.



If you have questions after this presentation, please visit our court website, or email our ECF Helpdesk at [helpdesk@nvb.uscourts.gov](mailto:helpdesk@nvb.uscourts.gov).