



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%20PACER%20Account%20Instructions.pdf)
 - If you do not know your PACER login information, contact the PSC.
 - Email: 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

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

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.
- 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 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.

November 15, 2021 and After

How to....

On or after, November 15, 2021

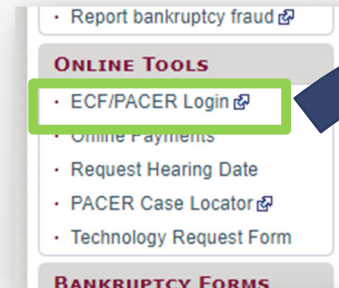
- ✓ Link your PACER account to your CM/ECF account
- ✓ Log into CM/ECF
- ✓ Link a filing agent account to attorney account
- ✓ Request changes to your CM/ECF account
- ✓ Update email addresses in CM/ECF
- ✓ File for multiple attorneys or trustees as a filing agent

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) 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

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

[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

Your Account <ul style="list-style-type: none">Change Your Client CodeLinks to Other CourtsPacer Case Locator (National Index)Review Billing HistoryView PACER Account Information	Miscellaneous <ul style="list-style-type: none">eFinCertCourt InformationMailings...	NextGen Release 1.1 Menu Items
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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

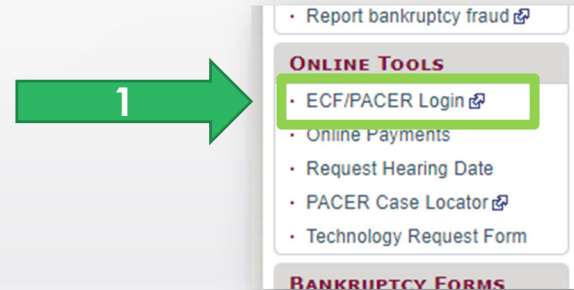
CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

How to Log In to NextGen CM/ECF

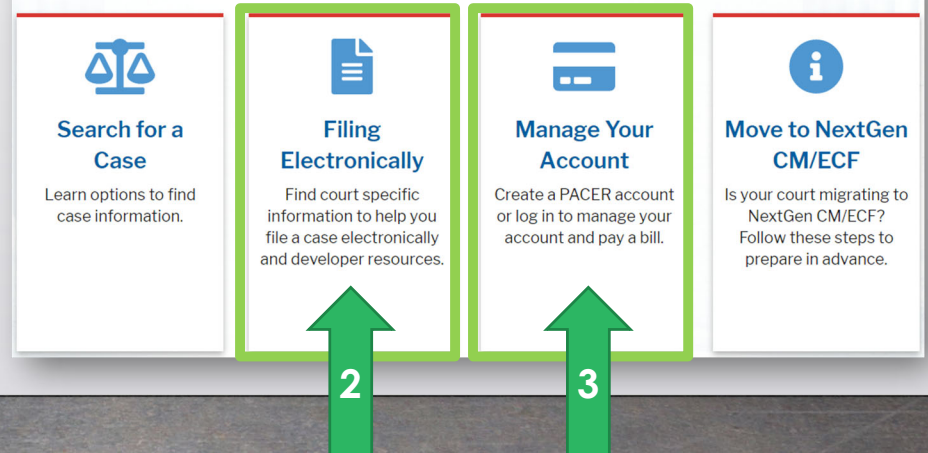
How to Log In to NextGen CM/ECF

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?





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.

The image shows two screenshots from the CM/ECF system. The top screenshot is the 'Utilities' page, with a green arrow labeled '1' pointing to the 'More User Information' link under the 'Your Account' section. The bottom screenshot is the 'Filing agents' search form, with a green arrow labeled '2' pointing to the 'Find filing agent' text and another green arrow labeled '3' pointing to the magnifying glass icon next to the search input field.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Utilities

Your Account

- [Change Your Client Code](#)
- [Maintain Your ECF Account](#)
- [Internet Payment History](#)
- [Internet Payments Due](#)
- [Links to Other Courts](#)
- [Pacer Case Locator \(National Index\)](#)
- [Review Billing History](#)
- [View PACER Account Information](#)
- [View Your Transaction Log](#)

Miscellaneous

- [eFinCert](#)
- [Court Information](#)
- [Legal Research...](#)
- [Mailings...](#)

[NextGen Release 1.1 Menu Items](#)

[NextGen Release 1.2 Menu Items](#)

Bar ID

Initials

Person end date

Email information... More user information...

Submit Clear

Filing agents


Find filing agent Filingagent

Return to Account screen Clear


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	
<input checked="" type="checkbox"/>	Filingagent, Jane [300 Ca
Find filing agent <input type="text" value="Filingagent"/>	
<input type="button" value="Return to Account screen"/>	<input type="button" value="Clear"/>



Person end date	
<input <="" td="" type="button" value="Email information..."/> <td><input <="" td="" type="button" value="More user information..."/></td>	<input <="" td="" type="button" value="More user information..."/>
<input type="button" value="Submit"/>	<input type="button" value="Clear"/>



Filing agents	
<i>Uncheck the box to remove a filing agent.</i>	
<input checked="" type="checkbox"/>	Filingagent, Jane



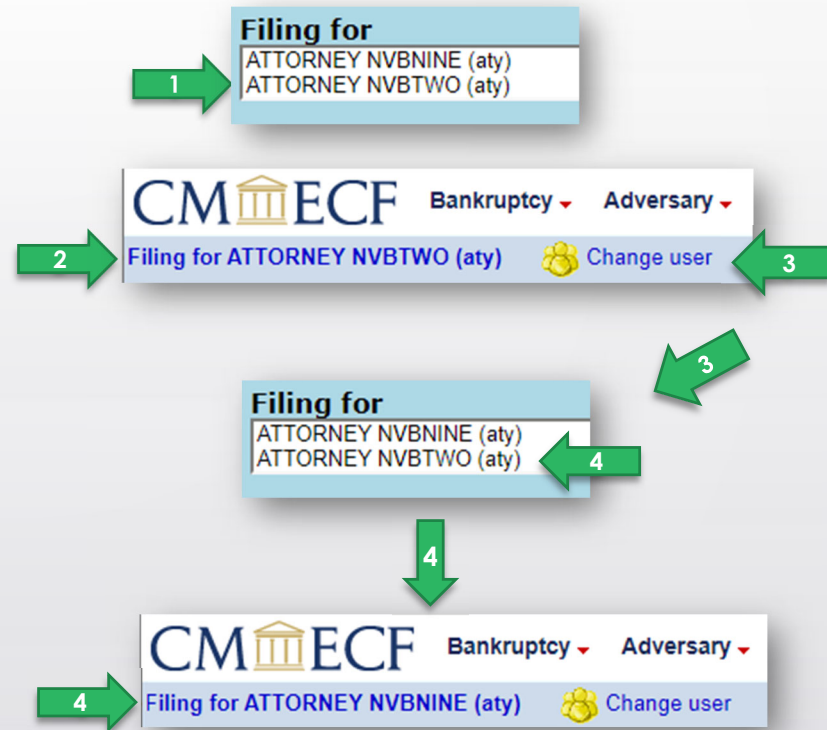
File as a Filing Agent

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?



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](#)

[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](#)

Account Number 7008353
Username nvbtestatty02
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Settings **Maintenance** Payments Usage

[Update Personal Information](#)
[Update Address Information](#)
[Update E-Filer Email Noticing and Frequency](#)
[Display Registered Courts](#)

[Attorney Admissions / E-File Registration](#)
[Non-Attorney E-File Registration](#)
[Check E-File Status](#)
[E-File Registration/Maintenance History](#)

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 Summary) v

Email Format * HTML v

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 main sections: 'Email information...' and 'More user information...'. The 'Email information...' section contains fields for 'Primary email address' (nvcso21+atty02@gmail.com) and 'Secondary email address' (test@gmail.com, test2@gmail.com). There are checkboxes for 'Enable confirmation of Free Look Use' and 'Send the notices specified below'. The 'Send the notices specified below' section has checkboxes for 'to my primary email address' and 'to the secondary addresses'. There are also checkboxes for 'Send notices in cases in which I am involved' and 'Send notices in these additional cases'. The 'Format notices' section has radio buttons for 'HTML' and 'Text'. The 'Return to Account screen' button is at the bottom left of the form. The 'Submit' button is at the bottom right of the form. The 'Clear' button is at the bottom right of the form. The 'More user information...' section contains fields for 'Bar ID', 'Initials', 'Person', and 'end date'. The 'Email information...' section is highlighted with a green arrow labeled '1'. The 'Secondary email address' field is highlighted with a green arrow labeled '2'. The 'Reenter secondary email address' field is highlighted with a green arrow labeled '2'. The 'Send the notices specified below' section is highlighted with a green arrow labeled '3'. The 'Send notices in cases in which I am involved' checkbox is highlighted with a green arrow labeled '4'. The 'Send notices in these additional cases' checkbox is highlighted with a green arrow labeled '4'. The 'Format notices' section is highlighted with a green arrow labeled '4'. The 'Return to Account screen' button is highlighted with a green arrow labeled '5'. The 'Submit' button is highlighted with a green arrow labeled '6'.

NVB Website Resources

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

Thursday, September 23, 2021

Home | News and RSS Feeds | FAQ | Employment | Site Map | Email Updates

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.

more

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

Thursday, September 23, 2021

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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

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.

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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?



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.