

Best Case® NextGen CM/ECF Instructions Guide

Learn how to:

- **Access NextGen CM/ECF**
- **Link an Upgraded PACER Account to an Existing CM/ECF Account**
- **Retrieve PACER Username & Password**

Accessing NextGen CM/ECF

NextGen CM/ECF requires the use of a single login for both electronic filing and PACER case research. To file a case or individual document in a NextGen district you must upgrade and link your PACER and CM/ECF accounts.

Administrative Office of the U.S. Courts Requirement
You will now be required to upgrade your PACER username and password in order to continue to electronically file cases.

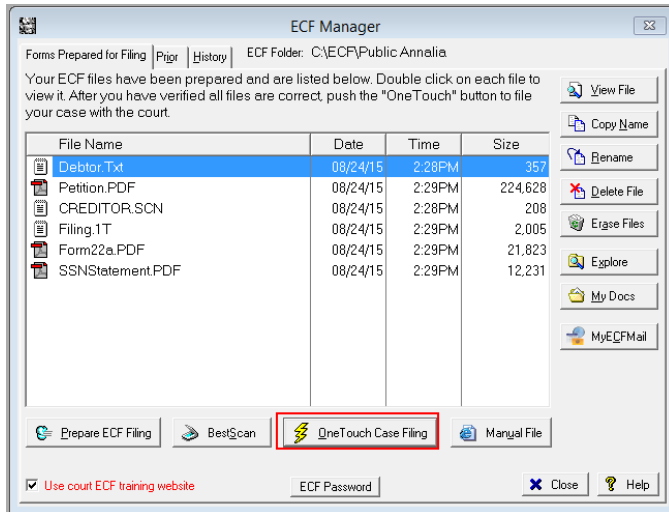
Step 1: Update Best Case

1. **Update Best Case** - *Complete a Check for Update*
 - Open Best Case
 - Click on the **Help** menu
 - Click **Check for Update**
 - Install the Best Case update

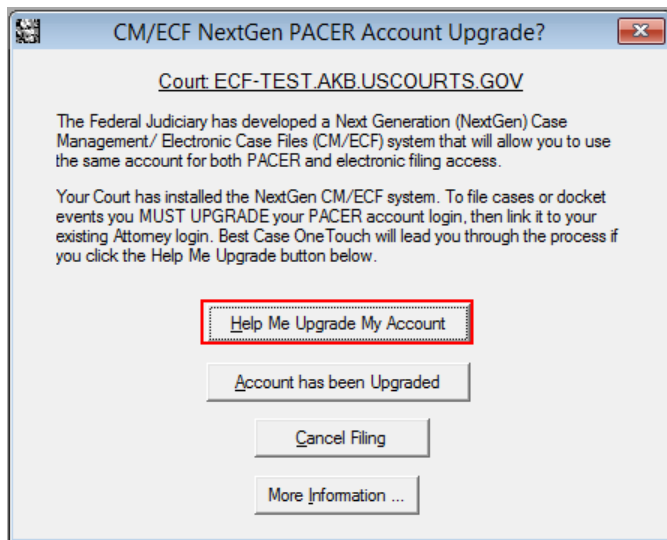
Step 2: Data Configuration in Best Case

2. Enter PACER Account Information – *Set up for Upgrade*
 - Open a case that is ready to be filed
 - Click on the **ECF Manager** button
 - Click **Prepare ECF Filing** button and prepare filing

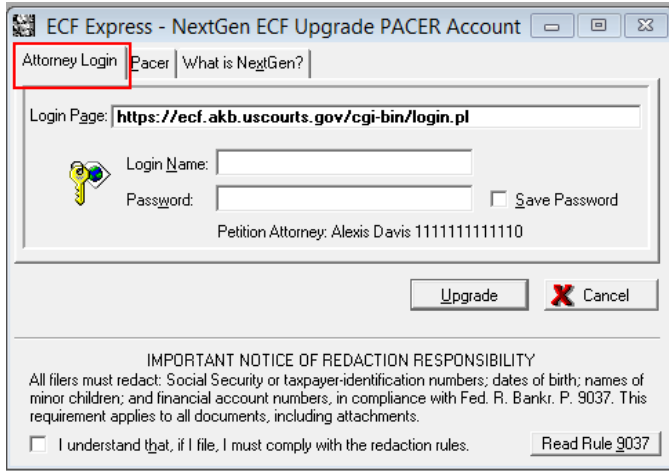
- Click **OneTouch® Case Filing** button on the ECF Manage screen



- CM/ECF NextGen PACER Account Upgrade dialog box opens
- Click **Help Me Upgrade My Account** button to upgrade PACER Account



- Enter your Court issued CM/ECF Login Name and Password on the ECF Express - NextGen ECF Upgrade PACER Account screen
- Click **Save as Default** button (Best Case automatically saves this information so that it will not have to be re-entered each time)



ECF Express - NextGen ECF Upgrade PACER Account

Attorney Login | Pacer | What is NextGen?

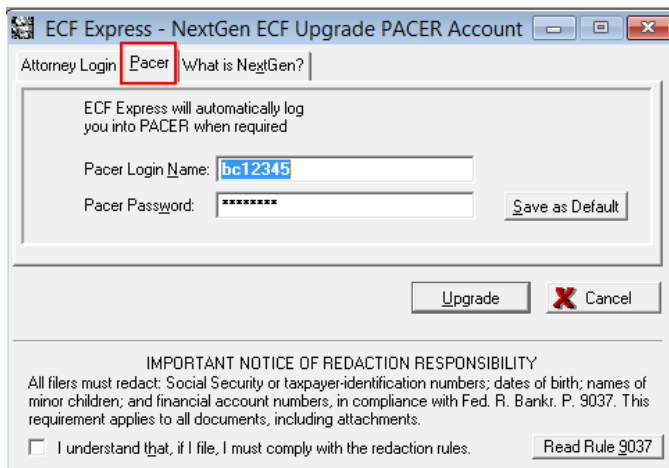
Login Page: <https://ecf.akb.uscourts.gov/cgi-bin/login.pl>

Login Name: Password: Save Password
 Petition Attorney: Alexis Davis 111111111111110

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY
 All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. [Read Rule 9037](#)

- Click **Pacer** tab at the top of the screen
- Enter your Pacer login name and password
- Click **Save as Default** button (Best Case automatically saves this information so that it will not have to be re-entered each time)



ECF Express - NextGen ECF Upgrade PACER Account

Attorney Login | Pacer | What is NextGen?

ECF Express will automatically log you into PACER when required

Pacer Login Name: Pacer Password:

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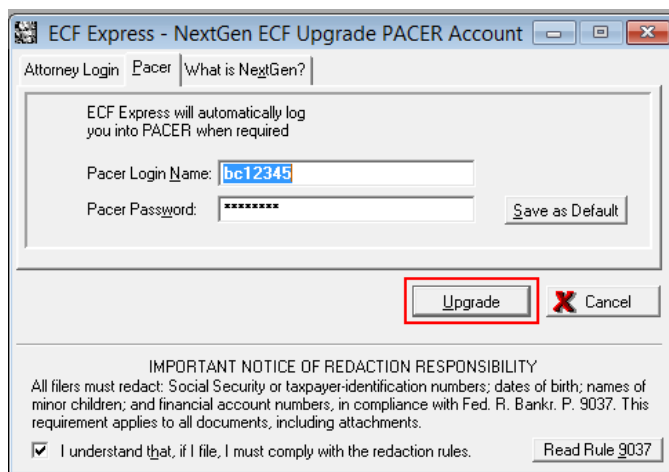
I understand that, if I file, I must comply with the redaction rules. [Read Rule 9037](#)

NOTE: If you have forgotten your existing PACER username or password, see page 10.

Step 3: Upgrade a PACER Account

The upgraded PACER account will have new security features, including self-service login retrieval and password reset. This feature requires you to add the following information to the account: a valid email address, a security question and answer, and the user's date of birth.

- To upgrade a current PACER account, click **Upgrade** button



ECF Express - NextGen ECF Upgrade PACER Account

Attorney Login Pacer What is NextGen?

ECF Express will automatically log you into PACER when required

Pacer Login Name:

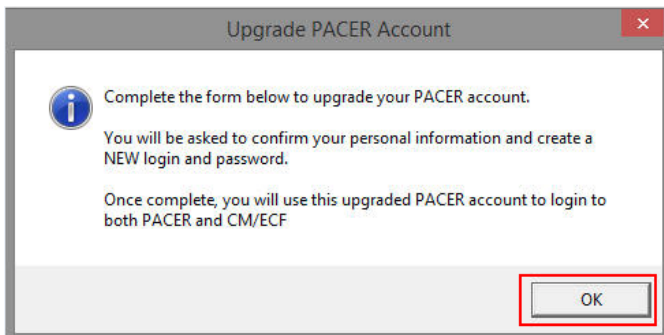
Pacer Password: Save as Default

Upgrade Cancel

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- The application will log you into PACER and navigate to the account upgrade form. Click **OK** button



Upgrade PACER Account

i Complete the form below to upgrade your PACER account.

You will be asked to confirm your personal information and create a NEW login and password.

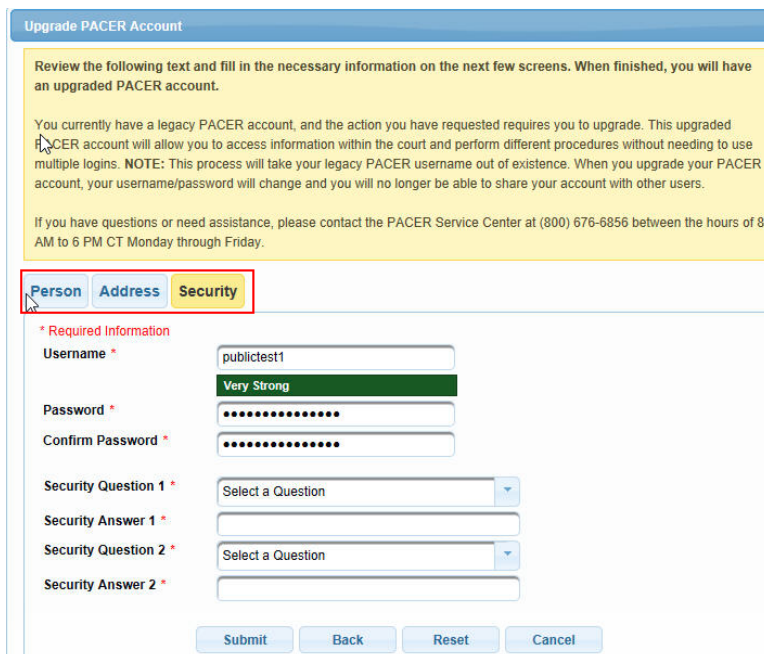
Once complete, you will use this upgraded PACER account to login to both PACER and CM/ECF

OK

- Take a moment to review the information about account upgrades. Once you upgrade a PACER account, the upgraded account can be used for read-only PACER access to all courts and for filing access to CM/ECF NextGen courts.

Once the upgrade is complete, the user can no longer use the old PACER username and password.

- Scroll down to the next section of the screen for adding person information. Some fields may be filled with information from the current PACER account. Complete any required fields (marked with a red asterisk) that are not already filled. When all required fields are completed, click the **Next** button at the bottom of the screen
- On the Address screen, edit or add new text to each required field. Click **Next** button at the bottom of the screen
- On the Security screen, enter a new username and password and complete the security questions and answers. On-screen help is available for each field

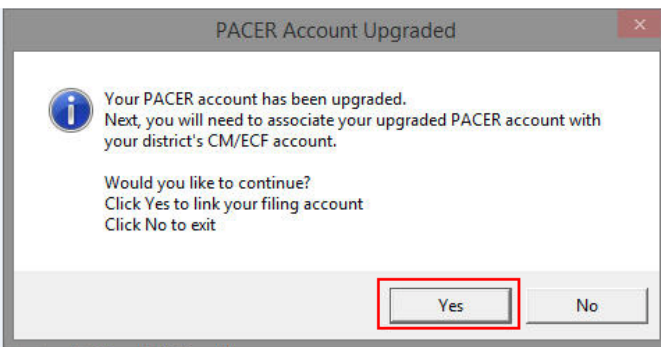


The screenshot shows the 'Upgrade PACER Account' form with the 'Security' tab selected. The form contains the following fields:

- Username ***: A text input field containing 'publictest1'.
- Password ***: A password input field with a strength indicator showing 'Very Strong'.
- Confirm Password ***: A password input field with masked characters.
- Security Question 1 ***: A dropdown menu with 'Select a Question'.
- Security Answer 1 ***: A text input field.
- Security Question 2 ***: A dropdown menu with 'Select a Question'.
- Security Answer 2 ***: A text input field.

At the bottom of the form are four buttons: 'Submit', 'Back', 'Reset', and 'Cancel'.

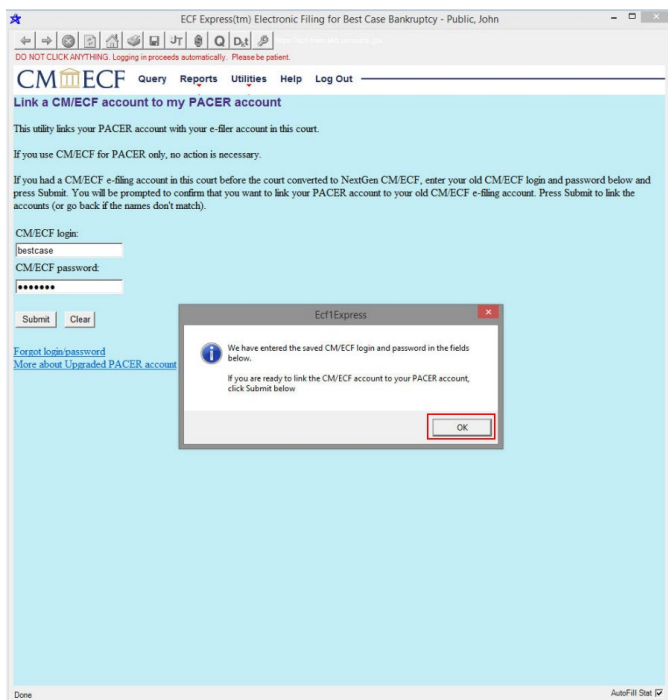
- When the password, username, and security questions and answers are complete, click **Submit** button at the bottom of the screen. This is the final step in upgrading a PACER account. Once you click Submit, the username and password will provide access to PACER and to CM/ECF NextGen courts
- The **Upgrade Complete** dialog box opens to confirm that the account has been upgraded
- Click **Yes** button



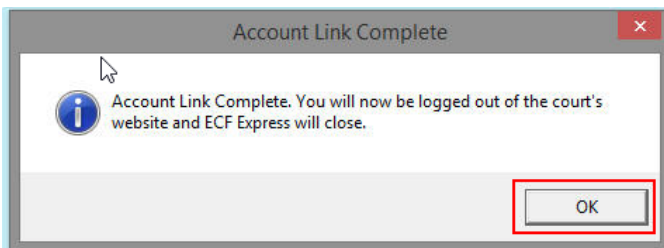
Step 4: Link an Upgraded PACER Account to an Existing CM/ECF Account

Once the upgraded PACER account is created, the next step is to link the upgraded PACER account to an existing CM/ECF account for e-filing in your district.

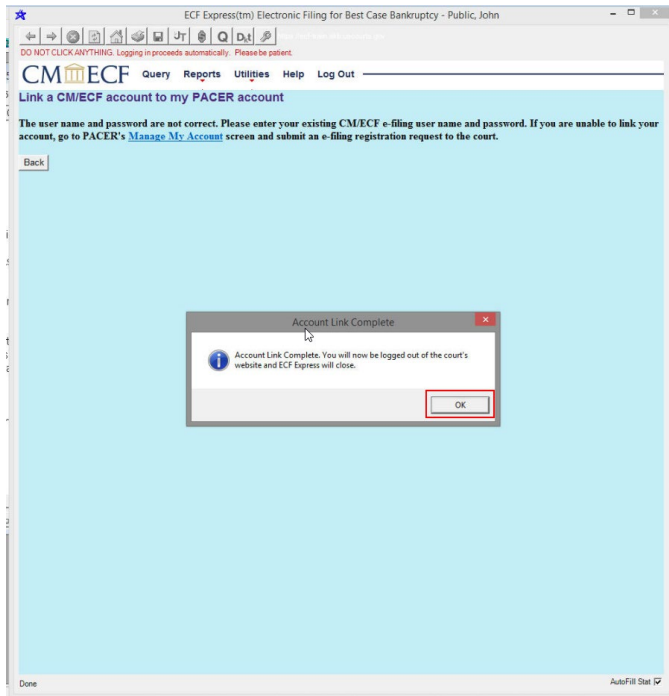
- Click **OK** button



- When the system completes the link between your upgraded PACER account and existing CM/ECF account, the Account Link Complete screen opens
- Click **OK** button



- Once the PACER account is upgraded and linked to your existing CM/ECF e-filer account in your court, you are ready to use NextGen CM/ECF
- Click **OK** button. The application will close and you will be returned to Best Case



TIP If you are a filer with an upgraded PACER account who does not have a current CM/ECF e-filer account please contact your bankruptcy court.

Retrieve PACER Username & Password

If you have forgotten the existing PACER username or password, click the Forgot Your Password? or Forgot Username? hyperlinks to retrieve the username or password.

MANAGE MY ACCOUNT

- Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

*** Required Information**

Username *

Password *

[Need an Account?](#) [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

If you need help upgrading or linking your PACER account, please contact PACER support at 1.800.676.6856. If you need assistance adding your upgraded PACER login into Best Case, visit www.bestcase.com/nextgen or call 800.492.8037 (Mon-Fri, 7:00am-5:30pm CT).