

Court Reporter Manual

Next Generation of Case Management Electronic Case Filing System (NextGen CM/ECF)

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Introduction

Effective January 16, 2018, the Third Circuit Court of Appeals has transitioned to the Next Generation of Case Management Electronic Case Filing (NextGen CM/ECF) system. These instructions will assist you in upgrading your PACER account, linking your upgraded PACER account with your existing CM/ECF account, and registering as a new electronic filer.

Confirmation of an Upgraded PACER Account

Log in to PACER and select **Manage My Account**. Your **Account Type** will advise if you have an upgraded or legacy account.

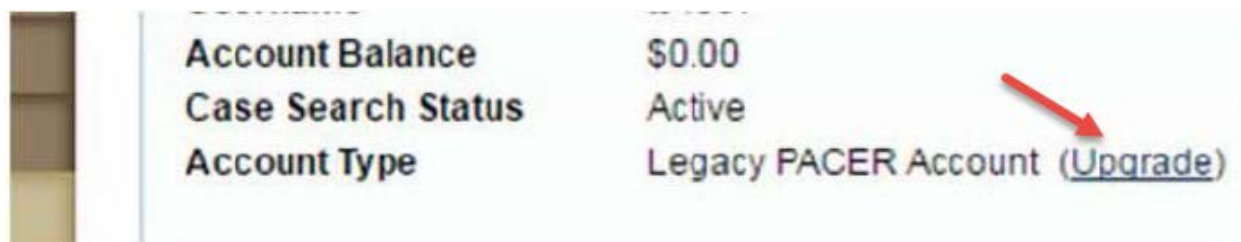


The screenshot shows the PACER website's 'Manage My Account' page. At the top, there is a navigation bar with 'Manage My Account' circled in purple. Below this is a 'Training' banner for 'COURT ELECTRONIC RECORDS' with the 'UNITED STATES COURTS' logo. A secondary navigation bar contains links for 'ADD A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', 'CONTACT US', 'Browse Aloud', and 'RSS'. The main content area is titled 'MANAGE MY ACCOUNT' and displays 'Welcome, ThirdCirc PublicUser' with a 'Logout' button. A table of account details is shown below, with 'Account Type' circled in purple.

Account Number	7033143
Username	3CircPubUser
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Upgrading Your PACER Account

If you log in to PACER – **Manage My Account** and your **Account Type** indicates a legacy account, you should select the **Upgrade** link associated with your account type. Follow the instructions provided by PACER to complete the upgrade process. This [video](#) also provides instructions on how to upgrade your PACER account.



This close-up screenshot shows the 'Account Type' field from the previous image. The text 'Legacy PACER Account' is displayed, followed by a blue underlined link labeled '(Upgrade)'. A red arrow points to this link.

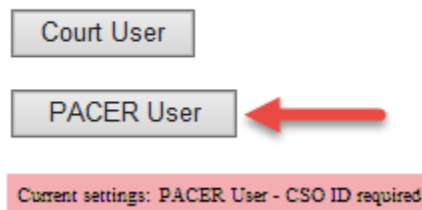
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account (Upgrade)

Linking Accounts

After upgrading your PACER account you should link that account with your existing CM/ECF account using the following instructions:

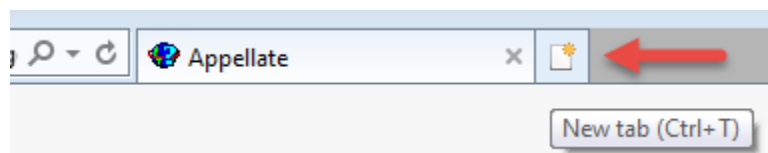
1. Make sure to log out of PACER completely and close your browser. Contract court reporters should proceed to step 4.
2. Open your browser and access the [Toggle Utility](#).
3. Select **PACER User** as your current settings.

Access CM/ECF as a:



As an official court employed court reporter, you will likely be connected to the court's network, therefore using the toggle utility is required each time you electronically file. Saving the toggle utility URL as a bookmark is recommended for future use. This is **not** required for contract court reporters outside of the DCN.

4. Using a new tab in the same browser, access [PACER](#), then select **Court Links** → **Third Circuit – NextGen**.



5. Select **CM/ECF Document Filing System** link.
6. Log in with your upgraded PACER account credentials.
7. Select **Link my filer account to my PACER account**.¹

¹ **Search for case information** is for only PACER searching. **Request permission to file** is used for only those who do not have an existing Third Circuit CM/ECF public filer account.

Attention

You logged in to the CM/ECF Document Filing System with a PACER account that does not have e-filing privileges. Please choose one of the following options to continue.

If you have a CM/ECF account to file in this court: [Link my filer account to my PACER account](#)

If you only view case information (you will not be able to file): [Search for case information](#)

If you are a new filer in this court: [Request permission to file](#)

[Logout](#)

8. Enter your existing Third Circuit CM/ECF login and password and click **Submit**.

Link my filer 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. Click Cancel.

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 click Submit. You will see a pop-up to confirm that you want to link your PACER account to your old CM/ECF e-filing account. Click OK to link the accounts (or click Cancel if the names don't match).

CM/ECF Login

CM/ECF Password

[Clear](#) [Cancel](#)

[Forgot login](#)
[Forgot password](#)
[More about Upgraded PACER account](#)

9. Review and confirm the two accounts that should be linked by clicking **OK**.

Confirm Account Linking

Do you want to link these accounts?

CM/ECF **Public User**
PACER **ThirdCirc PublicUser**

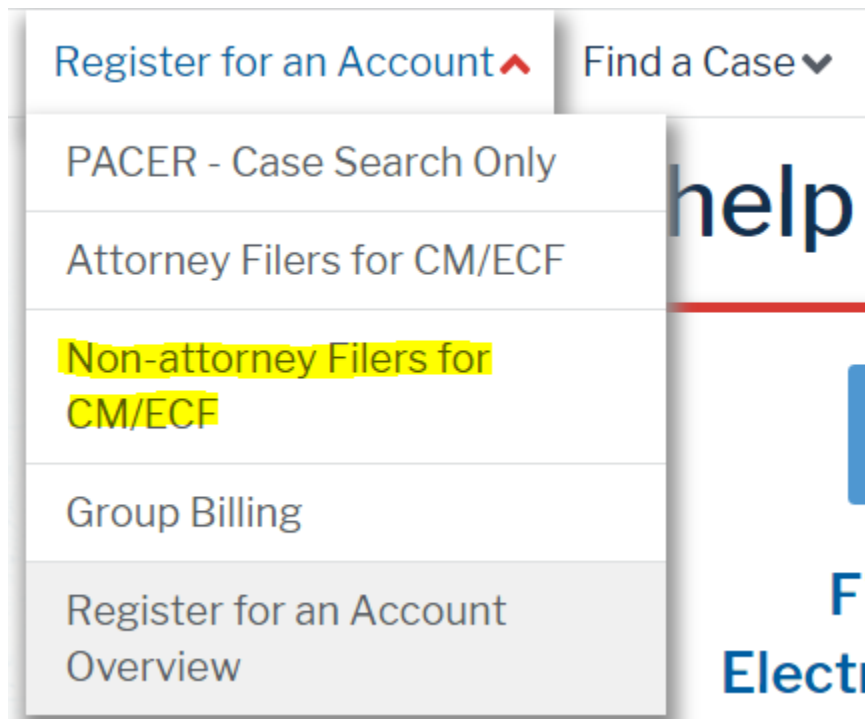
By clicking 'OK', your old e-filing credentials will be permanently linked to your upgraded PACER account. After which you should use your upgraded PACER account to e-file in this court.

10. You will be directed to the Third Circuit NextGen CM/ECF home page. Review this [video](#) for an introduction to Appellate NextGen CM/ECF.



New Court Reporter PACER Account

1. Log in to www.pacer.uscourts.gov and select **Register**, then **Non-Attorney Filers**.



2. Scroll to the bottom of the screen and select the **Register for a PACER account** button.

Register for a PACER account

3. Complete **Non-Attorney E-File Registration.** **NON-ATTORNEY E-FILE REGISTRATION**

Account Information

* Required Information

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

Firm/Office

Unit/Department

Address *

Room/Suite

City *

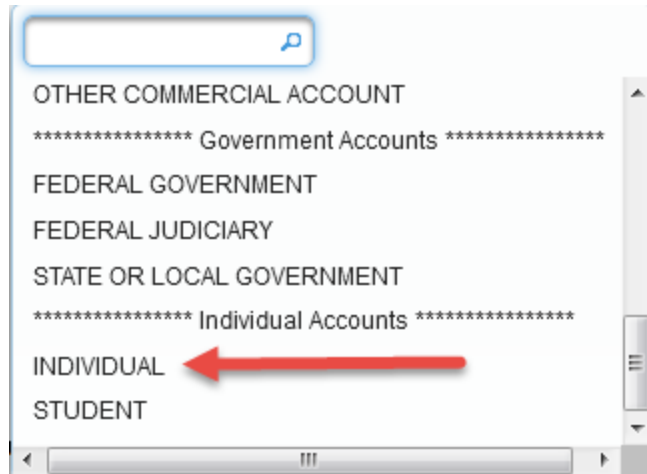
State *

Zip/Postal Code *

Country *

Primary Phone *

4. Select Individual as the **User Type.**



If you select **Government Account -- Federal Judiciary**, you will receive the following message. Contact PACER to verify your eligibility for a government account.

You currently cannot register as a government account. Please choose an alternate registration description to continue your registration as a private account. Upon receiving verification of your account, please call the PACER Service Center to verify your eligibility as a government account.

5. Create a **User Name, Password** and answer two **Security Questions**.

NON-ATTORNEY E-FILE REGISTRATION

User Information

*** Required Information**

Username *

Password *

Confirm Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

6. You should bypass **Payment Information** by selecting **Next**.

NON-ATTORNEY E-FILE REGISTRATION


Payment Information

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to Information in PACER. All registered users will be charged as follows:

- Use of PACER systems will generate a \$.10 per-page charge and is capped at \$3.00 for single documents and case-specific reports that are more than 30 pages (e.g., docket reports, creditor listings, and claims register). NOTE: The \$3.00 cap does not apply to search returns, reports that are not case specific, lists of cases, or transcripts.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.
- Judicial opinions accessed via PACER will not generate a charge.
- If your usage does not exceed \$15 in a quarter, fees are waived.

Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.

**** Credit card data is optional here. However, if you do provide a credit card, the marked fields below are required.**



Account Holder Name *

Card Type *

Account Number *

Card Expiration Date * /

Use billing address

Address *

City *

State *

Zip/Postal Code *

Country *

I authorize the PACER Service Center to charge the above credit card once a quarter for any PACER fees due. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

7. Review the **Acknowledgement of Policy and Procedures** and place a check mark indicating you have done so and click **Submit**.

NON-ATTORNEY E-FILE REGISTRATION

Acknowledgment of Policies and Procedures

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of the PACER system will generate a \$.10 per-page charge.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per-file charge.

Acknowledgment of Policies and Procedures
I understand that:

- There is a charge for accessing information in PACER. See the Fee Information section above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.
- Certain accounts may be designated, under Judicial Conference policy, as exempt from fees. If my account is exempt from the fee, it is my responsibility to use the account only within the scope of the fee exemption.
- I must alert the PACER Service Center to any errors in billing within 90 days of the date of the bill.
- The per-page charge applies to the number of pages that result from any search, regardless of the number of pages viewed, printed, or downloaded. Searches that result in no matches incur a charge for one page.

[Click here to download a printable version of the Policies and Procedures](#)

*** Required Information**

[Click here to acknowledge you have read and understand the policies and procedures listed above.](#) *

If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.

8. You have successfully created your PACER account. Proceed to register as an electronic filer by clicking **Continue**.

NON-ATTORNEY E-FILE REGISTRATION

CLICK CONTINUE TO COMPLETE THE NON-ATTORNEY E-FILE REGISTRATION.

Your PACER account has been created. Now you may register to e-file by clicking the **Continue** button below. You may also register to e-file at any time through the **Manage My Account** link located in the upper right corner of the PACER Service Center website.

9. Enter **Filer Information** by selecting U.S. Appellate Courts from the **Court Type** drop-down; U.S. Court Of Appeals, Third Circuit – NextGen from the **Court** drop-down; Court Reporter from the **Role in Court** drop-down.

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, Third Circuit - NextC

Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court

The Third Circuit Court of Appeals requires attorneys to file all documents electronically beginning December 15, 2008. Attorneys must register with the PACER Service Center as a Filing User. The PACER Service Center notifies the clerk's office, which will check that the attorney is admitted to the bar of the court and will then approve the registration. This process can take a few days.

Role in Court * Court Reporter

10. Next steps can be found in [here](#).

New Electronic Filer Request

1. Select **Manage My Account** from [PACER](#)'s website.



2. Enter the credentials for your upgraded PACER account.

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.

3. Under the **Maintenance** tab select **Non-Attorney E-File Registration**.

Settings | **Maintenance** | **Payments** | **Usage**

[Update Personal Information](#) | [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) | [Non-Attorney E-File Registration](#) ←

[E-File Registration/Maintenance History](#)

4. Select the following from the **Filer Information** section:
 - A. **Court Type:** U.S. Appellate Courts
 - B. **Court:** U.S. Court Of Appeals, Third Circuit – NextGen
 - C. **Role in Court:** Court Reporter

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, Third Circuit - NextC

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

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Role in Court * Court Reporter

5. Complete all subsequent information e.g. personal and address information, etc.
6. Place a checkmark indicating you have reviewed and agree to all terms and requirements.
7. Click **Submit**

[Click here to download a printable version of the Non-Attorney E-filing Terms and Conditions](#)

- Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *
- Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

8. A **Confirmation Page** will display when completed.

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

Within 48-hours you should receive an email from our court after reviewing and processing your request.

Event and Relief Dictionary

Event Category: Court Reporter Documents

Event Descriptions

- Court Reporter Motion
- Court Reporter Motion & Response
- Court Reporter Show Cause Response
- Court Reporter TPO Completed
- Court Reporter TPO Not Paid
- Court Reporter TPO Paid

Relief Category: Court Reporter

Relief Descriptions

- Court Reporter Request that the reduction in fee be waived
- Extension of Time
- Out of Time