



NEXTGEN CM/ECF

Registering for a New PACER account

**UNITED STATES BANKRUPTCY
COURT WESTERN DISTRICT OF
OKLAHOMA**

NEXTGEN CM/ECF

When will the court go live on NextGen?

- We will go live on Monday, November 1, 2021
- OKWB CM/ECF, OKWB PACER, will be not be available starting Friday, October 29th, 2021, at 11:00 AM (CDT) through Monday, November 1st, 2021, at 8:00 AM (CDT)

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What is Central Sign On?

- ▶ Once the Court is live on NextGen you will have one login for both PACER and CM/ECF.
- ▶ As other courts across the country (Bankruptcy, District and Appellate) go live on NextGen you will be able to use this one login at those courts, if you are a registered e-filer with that Court.

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Do I need to Upgrade or Create a New PACER Account?

- If your firm has one PACER account that is shared, then you must create your own PACER account to be able to e-file.
- If you have your own PACER account already, you can upgrade it to be able to e-file with NextGen CM/ECF.

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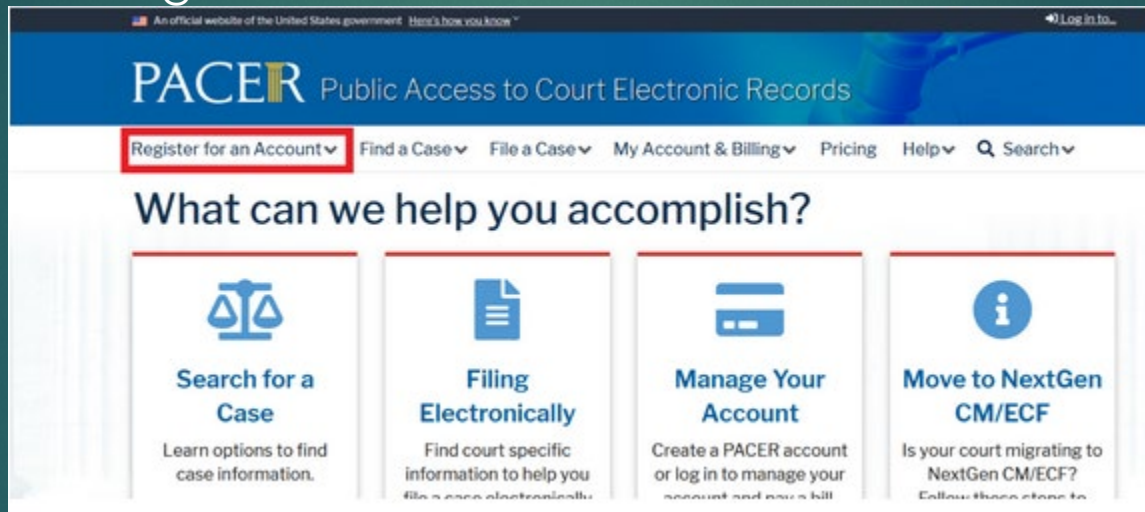
Do I need to Upgrade or Create a New PACER Account?

- **Trustees** will need two PACER accounts if they are also attorneys.
- One PACER account is your exempt Trustee PACER Account .
- One PACER account is your nonexempt Attorney PACER account.

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Registering for a New PACER account

- ▶ In order to use NextGen, attorneys, trustees and limited participants with individual CM/ECF accounts must have individual PACER accounts.
 - ▶ Go to www.pacer.uscourts.gov
 - ▶ Select Register for an account from main menu bar



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Registering for a New PACER account - Continued

- ▶ Select PACER-Case Search Only



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Registering for a New PACER account - Continued

- ▶ Select Register for a Pacer Account.



The screenshot shows the PACER website's registration page. At the top, there is a blue header with the PACER logo and the text "Public Access to Court Electronic Records". Below the header is a navigation menu with links for "Register for an Account", "Find a Case", "File a Case", "My Account & Billing", "Pricing", "Help", and "Search". The main content area is titled "PACER – Case Search Only" and explains that users must register for a PACER account to search for federal court records online. It lists two benefits of a PACER account: searching a nationwide index and searching for specific cases. It also mentions that there is no fee to register, but a fee to access court records is required once logged in. For immediate access, a credit card is needed during registration. A link to "Review frequently asked questions" is provided. At the bottom, there is a link to a "demonstration site" and a list of resources including the "PACER User Manual" and "Job Aides/Quick Reference Guide". A red box highlights the "Register for a PACER account" button at the bottom of the page.

An official website of the United States government. [Here's how you know](#)

PACER Public Access to Court Electronic Records

[Register for an Account](#) [Find a Case](#) [File a Case](#) [My Account & Billing](#) [Pricing](#) [Help](#) [Search](#)

[Home](#) > [Register for an Account](#)

PACER – Case Search Only

To search for federal court records online you must register for a PACER account. A PACER account will allow you to:

- Search a nationwide index of federal court records using the PACER Case Locator.
- Search for a specific case in the federal court where it's filed.

There is no fee to register. However, there is a [fee to access court records](#) once logged into PACER.

For immediate access to court records, provide a credit card during registration. If you do not provide a credit card, an activation token will be sent by U.S. mail to the address you provided on the registration form. Please allow 7-10 business days for mail delivery. For security reasons, activation tokens cannot be emailed, faxed, or given over the phone.

[Review frequently asked questions](#) about registering for an account.

If you would like to try PACER before registering, visit a [demonstration site](#) that is free to use. Learn more about how to use PACER:

- [PACER User Manual](#)
- [Job Aides/Quick Reference Guide](#)

[Register for a PACER account](#)

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Registering for a New PACER account - Continued

- ▶ Complete the PACER – Case Search Only Registration form
- ▶ Select Individual as the User Type, then select NEXT
- ▶ NOTE: If you work for a government agency, make the appropriate selection from the Government Accounts category

United States government. [Here's how you know.](#)

PACER
Public Access To Court Electronic Records

Registration

PACER - Case Search Only Registration

Account Information

*** Required information**

Prefix Select Prefix

First Name *

Middle Name

Last Name *

Generation Select Generation

Suffix Select Suffix

Date of Birth *

Firm/Office

Unit/Department

Address *

Room/Suite

City *

State * Select State

Zip/Postal Code *

Country * United States of America

Primary Phone *

Alternate Phone

Text Phone

Fax Number

Email *

Confirm Email *

User Type * INDIVIDUAL

Check here if this account will be used for the Government Panel

User Verification *

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Registering for a New PACER account - Continued

- ▶ Create a **Username** and **Password**.
- ▶ Select **Security Questions and Answers**
- ▶ Select **NEXT** when finished

The screenshot shows a web form titled "User Information" for creating a PACER account. It includes fields for Username, Password, Confirm Password, Security Question 1, Security Answer 1, Security Question 2, and Security Answer 2. There are buttons for "Generate Username", "Check Username Available", "Next", "Back", "Reset", and "Cancel". A tooltip provides password requirements: 8-45 characters, including lowercase, uppercase, and special characters, and a note that the password cannot contain the user's name or email address.

User Information

*** Required Information**

Generate Username Check Username Available

Username *

Password *

Confirm Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Next Back Reset Cancel

Your password must be 8 to 45 characters long, and contain at least one lowercase letter, one uppercase letter, and one special character. Use the strength meter to ensure your password is complex enough. It must pass a complexity check based on a password dictionary.

NOTE: You cannot use your first name, last name, username, or email address in the password, nor can it contain the same character three times in a row.

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Registering for a New PACER account - Continued

- ▶ Enter the payment information to be saved. **This screen is optional.**
- ▶ **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.
- ▶ Confirm you have read the policies and procedures.

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Registering for a New PACER account – Continued

- ▶ Your account has been created!
- ▶ You will still need to access CM/ECF via the www.okwb.uscourts.gov website using your current CM/ECF login and password prior to our NextGen Go-Live date.
- ▶ Once our court goes live on NextGen, on November 1st, 2021, you will need to link your new PACER Account to your OKWB CM/ECF filing account.
- ▶ You will then use your PACER username and password to access CM/ECF for OKWB and other courts who have upgraded to NextGen.
- ▶ NOTE: Be sure to link with your CM/ECF Account on or after November 1st, 2021.