

Notice of Important Changes to Tenth Circuit's Electronic Filing System (CM/ECF)

ACTION REQUIRED FOR CONTINUED E-FILING ACCESS

Effective Monday, May 15, 2017, the Tenth Circuit Court of Appeals will implement the Next Generation of CM/ECF ("NextGen"). All CM/ECF users who wish to e-file on or after May 15, 2017 **must** complete a two-step process to upgrade their accounts. As of May 15, 2017, you will not be able to e-file in the Tenth Circuit until you upgrade your account.

How to Upgrade Your E-Filing Account

If you created your PACER account after August 10, 2014, or you have already upgraded your PACER account for another court that has implemented NextGen, you have already completed Step One; you may proceed to Step Two.

Step One: Immediately Upgrade Your PACER Account (to be completed now)

- Go to "Manage My Account" at <https://pacer.psc.uscourts.gov/pscof/manage/maint.jsf>
- Log in to PACER.
- After logging into your PACER account, find the "Account Type" field. If it shows "Upgraded PACER Account," proceed to Step Two. If it shows "Legacy PACER Account," click the "Upgrade" link and complete the upgrade process.
- If you have questions, please refer to the "NextGen CM/ECF" section of PACER's "Frequently Asked Questions" page: <https://www.pacer.gov/psc/hfaq.html>, or call the PACER Service Center at 800-676-6856 or the Clerk's Office at 303-844-3157.
- **Note:** Once you upgrade your PACER account, you will no longer be able to share your account with other users (i.e., **each individual user must have their own account**). If you have questions about this, please contact the PACER service center or go to <https://www.pacer.gov/nextgen/>.

Step Two: Link Your Upgraded PACER Account to Your CM/ECF Account (to be completed on or after May 15, 2017)

- On or after May 15, 2017, you must link your upgraded PACER account to your Tenth Circuit CM/ECF account. Because Step Two cannot be completed until May 15, 2017, instructions for linking your accounts will be sent via email on Monday, May 8, 2017 and will also be posted on the court's website on that date.

Notice of CM/ECF Outage From Noon (MDT) on May 12, 2017 through May 14, 2017

The implementation process will begin at noon (MDT) on Friday, May 12, 2017, and continue through Sunday, May 14, 2017. **During that time, CM/ECF will be offline and e-filing will be unavailable.** Parties with a May 12, 2017 e-filing deadline should plan to complete their filing prior to noon (MDT) that day. The Clerk of Court will, however, invoke 10th Cir. R. 25.6 as of noon (MDT) on May 12, 2017; parties unable to comply with a May 12, 2017 e-filing deadline due to CM/ECF being offline should refer to Rule 25.6 for guidance.