

Subject: ACTION REQUIRED – Chapter 7 Trustees in the Western District of Wisconsin
Date: Monday, February 10, 2020 8:15:00 AM

On Monday, March 30, 2020, the U.S. Bankruptcy Court for the Western District of Wisconsin will go live on the Next Generation of CM/ECF (NextGen CM/ECF), the latest iteration of the national case management and electronic case filing system. NextGen is the culmination of a multi-year project headed by the Administrative Office of the U.S. Courts to provide for the current and future filing and case management needs of all CM/ECF users.

What’s New for Chapter 7 Trustees in NextGen?

Central Sign-On is a new functionality that allows CM/ECF users to maintain one account across all NextGen courts (appellate, bankruptcy, and district). As a trustee, you will be able to use one login and password to access all NextGen courts where you have permission to file and PACER for all courts.

Chapter 7 Trustees have a unique situation in CM/ECF as you currently have the following accounts:

Trustee	Attorney
<ul style="list-style-type: none">• Exempt PACER account used for queries• CM/ECF trustee login credentials for filing	<ul style="list-style-type: none">• PACER account used for queries• CM/ECF attorney login credentials for filing
<p>We recognize the process for trustees may be confusing. Please consider contacting Terry Payne at your earliest convenience to arrange a conference call to address your questions and clarify the steps you will need to take for Central Sign-On. You can reach Terry by phone at (608) 261-5730 or via email terry_payne@wiwb.uscourts.gov.</p>	

What Must a Chapter 7 Trustee Do to Prepare for NextGen?

1. Your existing “Legacy” trustee PACER account (accounts issued prior to August 11, 2014) must be upgraded. Go to www.pacer.gov, Manage My Account, and login with the your current trustee PACER credentials. Note the display in Account Type. If “Legacy,” select Upgrade, and update the information.
2. Each trustee must know his/her current CM/ECF trustee login and password for filing documents.

3. Beginning March 30, 2020, after the court upgrades to NextGen CM/ECF, you must link your existing trustee CM/ECF account to your upgraded trustee PACER account for Central Sign-On. If you do not know your login or password for CM/ECF, please contact the court.

You will NOT be able to file in NextGen until your trustee CM/ECF account is linked to the upgraded individual trustee PACER account. This linkage, however, cannot be done until AFTER the court upgrades to NextGen on March 30, 2020. We will provide step by step instructions at a later date on how to link a CM/ECF account to an upgraded PACER account.

The process to prepare trustees for NextGen CM/ECF is a four-step process similar to that you will follow as an attorney, but you must have an **essential** understanding of your PACER and CM/ECF credentials, as trustee and separately as an attorney. The four steps are handled by you, the trustee and then again separately as an attorney. This e-mail is only addressing the first three steps for each account because the fourth step cannot be completed until on or after March 30, 2020. We will send an e-mail the week of March 23, 2020 with instructions on how to handle the fourth step in the process which is to link your CM/ECF trustee filing account to your upgraded or newly created trustee PACER account.

Beginning March 30, 2020, steps one through four will need to be completed (once as trustee and again separately, as an attorney) before you will be able to file documents in the NextGen CM/ECF system.

- Please view the brochure for Steps 1-4: <https://www.wiwb.uscourts.gov/brochure>
- NextGen CM/ECF Additional Information: <https://www.wiwb.uscourts.gov/nextgen>

The U.S. Bankruptcy Court – Western District of Wisconsin’s CM/ECF system will be unavailable beginning Thursday evening, March 26, 2020 until Monday, March 30, 2020 at 8:00 a.m. while it’s being upgraded to NextGen CM/ECF.

If you have a question about the upgrade process, please review the frequently asked questions by clicking <https://www.pacer.gov/psc/hfaq.html#NGMAIN>. If you still have questions, please contact the PACER Service Center at (800) 676-6856 or the Help-Desk at (800) 373-8708.

FOR MORE INFORMATION on the improvements and the upgrade process, please visit: <https://www.pacer.gov/nextgen>. Also, there are several Electronic Learning Modules (ELMs) available on that page under “Is there training available for NextGen CM/ECF.”

Thank you in advance for your cooperation as the court prepares to upgrade to NextGen CM/ECF.