

NextGen CM/ECF – Guidance for Trustees

On July 6, 2021, the United States Bankruptcy Court for the Southern District of Ohio will be upgrading its Case Management/Electronic Case Filing System (CM/ECF) to the Next Generation of CM/ECF (NextGen). This upgrade will provide users with several benefits including Central Sign-On, which allows filers to use one PACER login and password to access any NextGen court (district, appellate, and bankruptcy) in which they have permission to file.

Chapter 7 and Subchapter V Trustees

To prepare for the conversion, all filers must have an upgraded PACER account. When the conversion is complete, filers will link their upgraded PACER account to their current CM/ECF account.

Chapter 7 and Subchapter V trustees have a unique situation as they have the following accounts in CM/ECF:

Attorney	Trustee
<ul style="list-style-type: none">• PACER account used for queries• CM/ECF attorney login credential for filing	<ul style="list-style-type: none">• Exempt PACER account used for queries• CM/ECF trustee login credentials for filing

Trustees must upgrade and link BOTH their attorney account and their trustee account before they will be able to file in NextGen CM/ECF. The process to upgrade and link the accounts is the same for the attorney account and the trustee account.

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

1. Your existing “Legacy” trustee PACER account (accounts issued prior to August 11, 2014) must be upgraded. Log in to www.pacer.gov, **Manage PACER Account**, and log in with your current trustee PACER credentials. Note the display in **Account Type**. If “Legacy,” select **Upgrade**, and update the information. If “Upgraded PACER Account,” proceed to step 2.
2. Each trustee must know his/her current CM/ECF trustee login and password for filing documents. If you do not know your login or password for CM/ECF, please contact the court.
3. Beginning July 6, 2021, 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.

Chapter 13 Trustees

To prepare for the conversion, all filers must have an upgraded PACER account. When the conversion is complete, filers will link their upgraded PACER account to their current CM/ECF account.

What Must a Chapter 13 Trustee Do to Prepare for NextGen?

1. Your existing “Legacy” trustee PACER account (accounts issued prior to August 11, 2014) must be upgraded. Log in to www.pacer.gov, **Manage PACER Account**, and log in with your current trustee PACER credentials. Note the display in **Account Type**. If “Legacy,” select **Upgrade**, and update the information. If “Upgraded PACER Account,” proceed to step 2.
2. Each trustee must know his/her current CM/ECF trustee login and password for filing documents. If you do not know your login or password for CM/ECF, please contact the court.
3. Beginning July 6, 2021, 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.

What About Filing Agents?

Any employee of a Chapter 13 trustee who will be filing on behalf of the trustee will be required to register for his/her own PACER account as a filing agent.

Filing agents can register for an individual PACER account here:

<https://pacer.uscourts.gov/register-account/non-attorney-filers-cmecf>

Click on “Register for a PACER account” and fill in all required fields. Under “User Type” choose “Individual”

Once all filing agents have completed the process of obtaining individual PACER accounts, provide a complete list, including the employee names and PACER account numbers, to tammie_kilgore@ohsb.uscourts.gov. We will provide this information to PACER to ensure that the filing agents will fall under the trustee exemption order.