



UNITED STATES DISTRICT COURT

MIDDLE DISTRICT OF LOUISIANA
OFFICE OF THE CLERK

Michael L. McConnell
Clerk of Court

Russell B. Long Federal Building & U.S. Courthouse
777 Florida Street, Suite 139
Baton Rouge, LA 70801-1712
Telephone: (225) 389-3500
Facsimile: (225) 389-3501

May 9, 2018

The U.S. District Court for the Middle District of Louisiana will upgrade the CM/ECF system to NextGen CM/ECF. Attorneys must complete important action items to file in the court's ECF system.

IMPORTANT DATES & ACTION ITEMS:

****Steps 1-3 should be completed prior to the court's upgrade to NextGen CM/ECF.***

	ACTION DATE:	ACTION ITEM:
1)	NOW – July 27, 2018	Ensure you have an Individual PACER account (not a shared Firm account)
2)	NOW – July 27, 2018	Upgrade PACER Account
3)	NOW – July 27, 2018	Verify you know the following account credentials. <i>(Required to enter these credentials to Link your accounts identified in step 4).</i> <ol style="list-style-type: none">1) Louisiana Middle District CM/ECF username and password and, To retrieve a forgotten CM/ECF login and/or password complete the online page located at: https://ecf.lamd.uscourts.gov/cgi-bin/lostPassword.pl2) Individual PACER account username and password. To retrieve a forgotten PACER login and/or password complete the online page located at: https://pacer.psc.uscourts.gov/pscof/forgotUserName.jsf

4)	Monday, July 30, 2018	Link your upgraded PACER account to your LAMD CM/ECF account. <ol style="list-style-type: none">1) Log out of PACER2) Completely close your browser3) Open your browser and go to: https://ecf.lamd.uscourts.gov/4) Click the CM/ECF Document Filing System link5) At the login prompt, type your Upgraded PACER Account Login/Password6) Click "Link my filer account to my PACER account"7) Enter your CM/ECF login and password to link your accounts
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The court's CM/ECF system will be unavailable at Noon Friday, July 27th – Monday, July 30th. Beginning on July 30, 2018, use your upgraded PACER account credentials to log in to file and/or view in any NextGen CM/ECF court.

If you have a question about the linking 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 Clerk's Office Help Desk at 225-389-3552. Additional information is also located on the court's NextGen Account Help web page <http://www.lamd.uscourts.gov/nextgen>.

Thank You,
Michael L. McConnell
Clerk of Court
United States District Court
Middle District of Louisiana