



## 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

June 25, 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. PLEASE SHARE THIS INFORMATION WITH YOUR BUSINESS OFFICE OR OFFICE MANAGER.

### IMPORTANT DATES & ACTION ITEMS:

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

**NOTE: An electronic copy of this letter with active URL/hyperlinks may be found on the court's NextGen web page - <http://www.lamd.uscourts.gov/nextgen>**

	<b>ACTION DATE:</b>	<b>ACTION ITEM:</b>
1)	<b>NOW</b> – July 27, 2018	<a href="#">Ensure you have an Individual PACER account</a> ( <b>not</b> a shared Firm account) <i>Firms may setup a PACER Administrative Account (PAA) for Individual Accounts to be centrally billed for PACER access fees.</i> <a href="https://www.pacer.gov/reg_firm.html">https://www.pacer.gov/reg_firm.html</a>
2)	<b>NOW</b> – July 27, 2018	<a href="#">Upgrade PACER Account</a>
3)	<b>NOW</b> – 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"><li>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: <a href="https://ecf.lamd.uscourts.gov/cgi-bin/lostPassword.pl">https://ecf.lamd.uscourts.gov/cgi-bin/lostPassword.pl</a></li><li>2) Individual PACER account username and password. To retrieve a forgotten PACER login and/or password complete the online page located at: <a href="https://pacер.psc.uscourts.gov/pscof/forgotUserName.jsf">https://pacер.psc.uscourts.gov/pscof/forgotUserName.jsf</a></li></ol>

4)	Monday, July 30, 2018 (This step cannot be performed <b>prior</b> to July 30, 2018)	<p><a href="#">Link your upgraded PACER account to your LAMD CM/ECF account.</a></p> <ol style="list-style-type: none"> <li>1) Log out of PACER</li> <li>2) Completely close your browser</li> <li>3) Open your browser and go to: <a href="https://ecf.lamd.uscourts.gov/">https://ecf.lamd.uscourts.gov/</a></li> <li>4) Click the CM/ECF Document Filing System link</li> <li>5) At the login prompt, type your <b>Upgraded</b> PACER Account Login/Password</li> <li>6) Click "Link my filer account to my PACER account"</li> <li>7) Enter your CM/ECF login and password to link your accounts</li> </ol> <p><b>CJA Attorneys ACTION REQUIRED:</b> Once you have linked your upgraded non-CJA PACER Account with your CM/ECF account follow <a href="#">these instructions to have PACER flag your account with CJA permissions</a> to use the new <a href="#">Change PACER Exemption Status toggle</a> in NextGen CM/ECF.</p>
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The court's CM/ECF system will be unavailable at Noon Friday, July 27<sup>th</sup> – Sunday, July 29<sup>th</sup> at midnight. 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 located at the following address:

<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