

# Welcome to NextGen

## FILING AGENTS

GANB Public User Training

Session Two

May 14, 2021

<https://www.ganb.uscourts.gov/migration-cmecf-nextgen>  
(GANB Website)

# Terms to Know

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NEXTGEN: Next Generation of the Judiciary's case management electronic filing (CM/ECF) system

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CSO: NextGen functionality that allows both external filers and court users to have one login and password to access any NextGen court

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PSC: PACER Service Center

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PAA: PACER Administrative Account, a consolidated billing and online account management process for groups. All PACER charged associated with each individual PACER account can be linked to the PAA.


# Central Sign-On

- Central Sign-On (CSO) allows public users to have *one* log-in and password to access any NextGen court
- Public users log on via PACER
- Court controls the level of access for all users



Public Filers

# Advantages of CSO

- One login to electronically file and view documents
    - no longer confuse CM/ECF login with PACER login
  - One login to access multiple courts
  - Login belongs to the user and will follow the user to a different court, a different attorney firm, or different business
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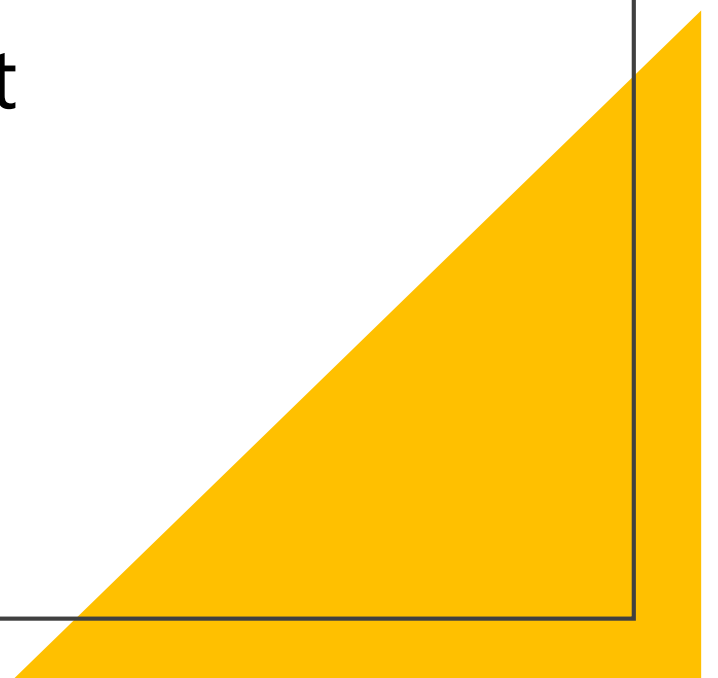
# What is a Filing Agent?

- An external filer authorized to file new cases, pleadings and other documents on behalf of an attorney or trustee.
- Filing agent accounts allow staff to file on behalf of attorneys and trustees
- A filing agent can be assigned to file on behalf of multiple attorneys and trustees
- An attorney or trustee may have multiple filing agents



# Who Can Be a Filing Agent?

An individual employed by a registered attorney or trustee may be a filing agent



# Facts About Filing Agents

Filing agents can docket on behalf of an attorney or trustee

The filing agent name will not appear in the pick list for docketing (only the attorney or trustee name will show)

Filing agents can work in CM/ECF at the same time as the attorney or trustee

The filing agent name will not appear in docket text (the docket text will show the attorney's name or trustee as the filer)

The filing agent will have the same filing rights and privileges assigned to the attorney or trustee's account

# Facts About Filing Agents

Attorney and Trustee users will no longer need to share their login and password with employees

The filing agent will not receive NEF emails unless attorney adds the filing agent's email as a secondary email address to receive notices

The attorney/trustee for whom they are filing is responsible for the document that is filed

All transactions entered by the filing agents can be viewed by the attorney or trustee by going to *Utilities* > *View Your Transaction Log*

Attorney and trustee users have the authority to add or disable Filing Agent's accounts associated with their login



# What to do Now to Get Ready

First, get your own PACER account

- Each filing agent must have their own individual PACER account
  - ✓ More information on how to set up an individual PACER account can be found here:  
<https://pacer.uscourts.gov/register-account>
- NO Shared PACER accounts for a firm will be useable
- A filing agent account can be linked to a firm's PACER Administrative Account (PAA) for ease of billing

# What to do Now to Get Ready

Second, submit a Filing Agent Registration Form to the court

- The Filing Agent Registration Form may be found on the court's website here:  
[https://www.ganb.uscourts.gov/sites/default/files/filing\\_agent\\_registration\\_form.pdf](https://www.ganb.uscourts.gov/sites/default/files/filing_agent_registration_form.pdf)
  - ✓ Signed by both the attorney and the filing agent
  - ✓ Email completed form to:  
[registration@ganb.uscourts.gov](mailto:registration@ganb.uscourts.gov)
- The CM/ECF filing agent username and password will be emailed to you on August 6th

# What to do Now to Get Ready

If you already have your own PACER account:

- Is your PACER account upgraded?
  - ✓ If your PACER account was created *on or after* August 11, 2014, your account is already an upgraded account - nothing further to do right now
  - ✓ If your PACER account was created *prior* to August 11, 2014, you will need to upgrade your account now, if you haven't already done so
- More information about upgrading your PACER account can be found here:  
[https://www.ganb.uscourts.gov/sites/default/files/upgrade\\_pacer\\_account\\_-\\_learning\\_aid.pdf](https://www.ganb.uscourts.gov/sites/default/files/upgrade_pacer_account_-_learning_aid.pdf)

# The Court is on NextGen – Now What?

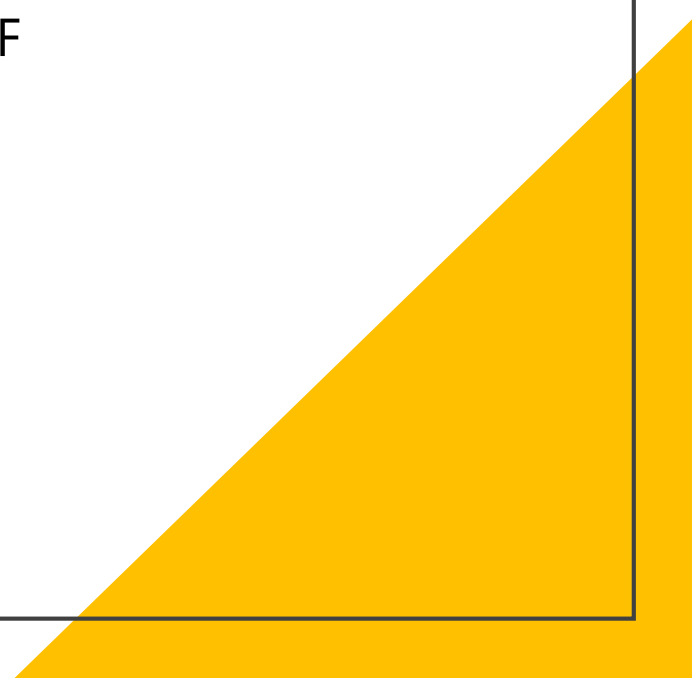
➤ **On or After August 9, 2021:**

✓ Link your PACER account to your CM/ECF filing agent account. Instructions on linking your account may be found here:

➤ **After linking your PACER account and your CM/ECF account, you** can begin filing. No further action is required by the filing agent or the attorney/trustee.

# The Court is on NextGen – Now What?

## ➤ Future training prior to NextGen Migration on:

- ✓ How to link your individual Pacer account to your CM/ECF account
  - ✓ How to login to CM/ECF in NextGen
  - ✓ Where to get help if you cannot log in
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UNITED STATES BANKRUPTCY COURT  
Northern District of Georgia  
Honorable Wendy L. Hagenau, Chief Judge · M. Regina Thomas, Clerk of Court

Understanding Bankruptcy | Court Information | Judges' Information | Attorney Information | Filing Without an Attorney | Creditor Information | CM/ECF Information | General Information | Forms

**Important Information Regarding Court Operations During COVID-19 Outbreak**  
Information About Bankruptcy Hearings  
AT&T Dial-In Procedures for Court Appearances  
Clerk's Offices Public Hours: 8AM – 4PM in Atlanta, Gainesville, Rome and Newman Divisions.

Case Locator (PACER) »  
E-Filing (CM/ECF) »  
Fin. Mgt. Cert. (eFinCert) »  
Electronic Claims (ePOC) »

**\*\*Effective 8/5/2020\*\***  
**Click Here for Important Changes to Filing Options for Pro Se Debtors**

Court Locations  
Atlanta

Migration to CM/ECF NextGen

News & Announcements  
Wed, 04/14/2021

UNITED STATES BANKRUPTCY COURT  
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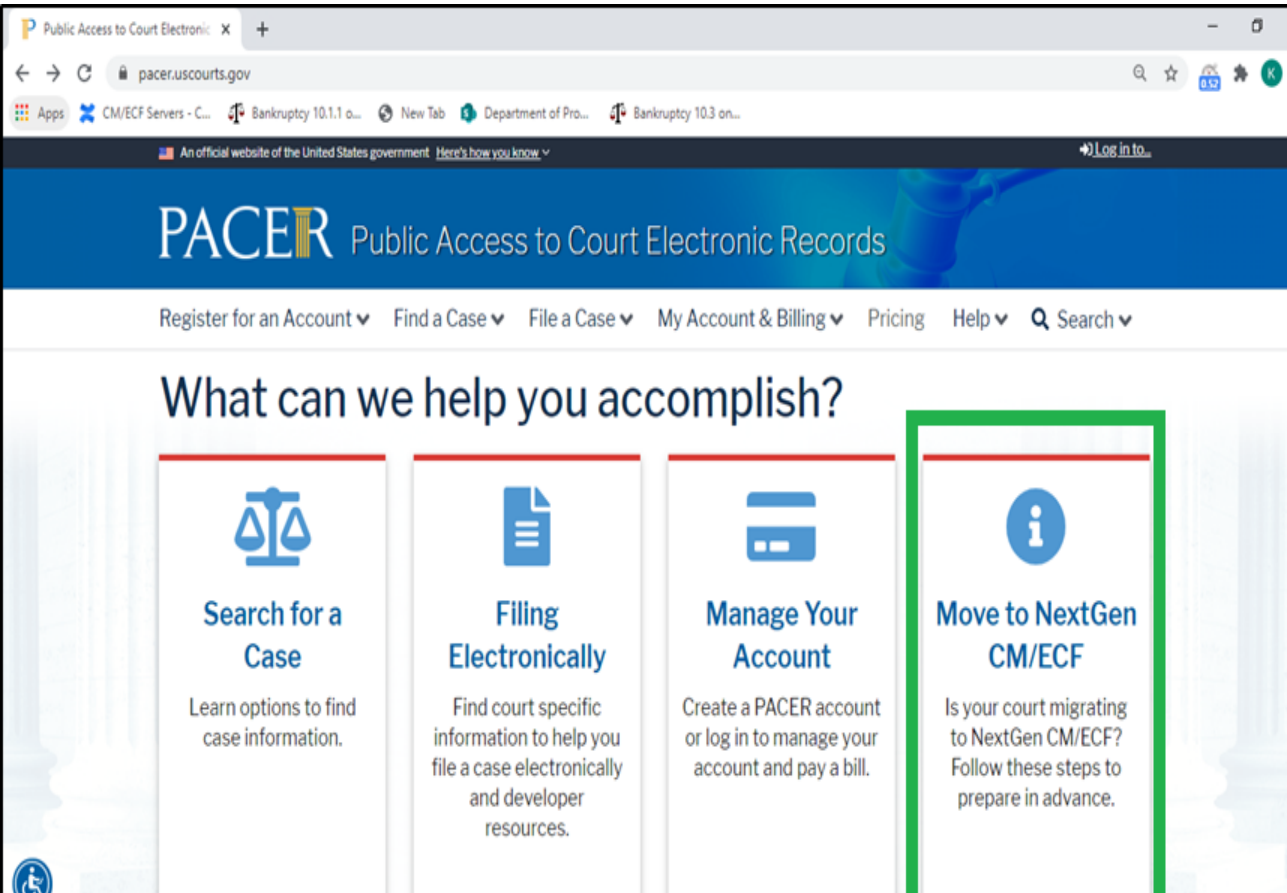
Migration to CM/ECF NextGen

Transition to NextGen will begin in 112 days 3 hours 47 mins 29 secs

Georgia Northern Bankruptcy Court will migrate to NextGen beginning on Friday, August 6, 2021 @ 5:00pm. CM/ECF will be unavailable until we are live on NextGen on Monday, August 9, 2021. Please visit this page regularly for important information and required action.

# Resources

- GANB website:  
<https://www.ganb.uscourts.gov/migration-cmecf-nextgen>



# Resources

- PACER: <https://pacer.uscourts.gov/>



# Questions?

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If you have questions after this presentation, please visit our website, or email our ECF Helpdesk at [ecf\\_helpdesk@ganb.uscourts.gov](mailto:ecf_helpdesk@ganb.uscourts.gov)



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