

## NextGen CM/ECF Overview

The Federal Judiciary has developed a Next Generation (NextGen) Case Management/Electronic Case Files (CM/ECF) system that will allow attorneys to use the same account for both the Public Access to Court Electronic Records (PACER) system and electronic filing access. E-filers will be required to use an individual PACER login and password for access to the electronic filing system. **The U.S. District Court for the Northern District of Illinois has implemented NextGen on May 2, 2022.**

### What Is New For Attorneys In NextGen?

One key feature of NextGen is "Central Sign-On," a new functionality that will allow attorneys, others with permission to electronically file, and parties receiving electronic service of court documents to maintain one account across all NextGen courts (appellate, bankruptcy, and district). E-filers will be able to use one login and password to e-file in every NextGen court where they have been granted e-filing privileges. The same login and password will be used to access PACER to view dockets and other case information for all federal courts, including those that have not yet upgraded to NextGen.

E-filers must do the following in order to file in NextGen:

1. Obtain your own [individual PACER account](#) or [upgrade your existing individual PACER account](#).
2. Know your current Northern District of Illinois CM/ECF login and password.  
  
**Note:** If you're seeking to e-file ONLY and have never received login privileges with Illinois Northern District Court, click [here](#) for instructions.
3. View the [Preparing for NextGen Flowchart](#) and complete the instructions.
4. Refer to the [Reference document](#) for linking your PACER account to ECF.

**CJA Panel Attorneys will need only one PACER account for filing and viewing in NextGen. If you have a separate exempt CJA account now, those exempt privileges will need to be added to your individual upgraded PACER account.**

- [Upgrading Your Pacer Account](#)
- [NextGen CJA Exempt Status Instructions](#)
- [CJA Navigating from NextGen to CurrentGen CM/ECF](#)
- [NextGen Activating CJA Privileges](#)

### Courtesy Copies

Local Rule 5.2(h) provides as follows: “” “Each person or party filing a paper version of a pleading, motion, or document, other than an appearance form, motion to appear *pro hac vice* ,

or return of service, shall file, in addition to the original, a copy for use by the court, with the exception of documents filed by Persons in Custody. A Person in Custody need not file a judge's copy. Where a filing is made electronically of a pleading, motion, or document other than an appearance form or return of service, a paper copy shall be provided for the judge within one business day, if the electronically filed document, including all exhibits, exceeds ten pages in length; provided, however, that any judge may, by standing order or by order in any case, dispense with this requirement for documents of greater length or, in the alternative, may direct that counsel submit a paper copy of any filing, regardless of length. Delivery of paper copies by overnight mail satisfies this requirement. Every judge's paper copy must be bound and tabbed as required by subsection (d)." The paper copy of the electronic filing should be placed in the drop box reserved for that purpose, located on the north end of the 20th floor Clerk's Office, unless the judge has directed that such copies be delivered directly to chambers.

## **Documents**

All documents must be in PDF (portable document format). The General Order on Electronic Case Filing provides that "Documents filed electronically should not exceed 35 megabytes in size". This applies to each individual component of an electronic filing, not to the entire filing. In other words, if you are filing a motion with several exhibits, the motion itself and each exhibit can each be up to 35 megabytes in size. If the exhibits you need to file with your main document are too large, subdivide the exhibit, and identify each attachment appropriately, e.g., Exhibit A, Part 1, Exhibit A, Part 2.

If you do combine exhibits, be sure to label the attachment appropriately, e.g., Exhibits A through D.