



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TENNESSEE**

Howard H. Baker Jr. United States Courthouse
800 Market Street, Suite 130
Knoxville, Tennessee 37902
(865) 545-4228
www.tned.uscourts.gov

JOHN L. MEDEARIS
Clerk of Court

LEANNA R. WILSON
Chief Deputy Clerk

September 7, 2019

The United States District Court for the Eastern District of Tennessee will upgrade CM/ECF to Next Generation CM/ECF (NextGen), on December 6, 2019.

The CM/ECF system will be unavailable from 12:00pm (noon), Friday, December 6th, until 8:30am, Monday, December 9th. Beginning on December 9th, use your upgraded PACER account credentials to log in to file and/or view documents in any NextGen CM/ECF court.

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

Important Dates and Action Items:

Complete steps 1 – 3 prior to the court's upgrade to NextGen CM/ECF.

	Action Date:	Action Item
1.	NOW	Ensure you have an Individual PACER account https://www.tned.uscourts.gov/sites/tned/files/NextGenPacerStatus.pdf <i>Firms may setup a PACER Administrative Account (PAA) for consolidated billing and account management.</i> https://www.pacer.gov/reg_firm.html
2.	NOW	Upgrade PACER Account https://www.tned.uscourts.gov/sites/tned/files/NextGenPacerUpgrade.pdf
3.	NOW	Verify you know the following credentials: a) Tennessee Eastern District CM/ECF Forgot password? https://ecf.tned.uscourts.gov/cgi-bin/wieb_ResetPassword.pl b) Individual PACER account Forgot password? https://pacer.psc.uscourts.gov/pscof/forgotUserName.jsf

4.	Monday, December 9, 2019 This step can not be performed in advance.	Link your upgraded PACER account to your TNED CM/ECF account. https://www.tned.uscourts.gov/sites/tned/files/NextGenPacerLink.pdf a) Log out of PACER b) Completely close all web browsers c) Open browser and go to https://ecf.tned.uscourts.gov/ d) Click the CM/ECF Document Filing System link e) At the login prompt, type your UPGRADED PACER login / password f) Click “Link my filer account to my PACER account” g) Enter your CM/ECF login and password to link accounts
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CJA Attorneys: After you have linked your upgraded non-CJA PACER Account with your CM/ECF account follow these instructions:
<https://www.tned.uscourts.gov/sites/tned/files/NextGenCJAflag.pdf> to have PACER flag your account with CJA permissions. You can now use the new Change PACER Exemption Status toggle in NextGen CM/ECF.
<https://www.tned.uscourts.gov/sites/tned/files/NextGenCJAtoggle.pdf>

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> or contact the PACER Service Center at 1-800-676-6856.

Any future communication regarding NextGen CM/ECF will be through email and the court’s NextGen web page: <http://www.tned.uscourts.gov/nextgen>

Thank You,

John L. Medearis
Clerk of Court
United States District Court
Eastern District of Tennessee