

UNITED STATES DISTRICT & BANKRUPTCY COURTS
DISTRICT OF IDAHO

STEPHEN W. KENYON
CLERK OF COURT
208.334.1373



L. JEFF SEVERSON
CHIEF DEPUTY
208.334.9464

December 28, 2020

The U.S. District and Bankruptcy Court for the District of Idaho will upgrade our 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 1-2 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/correspondence web page at:

<https://www.id.uscourts.gov/district/nextGen/Correspondence.cfm>
<https://www.id.uscourts.gov/bankruptcy/nextGen/Correspondence.cfm>

	ACTION DATE:	ACTION ITEM:
1)	NOW – March 1, 2021	Ensure you have an INDIVIDUAL and UPGRADED PACER ACCOUNT (not a shared firm account). Go to https://pacer.uscourts.gov to create your individual account or to check and see if your current account has been upgraded.
		<u>Instructions on Upgrading your PACER Account:</u> <ul style="list-style-type: none">• Go to https://pacer.uscourts.gov• Click on My Account & Billing / Manage My Account Login.• Log in.• Check for Account Type: Legacy... or Upgraded...

		<ul style="list-style-type: none"> • If your account is a Legacy Account, please click the Upgrade link to the right of Account Type.
<p>2) NOW – March 1, 2021</p>	<p>NOW – March 1, 2021</p>	<p>Know your current CM/ECF username/login and password (for District Court and Bankruptcy Court). If you do not know them, you will need to take steps to retrieve them.</p> <ul style="list-style-type: none"> • Your username/login is most likely your Idaho Bar number. For out of state attorneys, it is your bar number with included State initials, i.e. CA1010101, NY1010101, etc.). • Your password can be retrieved, but in order to do that, you will need to have the email address associated with CM/ECF up to date, as this is where your password reset link will go. If you no longer have access to the email address originally associated with your CM/ECF account you may submit an email update request by emailing ForgottenECF@id.uscourts.gov . Include in the email your new email address, and we will update your ECF account. Once you have been notified that your email has been updated, you may then proceed with the password rest request. • To reset your password in CM/ECF please visit the login screens for each court. https://id.uscourts.gov/clerks/Welcome.cfm <div style="text-align: center;">   </div> <ul style="list-style-type: none"> • Click on the appropriate ECF login button. From there, click the link: <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 10px;"> <p>If you forgot your CM/ECF password, you can request a password reset here</p> </div>
<p>2) NOW – March 1, 2021</p>	<p>NOW – March 1, 2021</p>	<p>Know your individual PACER account username/login and password. To retrieve a forgotten PACER login and/or password go to:</p> <p>https://pacer.psc.uscourts.gov/pscwf/forgotUserName.jsf</p>

<p>3) Monday, March 8th for Bankruptcy and March 15th for District</p> <p><i>(This step cannot be performed prior to March 8 & March 15, 2021)</i></p>	<p>Link your upgraded PACER account to your District of Idaho CM/ECF account. See instructions below.</p> <ol style="list-style-type: none">1. Log out of PACER2. Completely close your browser3. Open your browser and go to: https://www.id.uscourts.gov/clerks/Welcome.cfm4. Click the District or Bankruptcy ECF Login button5. 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 <p>If you have a question about the linking process, please review the Frequently Asked Questions located at the following address: https://pacer.uscourts.gov/help/faqs</p> <p>CJA Attorneys ACTION REQUIRED: Once you have linked your upgraded non-CJA PACER Account with your CM/ECF account follow CJA PACER Procedure. https://pacer.uscourts.gov/help/cmecf/cja-navigation-between-courts</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

*For Bankruptcy Attorneys using private vendors for your filings, make sure the vendor is aware of our Go-Live date of March 8, 2021.

If you still have questions, please contact the PACER Service Center at 800-676-6856 or at pacer@psc.uscourts.gov.

You can also contact the Clerk's Office at:

Boise (208) 334-1361
Pocatello (208) 478-4123
Coeur d'Alene (208) 665-6850

Additional information is also located on the court's NextGen web page at:
<https://id.uscourts.gov/>