

UNITED STATES DISTRICT & BANKRUPTCY COURTS  
DISTRICT OF IDAHO

STEPHEN W. KENYON  
CLERK OF COURT  
208.334.1373



L. JEFF SEVERSON  
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February 5, 2021

**IMPORTANT DATES FOR NEXTGEN IMPLEMENTATION:**

**The Bankruptcy ECF filing system will be unavailable for filing beginning Friday, March 5 at 12:00 pm (noon) through Monday, March 8<sup>th</sup> at 8:00 am. During the down time, the court will implement NextGen.**

**The District ECF filing system will be unavailable for filing beginning Friday, March 12 at 12:00 pm (noon) through Monday, March 15<sup>th</sup> at 8:00 am. During the down time, the court will implement NextGen.**

Registering and/or Upgrading:

- All current public filers must upgrade their PACER accounts to file in a NextGen court.
- Upgrading a PACER account requires additional information for the new security features:
  - Valid email address
  - Date of birth
  - Security questions and answers
  - Minimum 8-character password
- Upgrading a PACER account is done on the PACER site under **Manage My Account**.
- To start the one-time upgrade process, click the (Upgrade) link. If you are filing in both District and Bankruptcy Court, you will need to do this process for each court.
- Upgraded accounts provide a variety of self-help tools such as changing username, password, and security information.
- PACER notifies the filer of the registration status via email.
- If you are setting up a **New PACER account**, it will automatically be an upgraded account.
- If two personal items (name, birthdate, email) match another account, while registering, the user will see "an account may already exist" message with the option to click on a continue button.
- If three personal items (name, birthdate, email) match another account, the PACER registration request will be put on an inactive **Case Search Status** and can affect the user's ability to access the court.

**Things to be aware of:**

- Payment links in the Payments tab in PACER are for PACER charges, NOT court filing fees.
- It can take up to six weeks to get a refund.
- Account balance in Manage My Account refers to the filer's PACER fees, not court filing fees.