

Welcome to NextGen

GAMB Public User Training
July 29, 2021

www.gamb.uscourts.gov/USCourts/migration-cmecf-nextgen

Roadmap for Today's Training

Tasks that should be complete

- Familiarize yourself with what NextGen is
- Create or upgrade a PACER account
- Know your current CM/ECF login and password

Tasks and Instructions for August 9, 2021 and after

- How to link your CM/ECF and PACER account
- Different Ways to login to CM/ECF
- How to register for a new E-filing account
- How to Link a New Filing Agent Account to an Attorney Account
- How to File as a Filing Agent; and
- How to request changes to your account—address, phone number, etc.

- ▶ NextGen is the shortened name for Next Generation of CM/ECF
- ▶ NextGen is a filing system fully integrated with PACER. The two systems are linked by a module called Central Sign-On
- ▶ NextGen provides modules that integrate with existing CM/ECF functionality



What is NextGen?

Why are we migrating to NextGen?

The goals of NextGen are to:

- ▶ Promote better integration among the district, bankruptcy, and appellate systems
- ▶ Enhance security measures to protect CM/ECF data
- ▶ Greater user efficiency using new tools and technology
- ▶ Centralized access to all courts for filers and court users

When are we doing this?



CHANGES ALREADY OCCURRING IN THE BACKGROUND TO PREPARE FOR NEXTGEN MIGRATION



GO LIVE DATE:
AUGUST 9, 2021



FRIDAY, AUGUST 6, 2021, AT NOON, CM/ECF WILL GO DOWN AND REMAIN OFFLINE ALL WEEKEND

Terms to Know

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

PSC: PACER Service Center

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

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

FILING AGENT: External users who can file pleadings on behalf of an attorney or trustee

What to do Now to Get Ready?

- Get your own PACER account (this applies to all existing attorneys, trustees, limited filers and filing agents)
 - Each external filer 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
 - Firms may set up a PACER Administrative Account for billing purposes
 - ✓ More information on how to set up a PACER administrative account can be found here:
<https://pacer.uscourts.gov/register-account/group-billing>

Upgrade a PACER Account

If you already have your own PACER account: (attorneys, trustees, limited filers and filing agents)

- Is your PACER account upgraded?
 - If your PACER account was created *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:
www.gamb.uscourts.gov/USCourts/migration-cmecf-nextgen

Do you want to prevent receiving a bill for each attorney with their own PACER account?

- ▶ The PACER Service Center has developed the PACER Administrative Account (PAA), a consolidated billing and online account management process for groups
- ▶ The PAA can only be used for administrative purposes and does not provide the ability to file documents
- ▶ All charges associated with each individual PACER account can be linked to the PAA
- ▶ To register for a PAA, one person in the firm should be appointed the Administrator and would complete the registration on the PACER website: <https://pacer.uscourts.gov/register-account/group-billing>



PACER Administrative Accounts

What is a Filing Agent?

- A filing agent may be an individual employed by a registered attorney or trustee.
- Filing agent accounts allow staff to file cases, pleadings and other documents on behalf of an attorney or trustee
- A filing agent can be assigned to file on behalf of multiple attorneys and trustees.
- An attorney or trustee may have multiple filing agents.



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

Know your password

- ▶ Know your current CM/ECF username and password
 - ▶ If the login information is stored in a browser, it will be lost and not recoverable once the court migrates to NextGen.
 - ▶ Contact the ECF Helpdesk prior to August 2nd by sending an email to the ecf_helpdesk@gamb.uscourts.gov to obtain your login information or reset your password.
 - ▶ After we go live, you can take advantage of our password reset feature.

August 9th and After

How To...

➤ **On or After August 9, 2021:**

- ✓ Link your PACER account to your CM/ECF account.
- ✓ Log into CM/ECF
- ✓ Submit new e-file registrations in NextGen
- ✓ Link a filing agent account to attorney account
- ✓ Request changes to your CM/ECF account
- ✓ Update email addresses in CM/ECF
- ✓ File for multiple attorneys or trustees as a filing agent

How to Link your CM/ECF Account to your PACER Account:

Before you can begin to E-file, you must link your CM/ECF Account to your PACER Account:

1. Go to the Court's homepage and click on E-filing (CM/ECF)
2. Click on Middle District of Georgia - Document Filing System



UNITED STATES BANKRUPTCY COURT
Middle District of Georgia
Honorable James P. Smith, Chief Judge - Kyle George, Clerk

Search this site GO

Understanding Bankruptcy | Court Info | Judges' Info | For Filers | Filing Without an Attorney | Forms | Case Info | Office of the US Trustee | Programs & General Info

NextGen Info »
Case Locator (PACER) »
E-Filing (CM/ECF) »
Electronic Proof of Claim »
Electronic Financial Management Certificate »

[Important Information Regarding Court Operations During COVID-19 Outbreak](#)

COVID-19 Entrance/Mask Requirements at all Court facilities: COVID-19 entrance requirements for this Court are governed by Administrative Order 141, amended May 18, 2021. The Order requires unvaccinated persons to wear masks in public spaces within our facilities and all persons are subject to the health based entrance criteria. See [Amended Administrative Order 141](#) on our website for further details on building entrance and mask requirements.



United States Bankruptcy Court
Middle District of Georgia

Welcome to the U.S. Bankruptcy Court for the Middle District of Georgia

[Middle District of Georgia - Document Filing System](#)

How to Link your CM/ECF Account to your PACER Account:

3. You will be prompted to enter your PACER Username and Password
4. Click on Utilities > NextGen Release 1.1 Menu Items

Username *

Password *

Client Code

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

Utilities

Your Account

[Change Your Client Code](#)
[Review Billing History](#)
[View PACER Account Information](#)

Miscellaneous

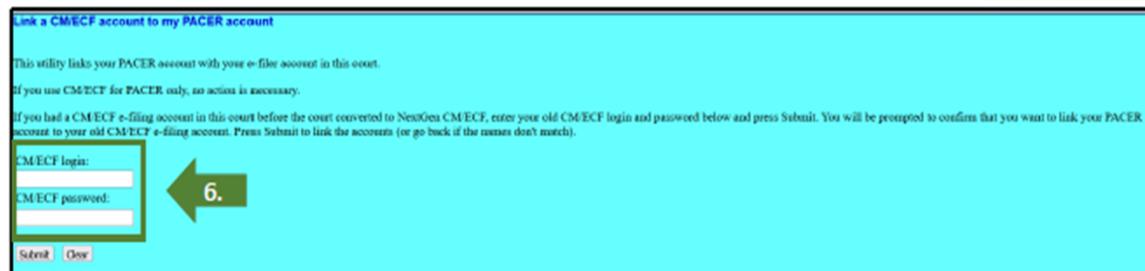
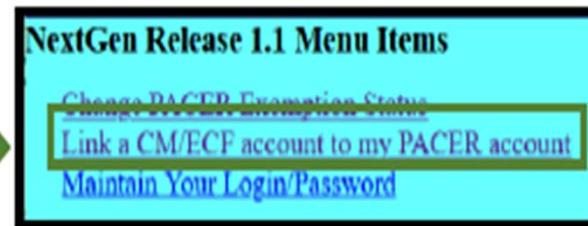
[eFinCert](#)
[Mailings...](#)

[Release 5.0 Menu Items](#)

[NextGen Release 1.1 Menu Items](#)

How to Link your CM/ECF Account to your PACER Account:

5. Click on "Link a CM/ECF account to my PACER Account"
6. Type in your CURRENT CM/ECF login and your CURRENT CM/ECF password. Click Submit.



Link a CM/ECF account to my PACER account

This utility links your PACER account with your e-file account in this court.

If you use CM/ECF for PACER only, no action is necessary.

If you had a CM/ECF e-filing account in this court before the court converted to NextGen CM/ECF, enter your old CM/ECF login and password below and press Submit. You will be prompted to confirm that you want to link your PACER account to your old CM/ECF e-filing account. Press Submit to link the accounts (or go back if the names don't match).

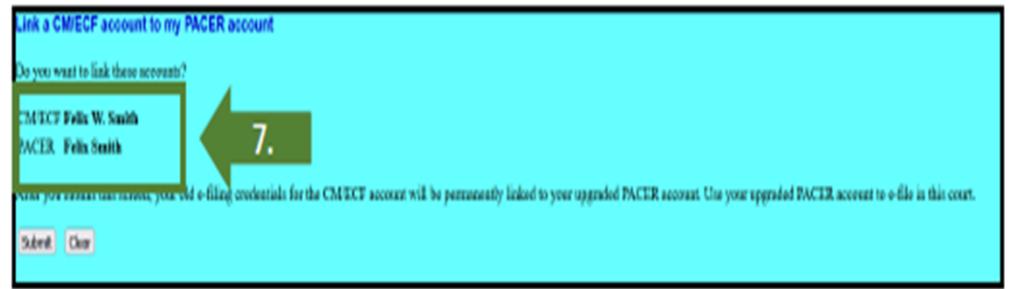
CM/ECF login:

CM/ECF password:

Submit Close

How to Link your CM/ECF Account to your PACER Account:

7. The PACER and CM/ECF account user will appear on the screen. If the accounts should be linked, click Submit.
8. The next screen will reflect that your accounts have been successfully linked. You can begin to file in CM/ECF NextGen.



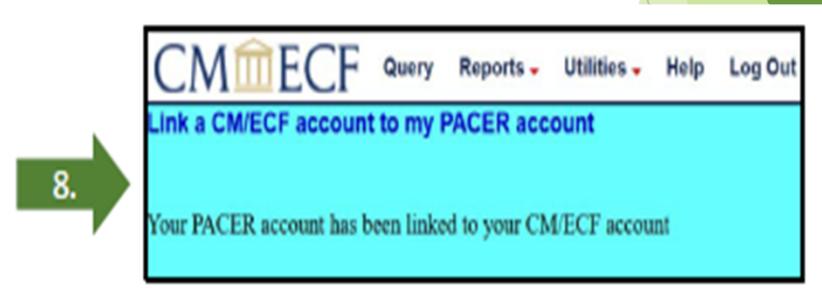
Link a CM/ECF account to my PACER account

Do you want to link these accounts?

CM/ECF Felix W. Smith
PACER Felix Smith

When you confirm this screen, your old e-filing credentials for the CM/ECF account will be permanently linked to your upgraded PACER account. Use your upgraded PACER account to e-file in this court.

Submit Clear



CM/ECF Query Reports Utilities Help Log Out

Link a CM/ECF account to my PACER account

Your PACER account has been linked to your CM/ECF account

How to Login to NextGen CM/ECF:

Three ways to login to CM/ECF to E-file:

1. Go to the Court's website and click E-Filing (CM/ECF)
2. Go to PACER > Filing Electronically > Court CM/ECF Lookup >
3. Go to PACER > Manage Your Account > Manage My Account Login > Log in to Manage My Account > Maintenance > Display Registered Courts > Georgia Middle Bankruptcy Court

Case Locator (PACER) »

E-Filing (CM/ECF) » ← 1

Fin. Mgt. Cert. (eFinCert) »

Electronic Claims (ePOC) »

What can we help you accomplish?

 Search for a Case Learn options to find case information.	 Filing Electronically Find court specific information to help you file a case electronically and developer resources.	 Manage Your Account Create a PACER account or log in to manage your account and pay a bill.	 Move to NextGen CM/ECF Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.
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New E-Filing Registrations

On or After August 9, 2021, to request new E-filing privileges:

- Log into your individual PACER account or, if you do not have an individual PACER account, create an individual PACER account.
- Once logged into PACER, go to Manage Your Account > Maintenance
- Click on Attorney Admissions/E-File Registration or Non-Attorney E-File Registration

The image shows two screenshots from the PACER website. The top screenshot is a menu titled "What can we help you accomplish?" with four options: "Search for a Case", "Filing Electronically", "Manage Your Account", and "Move to NextGen CM/ECF". The "Manage Your Account" option is highlighted with a green border. The bottom screenshot shows the "Manage Your Account" page with the "Maintenance" tab selected. A green arrow points from the "Manage Your Account" option in the top screenshot to the "Maintenance" tab in the bottom screenshot. Another green arrow points from the "Maintenance" tab to the "Attorney Admissions / E-File Registration" link in the bottom screenshot.

What can we help you accomplish?

- Search for a Case**
Learn options to find case information.
- Filing Electronically**
Find court specific information to help you file a case electronically and developer resources.
- Manage Your Account**
Create a PACER account or log in to manage your account and pay a bill.
- Move to NextGen CM/ECF**
Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

Account Information:

- Account Number: 7043988
- Username: attyld13
- Account Balance: \$0.00
- Case Search Status: Active
- Account Type: Upgraded PACER Account

Navigation: Settings | **Maintenance** | Payments | Usage

Links:

- [Update Personal Information](#)
- [Update Address Information](#)
- [E-File Registration/Maintenance History](#)
- [Attorney Admissions / E-File Registration](#)
- [Non-Attorney E-File Registration](#)

New Attorney E-Filing Registration

- ▶ If Registering for Attorney Admissions/E-File Registration
 - ▶ Select Court Type = U.S. Bankruptcy Courts
 - ▶ Select Court = Georgia Middle Bankruptcy Court

In what court do you want to practice?

* Required Information

Court Type *

U.S. Bankruptcy Courts



Court *

Georgia Middle Bankruptcy Court



Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

Next

Reset

Cancel

New Attorney E-Filing Registration

- ▶ Select E-File Registration Only
- ▶ By Registering to E-File, you acknowledge you have reviewed the following:
 - ▶ CM/ECF Administrative Procedures
 - ▶ Online training videos
 - ▶ Local Rules and General Orders

What would you like to apply/register for?

E-File Registration Only

Pro Hac Vice

Federal Attorney

New Attorney E-Filing Registration

- ▶ Enter the primary email to receive Notices of Electronic Filing (NEF)
- ▶ Select Email Frequency
 - ▶ Once Per Day (Daily Summary)
 - ▶ At The Time of Filing (One Email per Filing)
- ▶ Select Email Format
 - ▶ HTML
 - ▶ Text
- ▶ Click Next

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email * ?

Confirm Email * ?

Email Frequency * ▼

Email Format * ▼

Once you have submitted the registration, it will be reviewed by the ECF Helpdesk staff. If there are any questions regarding the registration, you will receive an email requesting additional information. All approved registrations will receive a confirmation email regarding approved access to the Court's CM/ECF Filing System.

New Non-Attorney E-Filing Registration

If registering for Non-Attorney E-File Registration

- ▶ Select Court Type = Bankruptcy Court
- ▶ Select Court = Georgia Middle Bankruptcy Court
- ▶ Select Role in Court
 - ▶ Creditor
 - ▶ Filing Agent
- ▶ Click the box to acknowledge you are submitting the registration for the individual listed above.

Complete all sections of E-File Registration

Filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

* Required Information

Court Type * ▼

Court * ▼

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

<http://www.gamb.uscourts.gov/USCourts/attorneys>

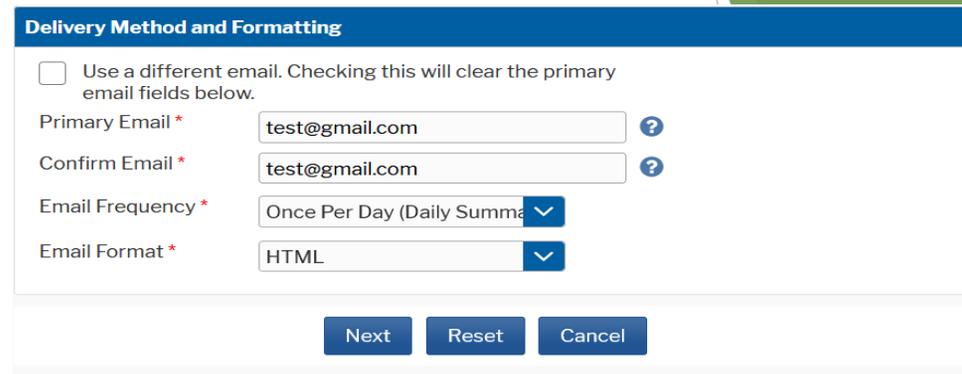
Role in Court * ▼

Name

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one.***

New Non-Attorney E-Filing Registration

- Complete the remaining prompts for the registration
 - You will be prompted for email delivery method and formatting. It is required you complete this information but as a filing agent or creditor you will not receive Notices of Electronic Filing (NEFs).



The screenshot shows a web form titled "Delivery Method and Formatting". At the top, there is a checkbox labeled "Use a different email. Checking this will clear the primary email fields below." Below this, there are four input fields: "Primary Email *" with the value "test@gmail.com", "Confirm Email *" with the value "test@gmail.com", "Email Frequency *" with a dropdown menu set to "Once Per Day (Daily Summa", and "Email Format *" with a dropdown menu set to "HTML". Each input field has a small question mark icon to its right. At the bottom of the form, there are three buttons: "Next", "Reset", and "Cancel".

Although the registration process requires this information, creditors and filing agents will not receive Notices of Electronic Filing. If a creditor wants to receive electronic notice, they can sign up for Electronic Bankruptcy Noticing (EBN) via BNC (<https://bankruptcynotices.uscourts.gov>). If a filing agent would like electronic noticing, the attorney or trustee they file for should add the filing agent's email as a secondary email to their CM/ECF account.

Once you have submitted the registration, it will be reviewed by the ECF Helpdesk staff. If there are any questions regarding the registration, you will receive an email requesting additional information. All approved registrations will receive a confirmation email regarding approved access to the Court's CM/ECF Filing System.

For All New Registrations

- As part of the Registration Process for both Attorney and Non-Attorney E-Filers, you will be asked to add billing information. Completion of this information is optional.

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

 <input checked="" type="checkbox"/> Autobill PACER fees <input type="checkbox"/> E-filing fees default <input type="checkbox"/> Admissions fees default XXXXXXXXXXXX1111 01/2040 Dot Com 123 Filing Agent Lane Macon, GA 31201 Update	Add Credit Card Add ACH Payment
--	--

[Next](#) [Back](#) [Cancel](#)

How to Link a New Filing Agent Account to an Attorney Account

Attorneys or trustees seeking to link a filing agent account to their attorney/trustee account on or after August 9, 2021, will need to log into CM/ECF via PACER and complete the following steps:

1. Go to Utilities > Maintain Your ECF Account > **More User Information**
2. Enter the filing agent last name into the field next to Find a filing agent
3. Click on the magnifying glass

Maintain User Account

Last name: Attyld
Middle name:
Title:
Office:
Address 1: 75 Spring Street, SW
Address 2: Room 1248
Address 3:
City: Atlanta
Country:
Phone:
Alternate Phone:
Bar ID:
Initials:
Person end date:

First name:
Generation:
Type: aty

State: GA
County:
Fax:
Text Phone:
Bar status:
DOB:

Zip: 30303
Mail group:
AO code:

More user information... ← 1.
Submit Clear

More User Information for Attyld

[Update Account Information](#) Last login 07-13-2021 10:35
Login attyld13 Current login 07-13-2021 10:36
Person ID 1442592 Create date 06/26/2012
Person Authorization ID 65 Update date 07/12/2021
Public User ID 7043988 User end date
Judiciary User ID
E-Filing Status Active
Internet Payment N
Groups Attorney

Filing agents

Find filing agent Agent ← 3.
Return to Account screen Clear

← 2.

How to Link a New Filing Agent Account to an Attorney Account

4. Locate the filing agent name to link to attorney account and Click Select
5. Click on the hyperlink of the name of the added filing agent to bring up the "Update Filing Agent Permissions". Make sure Internet Payment is set to Y. Then click save.
6. Click on Return to Account Screen
7. Click Submit

Add a Filing Agent

Name	Address
Agent, Fiona Filing	Law Office 123 Maple Street

Update Filing Agent Permissions

Dot Com filing for Jet Attorney

Internet Payment Groups

Save Clear

Main User Information for AttyId

System Account Information: Last login 07-15-2021 10:55
Login: atty013 Current login: 07-15-2021 10:56
Person ID: 3442382 Create date: 06/20/2012
Person Authorization ID: 85 Update date: 07-12-2021
Public User ID: 7043988 User and data
Judiciary User ID
E-Filing Status: Active
Internet Payment: N
Groups: Attorney

Filing agents:
Check the box to remove a filing agent:
 Agent, Fiona Filing [Law Office, 123 Maple Street, Atlanta, GA 30345, 404-555-1111, Account ID: 7043241]

Final filing agent: Agent

Return to Account screen Clear

Main User Account

Last name: [text]
Middle name: [text]
Title: [text]
Office: [text]
Address 1: [text]
Address 2: [text]
Address 3: [text]
City: [text]
Country: [text]
Phone: [text]
Alternate Phone: [text]
Fax ID: [text]
Initials: [text]
Person and data

First name: [text]
Generation: [text]
Type: [text]
State: [text]
County: [text]
Zip: [text]
Tax Phone: [text]
Fax Phone: [text]
Mail group: [text]
AD code: [text]

Submit Clear

How to File as a filing Agent

Filing Agents need to remember to select the correct attorney or trustee before docketing an entry. Follow these steps after logging into CM/ECF using your PACER login:

1. Click on the name of the attorney or trustee you are filing for.
2. At the top of the CM/ECF screen, you will see the name of attorney or trustee you are filing for along with a Change user link.
3. When you are finished filing for a certain attorney or trustee, you should be able to click the Change user link to go back to the screen for selecting a new filer.
4. Click the name of another attorney or trustee to file for and the CM/ECF screen will change to the different attorney or trustee. **However, this feature is not always reliable. If you find you have trouble changing from one user to another, you will need to log out of CM/ECF and close the browser and clear the browser cache to docket to the correct attorney or trustee account.**

Filing for

Attyld (aty)
Denny X. Crane (aty)
Paul Lewiston (aty)
Mark Litterbox (aty)
Alan Shore (aty)
Felix W. Smith (aty)

1. Click on the name of the attorney or trustee you are filing for

CM/ECF

Bankruptcy

Adversary

Query

Reports

Filing for Felix W. Smith (aty)

Change user

2. Use the toggle at the top of CM/ECF screen to see the attorney or trustee name you are filing for and to change to a different attorney or trustee

Filing for

Attyld (aty)
Denny X. Crane (aty)
Paul Lewiston (aty)
Mark Litterbox (aty)
Alan Shore (aty)
Felix W. Smith (aty)

3. To change attorney or trustee you will be taken back to this screen

CM/ECF

Bankruptcy

Adversary

Query

Reports

Filing for Mark Litterbox (aty)

Change user

4. CM/ECF screen now shows the attorney or trustee you switched to file for

How to Request Changes to Your CM/ECF Account

- ▶ For any CM/ECF account changes, you will no longer call or email the ECF Helpdesk. Follow these instructions instead:
- ▶ Log into PACER by going to:
- ▶ PACER > Manage Your Account > Manage My Account Login > Log in to Manage My Account
- ▶ Click on Maintenance
- ▶ The options for updating your account are:
 - ▶ Update Personal Information
 - ▶ Update Address Information
 - ▶ Update E-Filer Email Noticing and Frequency



Manage My Account Login

Login to manage your account details, like updating your address and email and payment information. If the federal court you're doing business with uses NextGen CM/ECF, you can also apply for attorney admissions or register to file electronically.

[Log in to Manage My Account](#)

The screenshot shows the "Manage My Account" page. At the top, there is a summary of account information:

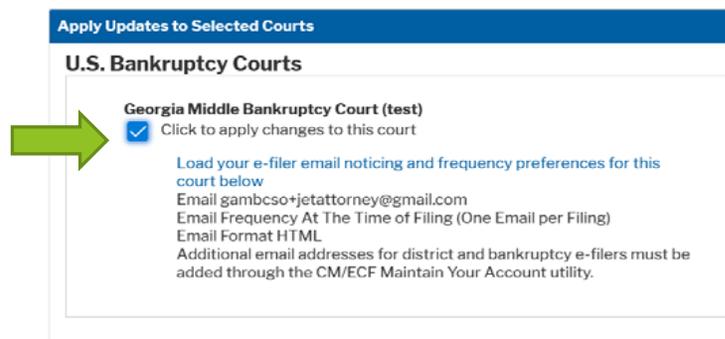
Account Number	7043988
Username	attyld13
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Below this is a navigation bar with tabs for "Settings", "Maintenance", "Payments", and "Usage". The "Maintenance" tab is selected and highlighted with a green border. Under the "Maintenance" tab, there are several links:

- [Update Personal Information](#)
- [Update Address Information](#)
- [Update E-Filer Email Noticing and Frequency](#)
- [Display Registered Courts](#)
- [Attorney Admissions / E-File Registration](#)
- [Non-Attorney E-File Registration](#)
- [Check E-File Status](#)
- [E-File Registration/Maintenance History](#)

How to Request Changes to Your CM/ECF Account

- ✓ For updating address information or email frequency with GAMB:
 - ✓ You must check the box by the GAMB court name and click Submit for the Court to receive the requested changes.
 - ✓ The updated information will be sent to the ECF Helpdesk to accept the changes.



Apply Updates to Selected Courts

U.S. Bankruptcy Courts

Georgia Middle Bankruptcy Court (test)
Click to apply changes to this court

Load your e-filer email noticing and frequency preferences for this court below
Email gambcso+jetattorney@gmail.com
Email Frequency At The Time of Filing (One Email per Filing)
Email Format HTML
Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

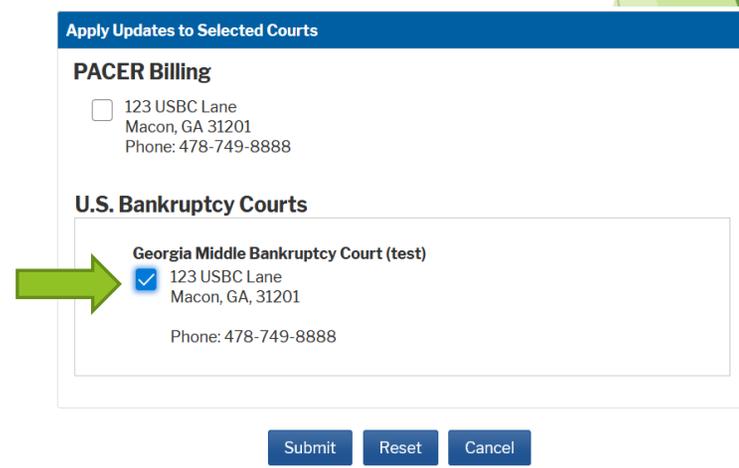
*** Required Information**

Primary Email * ?

Confirm Email * ?

Email Frequency * ▼

Email Format * ▼



Apply Updates to Selected Courts

PACER Billing

123 USBC Lane
Macon, GA 31201
Phone: 478-749-8888

U.S. Bankruptcy Courts

Georgia Middle Bankruptcy Court (test)
123 USBC Lane
Macon, GA, 31201
Phone: 478-749-8888

► How to Update Secondary Emails

For any Secondary Email changes to your CM/ECF account, you may make these changes by following these instructions:

- Log into CM/ECF
- Go to Utilities > Maintain Your ECF Account > Email Information
- Once updates have been made, click Return to Account Screen
- Click Submit

Email information for Jet Attorney [Update my primary email address](#)

Primary email address gambcs0+jetattorney@gmail.com

Secondary email address

Reenter secondary email address

Enable confirmation of Free Look Use to verify your **one free look** will be used when a document link is clicked from CM/ECF emails (NEFs).

Send the notices specified below

to my primary email address

to the secondary addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Notices will be sent for adversary proceedings in which I am directly involved and for their related bankruptcy cases.

Send a notice for each filing

Send a Daily Summary Report

Format notices HTML

Text

Both these boxes must be checked to receive notices at both primary and secondary addresses

You can also update frequency and format of your Notices here

Add Secondary Email Address(es) in the two boxes provided to the left

Resources

- ▶ GAMB website:
www.gamb.uscourts.gov/USCourts/migration-cmecf-nextgen



UNITED STATES BANKRUPTCY COURT
Middle District of Georgia
Honorable James P. Smith, Chief Judge - Kyle George, Clerk

Text Size: - A +

Search this site GO

Understanding Bankruptcy | Court Info | Judges' Info | For Filers | Filing Without an Attorney | Forms | Case Info | Office of the US Trustee | Programs & General Info

NextGen Info »

- Case Locator (PACER) »
- E-Filing (CM/ECF) »
- Electronic Proof of Claim »
- Electronic Financial Management Certificate »

[Important Information Regarding Court Operations During COVID-19 Outbreak](#)

COVID-19 Entrance/Mask Requirements at all Court facilities: COVID-19 entrance requirements for this Court are governed by Administrative Order 141, amended May 18, 2021. The Order requires unvaccinated persons to wear masks in public spaces within our facilities and all persons are subject to the health based entrance criteria. See Amended Administrative Order 141 on our website for further details on building entrance and mask requirements.

The Court continues to operate PRIMARILY VIA TELEPHONIC HEARINGS in accordance with Administrative Orders #137 and #138, which can be found in our News and Announcements tab below and our Administrative Orders tab or on the "Important Information Regarding Court Operations During COVID-19 Outbreak" link above. In-person hearings must be specially set.

PRIOR TO ATTENDING AN IN-PERSON HEARING, please contact the appropriate courtroom deputy if you are unsure whether your hearing is a telephonic hearing or not. Visitors who wish to appear in person to file papers, pleadings, or other documents may do so at our Macon and Columbus locations, but visitors who do come to the court will be required to wear a mask and to conform with COVID-19 protocols prior to entering our facilities. You are still encouraged to contact the Clerk's Office at 478-752-3506 in Macon or 706-649-7837 in Columbus prior to traveling to our court facilities to determine if we can assist you over the phone and to provide you additional means of filing documents.

Resources

- Register for an individual PACER Account if you do not have an individual account:

<https://pacer.uscourts.gov/register-account>

- How to Upgrade PACER Account if you already have a PACER account but it was created prior to August 11, 2014:

<https://pacer.uscourts.gov/help/pacer/upgrading-your-pacer-account>

- Register for a PAA Account – centralized billing for groups:

<https://pacer.uscourts.gov/register-account/group-billing>

Questions?



Please use the “Q & A” feature to submit your questions.



If you have questions after this presentation, please visit our website, or email our ECF Helpdesk at gamb_nextgen@gamb.uscourts.gov.