

Guidance for Trustees

On Monday, March 1, 2021, the U.S. Bankruptcy Court for the Eastern District of Wisconsin will go live on the Next Generation of CM/ECF (NextGen CM/ECF), the latest iteration of the national case management and electronic case filing system. NextGen is the culmination of a multi-year project headed by the Administrative Office of the U.S. Courts to provide for the current and future filing and case management needs of all CM/ECF users.

What's New for Chapter 7 and Sub Chapter V Trustees in NextGen?

Central Sign-On is a new functionality that allows CM/ECF users to maintain one account across all NextGen courts (appellate, bankruptcy, and district). As a trustee, you will be able to use one login and password to access all NextGen courts where you have permission to file, as well as PACER for all courts.

Chapter 7 and Sub Chapter V trustees have a unique situation in CM/ECF as you currently have the following accounts:

Trustee	Attorney
<ul style="list-style-type: none">• Exempt PACER account used for queries• CM/ECF trustee login credentials for filing	<ul style="list-style-type: none">• PACER account used for queries• CM/ECF attorney login credentials for filing

What Must a Chapter 7 and Sub Chapter V Trustee Do to Prepare for NextGen?

1. Your existing "Legacy" trustee PACER account (accounts issued prior to August 11, 2014) must be upgraded. Log in to www.pacer.gov, **Manage PACER Account**, and log in with your current trustee PACER credentials. Note the display in **Account Type**. If "Legacy," select **Upgrade**, and update the information. If "Upgraded PACER Account," proceed to step 2.
2. Each trustee must know his/her current CM/ECF trustee login and password for filing documents.
3. Beginning March 1, 2021, after the court upgrades to NextGen CM/ECF, you must link your existing trustee CM/ECF account to your upgraded trustee PACER account for Central Sign-On. If you do not know your login or password for CM/ECF, please contact the court.

You will NOT be able to file in NextGen until your trustee CM/ECF account is linked to the upgraded individual trustee PACER account. This linkage, however, cannot be done until after the court upgrades to NextGen on March 1, 2021. Please see our website on how to link a CM/ECF account to an upgraded PACER account.

The process to prepare trustees for NextGen CM/ECF is a four-step process similar to the process you will follow as an attorney, but you must have an essential understanding of your PACER and CM/ECF credentials as trustee, and separately as an attorney. The four steps are handled by you, the trustee, and then again separately as an attorney. These four steps, as well as additional NextGen information, are located on the NextGen page of our website.

What Must a Chapter 13 Trustee Do to Prepare for NextGen?

1. Your existing “Legacy” trustee PACER account (accounts issued prior to August 11, 2014) must be upgraded. Log in to www.pacer.gov, **Manage PACER Account**, and log in with your current trustee PACER credentials. Note the display in **Account Type**. If “Legacy,” select **Upgrade**, and update the information. If “Upgraded PACER Account,” proceed to step 2.
2. Each trustee must know his/her current CM/ECF trustee login and password for filing documents.
3. Beginning March 1, 2021, after the court upgrades to NextGen CM/ECF, you must link your existing trustee CM/ECF account to your upgraded trustee PACER account for Central Sign-On. If you do not know your login or password for CM/ECF, please contact the court.

Any employee of a Chapter 13 trustee who will be filing on behalf of the trustee will be required to register for their own PACER account as a filing agent. Once their account is created, they will request access to our court on March 1. If they are an existing filing agent of the trustee, then once they have been granted access to our court they will not need to be re-linked to the trustee’s account. If they are NOT an existing filing agent of the trustee, then after they have received access to our court, the trustee will be required to add the filing agent to their account. More information on these specific procedures will be posted our website prior to March 1.

Once your staff has completed the process of acquiring their individual PACER accounts, provide a complete list of names and PACER account numbers to paul_c_walter@wieb.uscourts.gov. We will provide this information to PACER to ensure that the filing agents will fall under the trustee exemption order. This process will need to be completed for any subsequent new hiring in the future as well.