



# SPECIAL EDITION Bankruptcy Bits & Pieces

<https://www.ilcb.uscourts.gov/>

October 2021

Bankruptcy Bits & Pieces is published by the U.S. Bankruptcy Court for the Central District of Illinois as an information service for the practitioners of our Court. Suggestions and comments are always welcome. Please email us at: [attorney\\_newsletter@ilcb.uscourts.gov](mailto:attorney_newsletter@ilcb.uscourts.gov)

## Clerk's Office Mission:

We take pride, as the keeper of the official court record, in providing exceptional service, accurate and timely case processing, procedural information and access to records.

### Coming Monday, October 25th

### Next Generation (NextGen) CM/ECF

## Preparation Checklist for a Successful Transition

What you need to know:

<https://www.ilcb.uscourts.gov/next-generation-cmefc-nextgen>

The following will need to be completed before Thursday, October 21, 2021 at 4:00 p.m. when CM/ECF will be taken down to begin the installation of NextGen.

- [Step 1: Obtain your own PACER account](#)
- [Step 2: Upgrade your existing PACER account](#)
- [Step 3: Note your current CM/ECF login and password](#)
- [Step 4: Consider obtaining a PACER Administrative Account \(PAA\)](#)

[for your firm.](#)

PACER/NextGen information available at: <https://www.pacer.gov/nextgen>

#### Inside this issue:

Preparation Checklist	1
<a href="#"><u>Multiple CM/ECF Account Holders</u></a>	<a href="#"><u>2</u></a>
<a href="#"><u>Case Upload/Case Management Software</u></a>	<a href="#"><u>2</u></a>
<a href="#"><u>PDF-Related Functional for Public Filers</u></a>	<a href="#"><u>3</u></a>
<a href="#"><u>Free Look Confirmation on Notice of Electronic Filing (NEF's)</u></a>	<a href="#"><u>3</u></a>
<a href="#"><u>Filing Fees (pay.gov)</u></a>	<a href="#"><u>4</u></a>
<a href="#"><u>Clerk's Office Holidays</u></a>	<a href="#"><u>4</u></a>

## SPECIAL EDITION-Bankruptcy Bits & Pieces

### NextGen is coming October 25, 2021

The U.S. Bankruptcy Court for the Central District of Illinois will upgrade its CM/ECF software to the Next Generation (NextGen) of CM/ECF on October 25, 2021. By utilizing the Central Sign-On process, attorneys can maintain one account across all NextGen courts (appellate, bankruptcy, and district), using **one** login and password to access **all** NextGen courts. ILCB wants to help you get ready for a smooth transition. Please review more detailed information available on our [website](#) as well as the NextGen highlights below.

### NextGen Information

#### **Multiple CM/ECF Account Holders**

If you are an e-filer with more than one CM/ECF account in our court, then you will need to take extra steps in preparing for NextGen. This will apply to trustees who have both trustee and attorney CM/ECF accounts and attorneys who have more than one CM/ECF account due to practicing in more than one law firm (such as a local firm and a national bankruptcy firm).

While the new Central Sign-On functionality with NextGen allows CM/ECF filers to use their PACER account credentials on multiple CM/ECF accounts across all NextGen courts (appellate, bankruptcy, district), a PACER account can only be linked to one CM/ECF account within a court. Therefore, if you have more than one CM/ECF account in a court, you will need a separate PACER account to link to each of those CM/ECF accounts.

In the following examples, John is a trustee and an attorney, and Bob is an attorney who belongs to two firms. They will need separate PACER accounts to link their CM/ECF accounts as follows:

<b>This PACER Account:</b>		<b>Gets Linked to this CM/ECF Account:</b>
John's exempt PACER account (trustee)	→	John's CM/ECF account (trustee)
John's PACER account (attorney)	→	John's CM/ECF account (attorney)
Bob's PACER account (local firm)	→	Bob's CM/ECF account (local firm)
Bob's PACER account (national firm)	→	Bob's CM/ECF account (national firm)

#### **Case Upload/Case Management Software**

Do you use case upload or case management software? Once the court goes live on NextGen on October 25, 2021, you will use your PACER account credentials to log into CM/ECF. As a result, your stored CM/ECF login credentials in your case upload or case management software will need to be updated with your PACER credentials on or after October 25, 2021. If the software is not updated, you will receive an error due to your old CM/ECF login credentials no longer being valid.

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### PDF-Related Functionality for Public Filers

Our court will go live with NextGen CM/ECF (Version 1.6) on October 25, 2021. This version of NextGen CM/ECF includes modified functionality related to uploading and viewing PDF documents. In some instances, PDFs that were previously allowed to be uploaded will no longer be allowed.

For information about preparing and uploading PDFs in CM/ECF and reasons why PDFs with certain content might be rejected, [click here](#). Topics covered include:

- ◇ PDF Definition and Software
- ◇ Converting Documents to PDF
- ◇ Viewing a PDF Document Prior to Upload
- ◇ Document Size Requirements
- ◇ PDF Content Criteria
- ◇ How to Flatten a PDF
- ◇ Viewing Combined PDFs in CM/ECF

### Free Look Confirmation on Notices of Electronic Filing (NEFs)

A new feature has been added with NextGen to give you the option to require confirmation when using your free look on NEFs. This prevents anti-virus software from using the free look when it checks the links in the email for viruses. If enabled, when a user clicks the document link in an NEF email, the user will be presented with a confirmation screen to confirm that the free look will be used:

#### Notice: Confirm Free Look Use

This action will use your one free look for this document. Additional viewings of this document in the future will incur a billing charge.

To view the document and use the free look [click here](#)

To enable this feature after we have gone live on NextGen, you'll log into CM/ECF, go to **Utilities > Maintain Your ECF Account > Email information...**, and then check this box:

- 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).

After checking the box, click **Return to Account screen** and click **Submit**.

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### CM/ECF Filing and Filing Fees (Pay.gov)

**CM/ECF will be taken down on Thursday, October 21, 2021, at 4:00 p.m. to begin the installation of NextGen.** Once CM/ECF is taken offline, pay.gov will not be available. It is recommended that e-filers who have outstanding filing fees to be paid through pay.gov make those payments prior to the system going down. This will ensure your CM/ECF account is not locked out for non-payment and there are no additional delays for you once NextGen CM/ECF is live on Monday, October 25, 2021. **For your convenience, further information regarding access to CM/ECF will be provided at a later date.**

### The Clerk's Office will be closed for the following holidays:

**Monday, October 11, 2021 - Columbus Day**

**Thursday, November 11—Veteran's Day**

**Thursday, November 25—Thanksgiving\*\***

**Friday, December 24—Christmas Holiday\*\***

**Friday, December 31—New Year's Holiday\*\***

**\*\*Please check our [website \(https://www.ilcb.uscourts.gov\)](https://www.ilcb.uscourts.gov) for updated information\*\***

### Office Locations:

#### Springfield

2nd Floor Room 226

600 E. Monroe Street

Springfield, IL 62701

(217) 492-4551

Office Hours: 8 am—5 pm

#### Peoria

2nd Floor Room 216

100 N.E. Monroe Street

Peoria, IL 61602

(309) 671-7035

Office Hours: 8 am—5 pm

#### Urbana

2nd Floor Room 203

201 S. Vine Street

Urbana, IL 61802

(217) 974-7330

Office Hours: 8 am—5 pm