

Common Questions from Attorney Filers

1) Do I use my PACER Login or my CM/ECF login to file documents with the 8th Circuit Court of Appeals?

The Court upgraded to NextGen CM/ECF in January, 2017. This upgrade requires that you have an Upgraded PACER Account in order to file documents with the 8th Circuit. You will use your Upgraded PACER Account to log into CM/ECF to file documents with the Court.

2) How do I know if I have an Upgraded PACER Account?

Go to <https://pacer.psc.uscourts.gov/pscof/manage/maint.jsf> and log in using your PACER login/password. Below your Account Number, Username, etc you will see “Account Type”. If the account type shows “Legacy PACER Account (Upgrade)”, you do not have an Upgraded PACER Account. For a detailed description on how to upgrade your PACER account, go to http://ecf.ca8.uscourts.gov/cmecfDir/nextGen/upgrade_PACER_account.pdf

3) Our firm uses a shared PACER Account. What should we do?

Every attorney that will file documents in a NextGen court will need to have their own PACER Account. If your firm uses a shared PACER account, please register each attorney so that each attorney has their own PACER Account. You can register for a new PACER account here: <https://pacer.psc.uscourts.gov/pscof/registration.jsf>

4) I have an Upgraded PACER Account, how can I log in to file my document?

There are multiple ways you can log into the 8th Circuit’s CM/ECF System. We recommend that you use the 8th Circuit internet site, www.ca8.uscourts.gov and click E-Filing (CM/ECF). At the PACER Login prompt enter your Upgraded PACER Account Login and Password. The Client Code is optional. If this is the first time you’ve logged in since the NextGen upgrade, you may need to link your Upgraded PACER Account with your CM/ECF Account.

5. I can’t log-in using my Upgraded PACER Account.

Please click the “Forgot Your Password” button. Enter your Email address. If you do not know your Username, you can click the “Click here for more options” to cycle through other identifying fields that you probably know. You should get an e-mail with security questions. Please follow the e-mail instructions. If all else fails, please call the PACER Service Center at 1-800-676-6856.

6) I have an Upgraded PACER Account, How do I register to file in the 8th Circuit Court of Appeals?

Log into PACER at <https://pacer.psc.uscourts.gov/pscof/login.jsf> Click the Maintenance tab and then click “Attorney Admissions / E-File Registration”. Select the court Type, and the Court from the drop down lists. The court is notified electronically. You will receive an e-mail when the request has been processed.

You can also see which courts you are currently registered with by Clicking the “Display Registered Courts”.

Another useful way to determine your status with the court is to use the “E-File Registration/Maintenance History” selection.

7. I’m getting a message saying “You are not authorized to file the event in this case. Please select another event or contact the court.”

This problem is on our end and is caused by the fact that you may be entered under variations or duplicates of your name. We will have to fix the problem before you can file. Please call our office at 314-244-2400 and ask for the automation help desk.

8. I want to add additional email addresses for myself.

CM/ECF allows you to have multiple email addresses for your notices. The simplest way to add or change your email addresses for CM/ECF is to go to: <https://pacer.psc.uscourts.gov/pscof/login.jsf> . Log in using your PACER login and password. Click “Maintenance,” click “Update E-Filer Email Noticing and Frequency”, Select the courts in which you want this additional e-mail address to be applied to. Add your additional email information in the “Additional Email Addresses” box and also the “Confirm Additional Email Addresses” box.

9. I am seeing a CM/ECF error upon uploading of PDF document, “executable code not permitted”

This problem stems from programming code being applied to your PDF document during conversion from word to PDF. For security reasons, CM/ECF will not accept any document with executable code. For PC Users, often taking the following steps cures the problem: On the open PDF, go to FILE, then SAVE AS OTHER, then OPTIMIZED PDF. Then, click on “discard objects.” Then, make the selections: Flatten from fields; Discard all JavaScript actions. Then, re-save the PDF.

10. If you don’t see your question in this list, please visit the PACER NextGen FAQs at <https://www.pacer.gov/nextgen/>

If you don’t see your problem here, please call the clerk’s office for assistance at 314-244-2400.