

## LINKING YOUR CM/ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT

If a court in which you file is live on NextGen CM/ECF, you must link your existing CM/ECF account to your upgraded PACER account to access the filing system. You must have an upgraded PACER account. If your account was created prior to August 2014, you must first upgrade your account (see *Upgrading Your PACER Account* for instructions). All your CM/ECF accounts must be linked to your upgraded PACER account as each court goes live on NextGen CM/ECF. Linking is a one-time process that can be completed only once the court is live on NextGen CM/ECF. Courts will notify users of their go-live dates.

Go to the court's CM/ECF site (e.g., https://ecf.gub.uscourts.gov). Click the Document

## Linking Your Account

STEP 1



**STEP 2** Log on with your individual upgraded PACER user name and password. **Do not log on using a shared firm PACER account**.

PACER LOGIN					
Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies					
and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your					
browser before trying ag	ain.				
Login					
* Required Informatio	n				
Username *					
Password *					
Fassword					
Client Code					
	Login	Clear	Cancel		
	Need an Account?   Fo	orgot Your Password	1?   Forgot User Name?		
	-		I PACER use only. Unauthorized entry is		
attempts are logged	-	der Title 16 of the U	J.S. Code. All activities and access		
attempts are logged	1-				



## STEP 3 Click Utilities, and then click the Link a CM/ECF account to my PACER account link.



**NOTE:** If you do not see the Link a CM/ECF account to my PACER account link on the Utilities page, it will more than likely be on the NextGen Release 1.1 Menu Items page. To visit this page, click the **NextGen Release 1.1 Menu Items** link on the Utilities page.

**STEP 4** Enter your current CM/ECF credentials in the **CM/ECF login** and **CM/ECF password** fields. Click **Submit**.

CMmECF Query Reports - Utilities - Help Log Out
Link a CM/ECF account to my PACER account
This utility links your PACER account with your e-filer 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 Clear
Forgot login/password More about Upgraded PACER account

## **STEP 5** Verify that the CM/ECF account and PACER account listed are accurate. If so, click **Submit**.

Link a CM/ECF account to my PACER account
Do you want to link these accounts?
CM/ECF John Attorney
PACER John Attorney
After you submit 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

NOTE: Make sure you are linking to your individual PACER account.

**STEP 6** You have successfully linked your account. You will now use only your PACER account to access both PACER and CM/ECF for this court. Press **F5** to refresh the screen and view the Civil and Criminal menu items for filing.