

LINKING YOUR CM/ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT (BANKRUPTCY AND DISTRICT COURTS)

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.

Linking Your Account

STEP 1 Go to the court's CM/ECF site (e.g., <https://ecf.alsb.circ11.dcn>). Click the **Document Filing System** link.



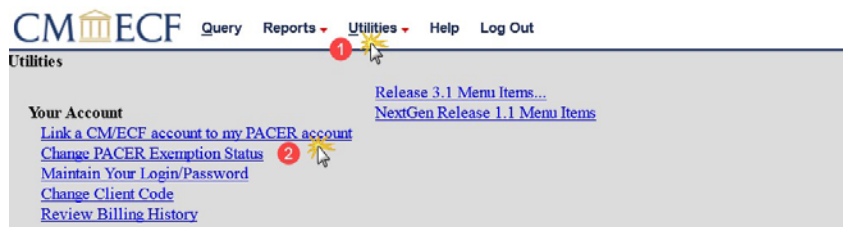
STEP 2 Log on with your individual upgraded PACER user name and password. **Do not log on using a shared firm PACER account.**

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 again.

A screenshot of a login form titled "Login". It contains three input fields: "Username *", "Password *", and "Client Code". Below the fields are three buttons: "Login", "Clear", and "Cancel". At the bottom of the form, there are three links: "Need an Account?", "Forgot Your Password?", and "Forgot User Name?". A notice at the bottom states: "NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

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**.

CM/ECF 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:
[input field]

CM/ECF password:
[input field]

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 Bankruptcy and Adversary menu items for filing in bankruptcy courts.