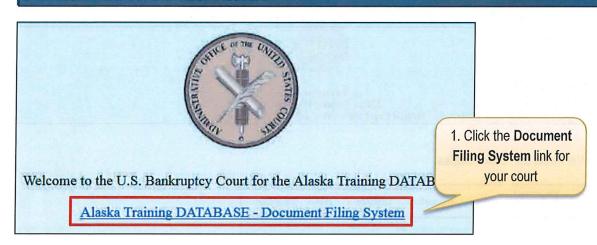


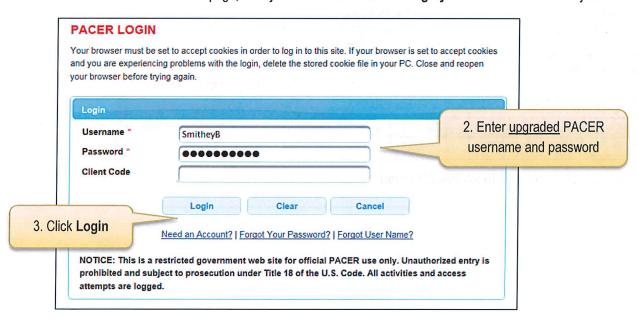
Link Your PACER and CM/ECF Account

Once the court implements NextGen, the upgraded PACER account must be linked to your CM/ECF filing account to create one Central Sign-On account. This will only have to be done <u>once</u>. Below are the steps to link your PACER and CM/ECF accounts.

Link Your PACER and CM/ECF Account



1. On the CM/ECF home page, click your court's **Document Filing System** link to access the system.

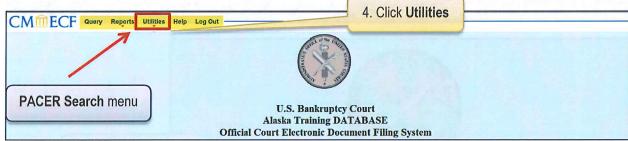


- 2. Enter your <u>upgraded</u> PACER username and password.
- 3. Click Login.

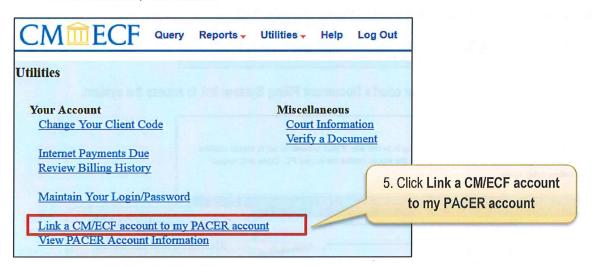


After logging in, you will still only have access to PACER Search since you have not linked your PACER account to your CM/ECF account. Notice the limited menu bar below.

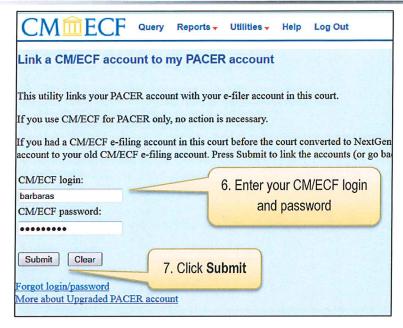
Remember, this is a one-time process.



4. From the menu bar, click Utilities.

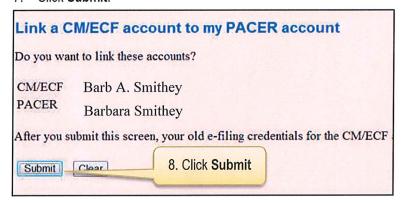


5. Click Link a CM/ECF account to my PACER account.



If you don't remember your CM/ECF password, call the court for assistance.

- 6. Enter your CM/ECF login and password.
- 7. Click Submit.



Verify you have the correct CM/ECF and PACER names. If not, do not proceed. Call the court for assistance.

8. Confirm the two accounts to be linked are correct and click **Submit**.

A confirmation message will appear similar to this:

The CM/ECF account for Barb A. Smithey is now linked to your CSO account.

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 (CSO account) to e-file in this court. Your old CM/ECF login and password can no longer be used.

To proceed with e-filing at this time, refresh your browser and the **Bankruptcy** and **Adversary** menus display. If the menus don't refresh, log out and then back in again.