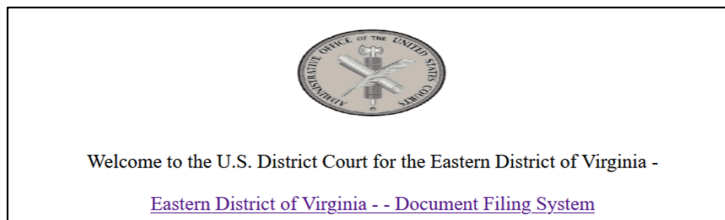


LINKING YOUR CM/ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT

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.

Linking Your Account - On or AFTER October 13, 2020

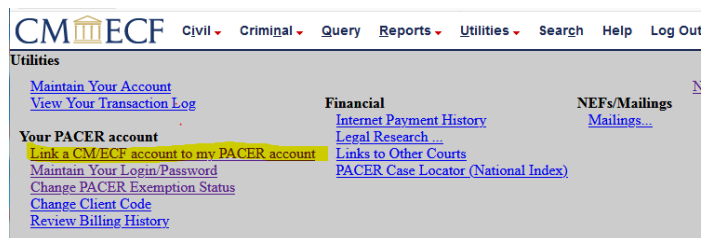
STEP 1 Go to the court's CM/ECF site (e.g., <https://ecf.vawd.uscourts.gov>). Click the **Document Filing System** link.



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

A screenshot of the PACER Login page. At the top left is the PACER Login logo. Below it is a message: "Your browser must be set to accept cookies 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." The main part of the page is a login form with the title "Login" and a sub-header "Required Information". The form has four input fields: "Username", "Password", "Client Code", and "Court" (which is a dropdown menu with the text "Where would you like to go?"). Below the fields are "Login" and "Clear" buttons. At the bottom of the form are links: "Forgot password?", "Forgot username?", and "Need an account?". Below the form is a notice: "NOTICE: This is a restricted government website 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.



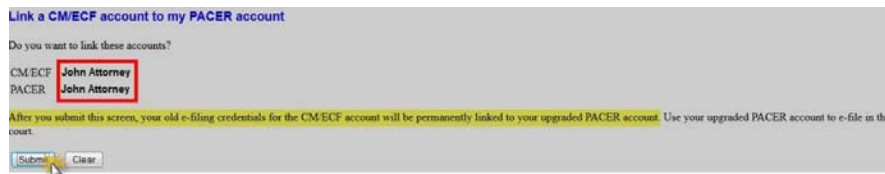
Enter your current CM/ECF credentials in the **CM/ECF login** and **CM/ECF password** fields.
Click **Submit**.

STEP 4



The screenshot shows the 'Link a CM/ECF account to my PACER account' utility page. At the top, there is a navigation bar with links: Query, Reports, Utilities, Help, and Log Out. Below the title, a paragraph explains that this utility links a PACER account with an e-filer account. It states that if only CM/ECF for PACER is used, no action is necessary. However, if a CM/ECF e-filing account was used before the court converted to NextGen CM/ECF, the user must enter their old CM/ECF login and password and press Submit. A confirmation prompt will then appear. The form includes fields for 'CM/ECF login:' and 'CM/ECF password:', followed by 'Submit' and 'Clear' buttons. At the bottom, there are links for 'Forgot login/password' and 'More about Upgraded PACER account'.

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



The screenshot shows the confirmation screen titled 'Link a CM/ECF account to my PACER account'. It asks 'Do you want to link these accounts?'. Below this, there are two rows: 'CM/ECF' with the value 'John Attorney' and 'PACER' with the value 'John Attorney'. The 'John Attorney' text in both rows is highlighted with a red box. A yellow banner at the bottom states: '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.' At the bottom are 'Submit' and 'Clear' buttons.

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 in district courts.