

## Getting Started: News Media ECF Accounts:

1. Log into the Northern District of Illinois ECF system <https://ecf.ilnd.uscourts.gov>:
  - a. Enter your ECF login name
  - b. Enter your ECF password
  - c. Check the compliance with the redaction rules check box
  - d. Click the Login button

### CM/ECF Filer or PACER Login

#### Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

#### Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

#### If you received this login page as a result of a link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

#### If you have trouble viewing a document:

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

#### Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://www.pacer.gov>.

Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
client code:	<input type="text"/>
<input type="button" value="Login"/>	<input type="button" value="Reset"/>

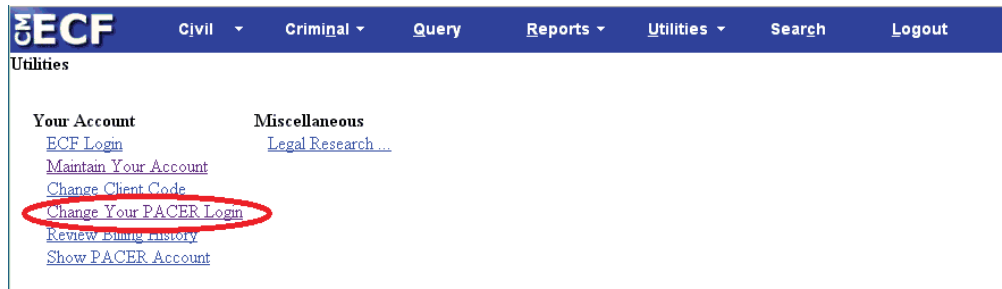
**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

2. Link your PACER Account to your ECF account: (This procedure only needs to be performed once.)
  - a. From the Main Menu select Utilities



- b. From "Your Account" menu items select "Change your PACER Login"



- c. At the PACER Login page, check the “Make this my default PACER login” checkbox.
- d. Enter your PACER account login name
- e. Enter your PACER account password
- f. Click the Login button.

3. Adding Cases to ECF Account to Receive Notices of Electronic Filing (NEF):

- a. From the Main Menu select Utilities

- b. From the “Your Account” menu items select “Maintain Your Account”

- c. From “Maintain User Account” click on the “Email information” button.

- d. In the Email Information page click on your email address to display the Configuration and Case-specific options.
- e. To add a case to receive NEF mailings: Under Case-specific options enter a case number in the form of [year][case type][number] for example, 14cv123, or 9cr500, then click the “Find This Case” button. If found, then click the “Add cases(s) button. Please Note: The Per Filing option will send NEF’s in real time when motions/orders are entered on the docket. Summary Report sends one e-mail at midnight of any activity in the cases you have designated.

- f. To save the list of cases, click “Return to Person Information Screen”
- g. At the “Maintain User Account” page, click the “Submit” button.