

LINKING YOUR CM/ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT

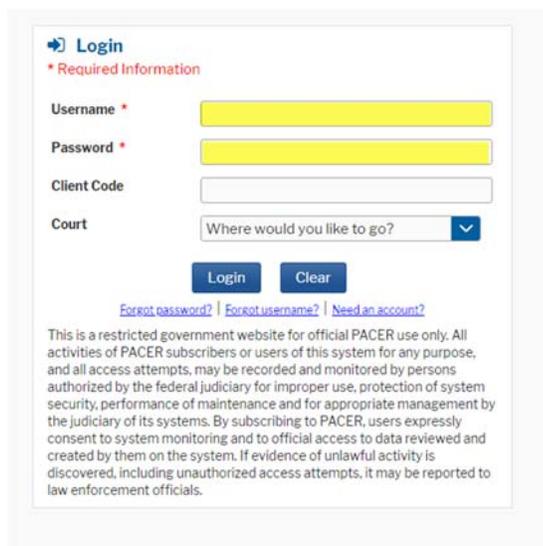
If a court in which you file is live on NextGen CM/ECF, you must link your existing CM/ECF account to your upgraded PACER account to access the filing system. You must have an upgraded PACER account. If your account was created prior to August 2014, you must first upgrade your account. **Linking is a one-time process that can be completed ONLY once the court is live on NextGen CM/ECF.** The Northern District of Illinois will be going LIVE on NextGen Monday, May 2, 2022.

Linking Your Account

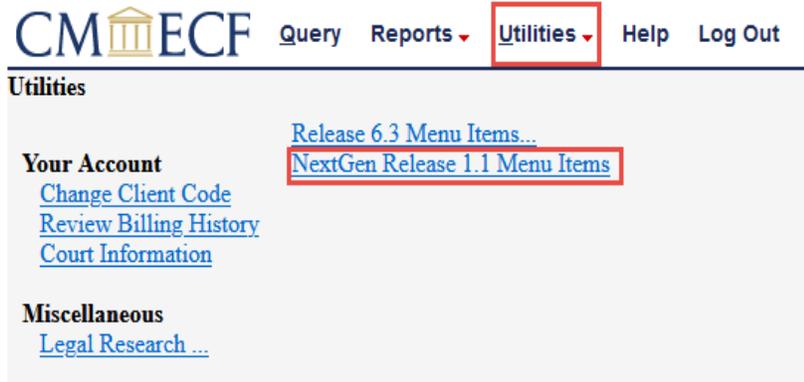
STEP 1: Go to the court's CM/ECF site (e.g., <https://ecf.ilnd.uscourts.gov>) Click the **Document Filing System** link.



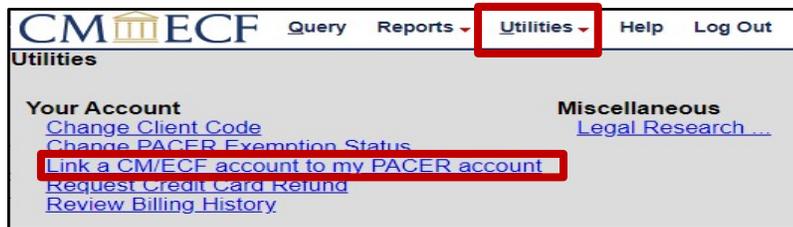
STEP 2: Log on with your individual upgraded **PACER** user name and password. **Do not use a shared firm PACER account.**



STEP 3: Click **Utilities**, and then click **NextGen Release 1.1 Menu Items** and then click the **Link a CM/ECF account to my PACER account** link.



The screenshot shows the CM/ECF website's Utilities page. At the top, there is a navigation bar with the CM/ECF logo and links for Query, Reports, Utilities (highlighted with a red box), Help, and Log Out. Below the navigation bar, the page is titled "Utilities". Under the heading "Your Account", there are several links: "Change Client Code", "Review Billing History", and "Court Information". To the right of these links, there are two more links: "Release 6.3 Menu Items..." and "NextGen Release 1.1 Menu Items" (highlighted with a red box). Under the heading "Miscellaneous", there is a link for "Legal Research ...".



This screenshot is a zoomed-in view of the Utilities page. The "Utilities" menu item in the navigation bar is highlighted with a red box. In the "Your Account" section, the link "Link a CM/ECF account to my PACER account" is highlighted with a red box. Other visible links include "Change Client Code", "Change PACER Exemption Status", "Request Credit Card Refund", "Review Billing History", and "Legal Research ...".

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



The screenshot shows the "Link a CM/ECF account to my PACER account" form. At the top, there is a navigation bar with the CM/ECF logo and links for Query, Reports, Utilities (highlighted with a red box), Help, and Log Out. Below the navigation bar, the page title is "Link a CM/ECF account to my PACER account". The main content area contains the following text: "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)."

Below the text, there are two input fields: "CM/ECF login:" and "CM/ECF password:". The "Submit" button is highlighted with a red box. At the bottom left, there are links for "Forgot login/password" and "More about Upgraded PACER account".

A blue callout box on the right side of the form contains the following text: "Enter your CM/ECF login and password for North Carolina Middle District (THIS is NOT the same as your PACER account) If you do not know your CM/ECF login please call the Court before continuing."

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



The screenshot shows a web interface for linking a CM/ECF account to a PACER account. At the top, there is a navigation bar with the logo 'CM/ECF' and menu items: 'Query', 'Reports', 'Utilities', 'Help', and 'Log Out'. Below the navigation bar is a heading 'Link a CM/ECF account to my PACER account'. The main content area asks 'Do you want to link these accounts?' and lists two accounts: 'CM/ECF John Attorney' and 'PACER John Attorney'. Below this list is a paragraph of text: '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 of the form are two buttons: 'Submit' and 'Clear'. The 'Submit' button is highlighted with a red border.

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** or click on Reports to refresh the screen and view the Civil and Criminal menu items for filing.