Getting Started: News Media ECF Accounts:

Maintain Your Account Change Chent Code Change Your PACER Login Review Billing History Show PACER Account

1. Register for a PACER account by clicking this link

https://pacer.psc.uscourts.gov/pscof/registration.jsf

A new window will appear where you can complete the registration.

- 2. Log in to the Illinois Northern District Court NextGen CM/ECF system using your upgraded PACER credentials. <u>https://ecf.ilnd.uscourts.gov</u>
- 3. Select Utilities>Link a CM/ECF account to my PACER account; then enter your existing e-file-only login and password provided on top of this email.
- 4. Your upgraded PACER account will now be linked to your CM/ECF e-file account. From this point forward, use your upgraded PACER credentials to log in to NextGen CM/ECF for this court.

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a. From "Maintain User Account" click on the "Email information" button.

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- b. In the Email Information page click on your email address to display the Configuration and Case-specific options.
- c. 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. <u>Please Note:</u> The Per Filing option will send NEF's in real time when motions/orders are entered on the docket. Summary Report sends one email at midnight of any activity in the cases you have designated.

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- d. To save the list of cases, click "Return to Person Information Screen"
- e. At the "Maintain User Account" page, click the "Submit" button.

Email info	ormation	More user information
Submit	Clear	