

Getting Started: News Media ECF Accounts:

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. <https://ecf.ilnd.uscourts.gov>
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.

From the Main Menu select Utilities



From the “Your Account” menu items select “Maintain Your Account”



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

A screenshot of the 'Maintain User Account' form. The form contains various input fields for user information, including Last name, First name, Middle name, Generation, Gender, ATY Type, Title, Bar number, Type, Prisoner id, Office, Unit, Address 1, Address 2, Address 3, City, State, Zip, Country, County, Phone, Fax, Initials, and End date. There are two buttons at the bottom: 'Email information...' and 'More user information...'. The 'Email information...' button is highlighted with a red box.

- 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. 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 email at midnight of any activity in the cases you have designated.

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