

Linking Your PACER Account to Your ECF Account

Introduction

All U.S. District and Bankruptcy Courts are now live on NextGen CM/ECF. You must link your individual PACER account to your CM/ECF account to access the filing system. You must have an upgraded PACER account to submit your linking request. If your PACER account was created prior to August 2014, you must first upgrade your account (see [Upgrading Your PACER Account](#) for instructions).

Your CM/ECF account must be linked to your upgraded PACER account for each individual court you wish to file in. Linking your PACER account to your existing CM/ECF account is essential for e-filing and managing your accounts in NextGen. If you do not have an existing CM/ECF account, one will be created for you upon processing your linking/filing request.

Requirements

To ensure successful linking from PACER to CM/ECF you will need to complete the following steps prior to submitting your request:

- Apply for a new PACER account or upgrade an existing PACER account
- Update any personal/firm information within your PACER account

Submitting A Linking Request

The described linking process helps users to navigate PACER and successfully submit a linking request to the Admins of the desired court.

To submit a new electronic linking/filing request:

STEP	ACTION
1	Go to pacer.uscourts.gov .
2	Select Manage My Account Login on the Manage Your Account tab docked in the middle of the PACER homepage.
3	On the next page, click Log in to Manage My Account (Blue Square) to login to your PACER account.
4	Log into your account using your PACER Username and Password . If you do not already have a PACER account or have forgotten your Username or Password , follow the prompts on the Login screen to complete those steps.
5	Click the Maintenance tab in the middle of the page.
6	Click the option that applies: either Attorney Admissions/E-File Registration or Non-Attorney Admissions E-File Registration .
7	Next, select the Court Type and Court you wish to file in from the drop down. (If the court does not appear on the drop-down list, then your PACER account has already been linked to a CM/ECF account in this Court.) Select Next .

STEP	ACTION
8	On the next screen, select the option that applies: E-File Registration Only or Pro Hac Vice .
9	On the next screen, check the box to acknowledge your registration submission, confirm your contact and bar information, and your NEF delivery method, frequency, and format. Click Next .
10	On the next screen confirm or add payment information. Click Next .
11	On the next screen, check the boxes to acknowledge you've read the terms and conditions and the local requirements. Click Submit to submit your linking/registration request.

You will need to wait for the court to process the request and grant you electronic filing privileges. You can check the status of your request at any time by selecting the **E-File Registration/Maintenance History** option under the **Maintenance** tab of the **Manage My Account** page.

Once your request has been processed you will receive a confirmation email from CM/ECF.