

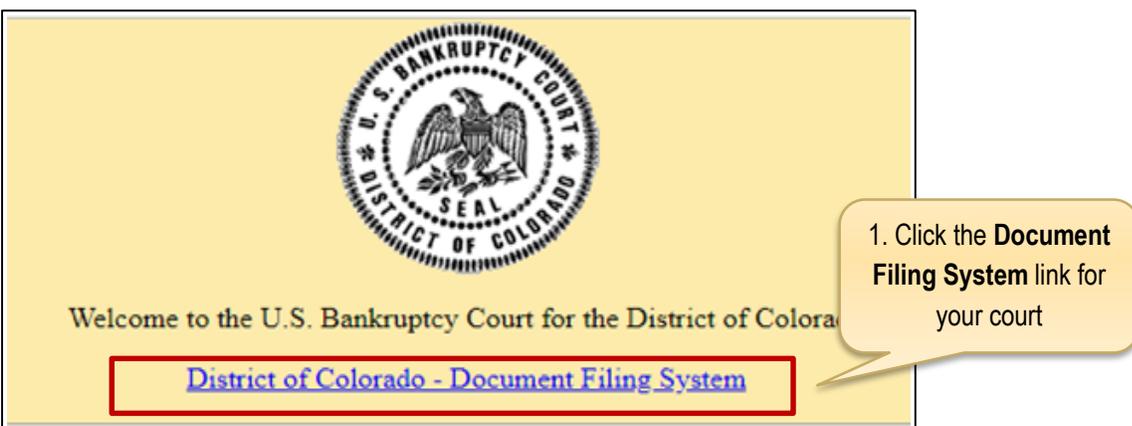
NOTICE: The Bankruptcy Court's case management and electronic filing system (CM/ECF) will be down at Thursday, June 20, 2019, at 12:00 noon to install the next generation of CM/ECF (NextGen CM/ECF). **You will not be able to file electronically until Monday, June 24, 2019 at 8:00 a.m.**

How can I file with the Court after June 24, 2019? Follow these instructions.

Link Your PACER and CM/ECF Account

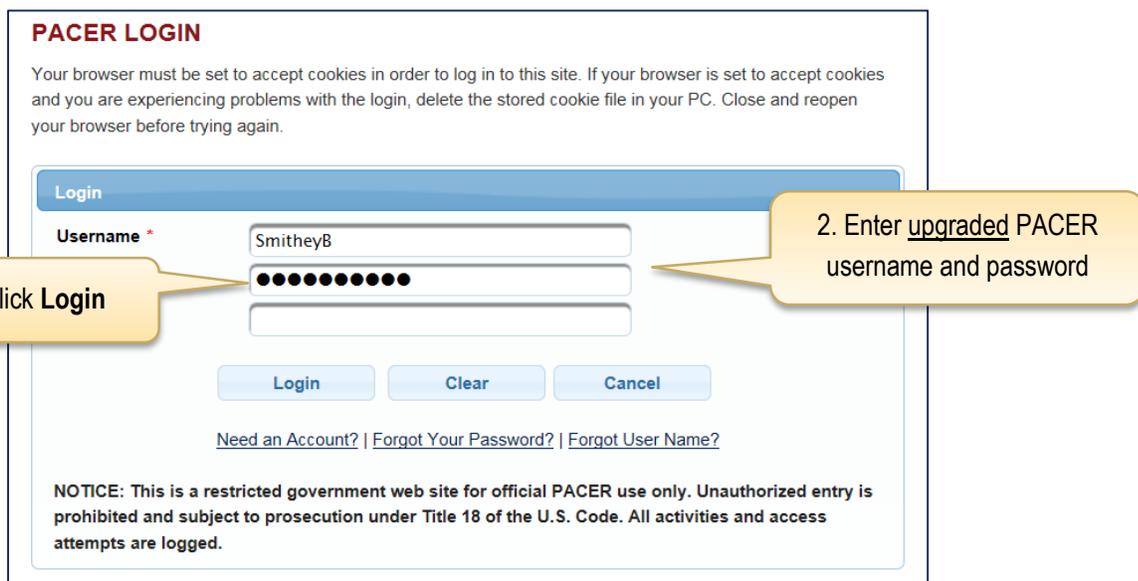
After June 24, 2019, and once the court implements NextGen, your individual upgraded PACER account must be linked to your CM/ECF filing account to create one Central Sign-On account. This will only have to be done once. Below are the steps to link your PACER and CM/ECF accounts.

Link Your PACER and CM/ECF Account



1. Click the **Document Filing System** link for your court

1. On the CM/ECF home page, click your court's **Document Filing System** link to access the system.



3. Click **Login**

2. Enter upgraded PACER username and password

2. Enter your upgraded PACER username and password.
3. Click **Login**.

After logging in, you will still only have access to **PACER Search** since you have not linked your PACER account to your CM/ECF account. Notice the limited menu bar below.

Remember, this is a one-time process.



4. From the menu bar, click **Utilities**.



5. Click **Link a CM/ECF account to my PACER account**.

CM/ECF Query Reports Utilities Help Log Out

Link a CM/ECF account to my PACER account

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 account to your old CM/ECF e-filing account. Press Submit to link the accounts (or go ba

CM/ECF login:

CM/ECF password:

[Forgot login/password](#)
[More about Upgraded PACER account](#)

If you don't remember your CM/ECF password, call the court for assistance.

6. Enter your CM/ECF login and password.
7. Click **Submit**.

Link a CM/ECF account to my PACER account

Do you want to link these accounts?

CM/ECF Barb A. Smithey
PACER Barbara Smithey

After you submit this screen, your old e-filing credentials for the CM/ECF

Verify you have the correct CM/ECF and PACER names. If not, do not proceed. Call the court for assistance.

8. Confirm the two accounts to be linked are correct and click **Submit**.

A confirmation message will appear similar to this:

The CM/ECF account for Barb A. Smithey is now linked to your CSO account.

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 (CSO account) to e-file in this court. Your old CM/ECF login and password can no longer be used.

To proceed with e-filing at this time, refresh your browser and the **Bankruptcy** and **Adversary** menus display. If the menus don't refresh, log out and then back in again.