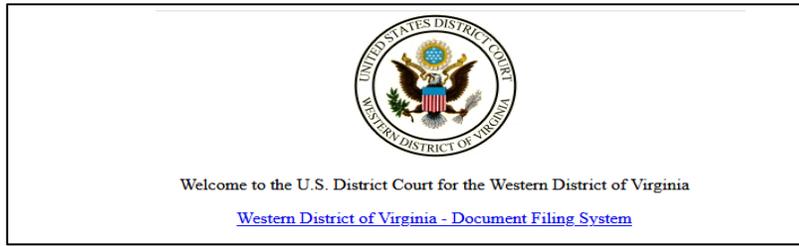


# LINKING YOUR CM/ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT

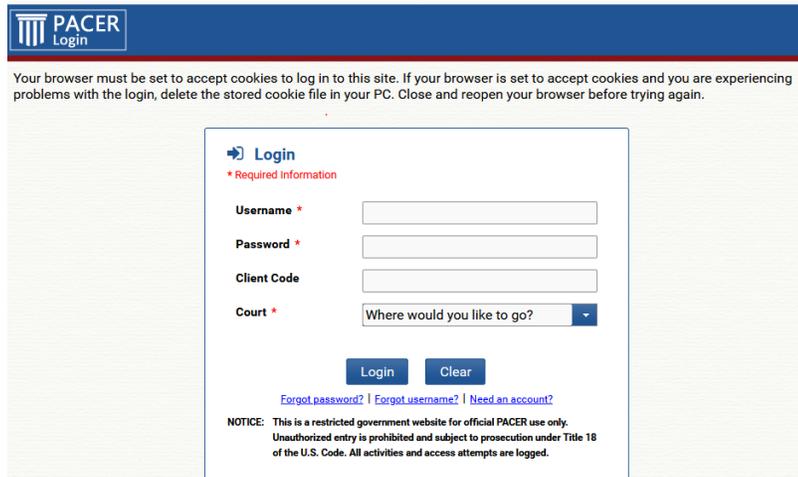
If a court in which you file is live on NextGen CM/ECF, you must link your existing CM/ECF account to your upgraded PACER account to access the filing system. You must have an upgraded PACER account. If your account was created prior to August 2014, you must first upgrade your account (see [Upgrading Your PACER Account](#) for instructions). All your CM/ECF accounts must be linked to your upgraded PACER account as each court goes live on NextGen CM/ECF. Linking is a one-time process that can be completed only once the court is live on NextGen CM/ECF.

## Linking Your Account - On or AFTER October 13, 2020

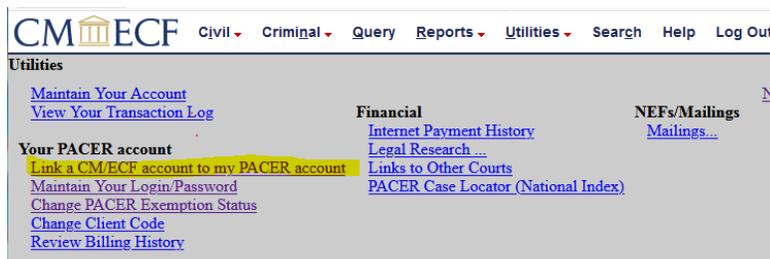
**STEP 1** Go to the court's CM/ECF site (e.g., <https://ecf.vawd.uscourts.gov>). Click the **Document Filing System** link.



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



**STEP 3** Click **Utilities**, and then click the **Link a CM/ECF account to my PACER account** link.



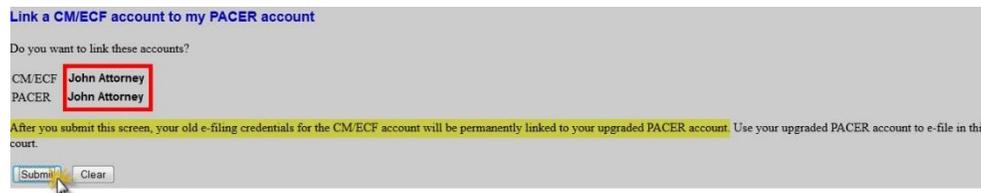
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Enter your current CM/ECF credentials in the **CM/ECF login** and **CM/ECF password** fields. Click **Submit**.

**STEP 4**



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



**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** to refresh the screen and view the Civil and Criminal menu items for filing in district courts.