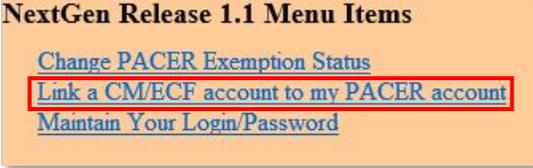# Link Your PACER & CM/ECF Accounts

On March 1, 2021, our court will complete the migration to NextGen. Before you are able to file in our court, your upgraded PACER account must be linked to your CM/ECF filing account to create your Central Sign-On Account. This is a one-time action. In order to complete this process, you will need your CM/ECF login and password for our district.

STEP	ACTION
1	Navigate to www.wieb.uscourts.gov.
2	Select **E-Filing (CM/ECF).** Case Locator (PACER) » E-Filing (CM/ECF) » Debtor Electronic Noticing » File a Claim On-Line » Lou Jones Club » Free Legal Help »
3	Users will be redirected to the PACER log in page.
4	Enter your new/upgraded PACER Username and Password. Then select **Login.** **Login** * Required Information Username * Password * Client Code Login Clear Cancel Need an Account? | Forgot Your Password? | Forgot User Name? NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

STEP	ACTION
5	After logging in you will notice the limited menu bar. You have successfully gained access to PACER. Follow the remaining steps to link your accounts.
6	In the menu bar at the top, select **Utilities.** CM⊞ECF Query Reports Utilities Help Log Out
7	Select **NextGen Release 1.1 Menu Items.** **Utilities** NextGen Release 1.1 Menu Items **PACER Account Information** **Miscellaneous** **Mailing Functions** Change Your Client Code Court Information Mailings... Pacer Case Locator (National Index) Links to Other Courts Review Billing History View PACER Account Information
8	Select **Link a CM/ECF account to my PACER account.** **NextGen Release 1.1 Menu Items** Change PACER Exemption Status Link a CM/ECF account to my PACER account Maintain Your Login/Password

9	Here, you much enter the CM/ECF login and password for our district. This is different from the PACER login and password you will have just created. If you need assistance in recovering your login and password, please e-mail paul_c_walter@wieb.uscourts.gov. **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 Ne you want to link your PACER account to your old CM/ECF e-filing account. Press CM/ECF login: CM/ECF password: Submit Clear Forgot login/password More about Upgraded PACER account
10	Once you have logged in, you will be asked to link your CM/ECF and PACER accounts. Please note, once you have linked these accounts, your CM/ECF filing credentials for our district will be linked, and you will log in using your PACER credentials moving forward. **Link a CM/ECF account to my PACER account** Do you want to link these accounts? CM/ECF **Matt Link** PACER **Matt Link** After you submit this screen, your old e-filing credentials for the CM/F Submit Clear

11	A confirmation message will display informing you of the link between your two accounts.
	Link a CM/ECF account to my PACER account Your PACER account has been linked to your CM/ECF account
12	In order to file after your accounts have been linked, you will either need to logout and then login using your PACER credentials, or refresh your page. Once you see the **Bankruptcy** and **Adversary** options in the menu bar, you will know that you are able to successfully file in our district. CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

REMINDERS

- You will now use your PACER username and password to log in for both PACER and CM/ECF.
- The linking process is a one-time process for WIEB NextGen.
- You will need to complete this process for any additional NextGen court in which you with to file.
- For non-NextGen courts, you will continue to access CM/ECF with court-specific credentials.