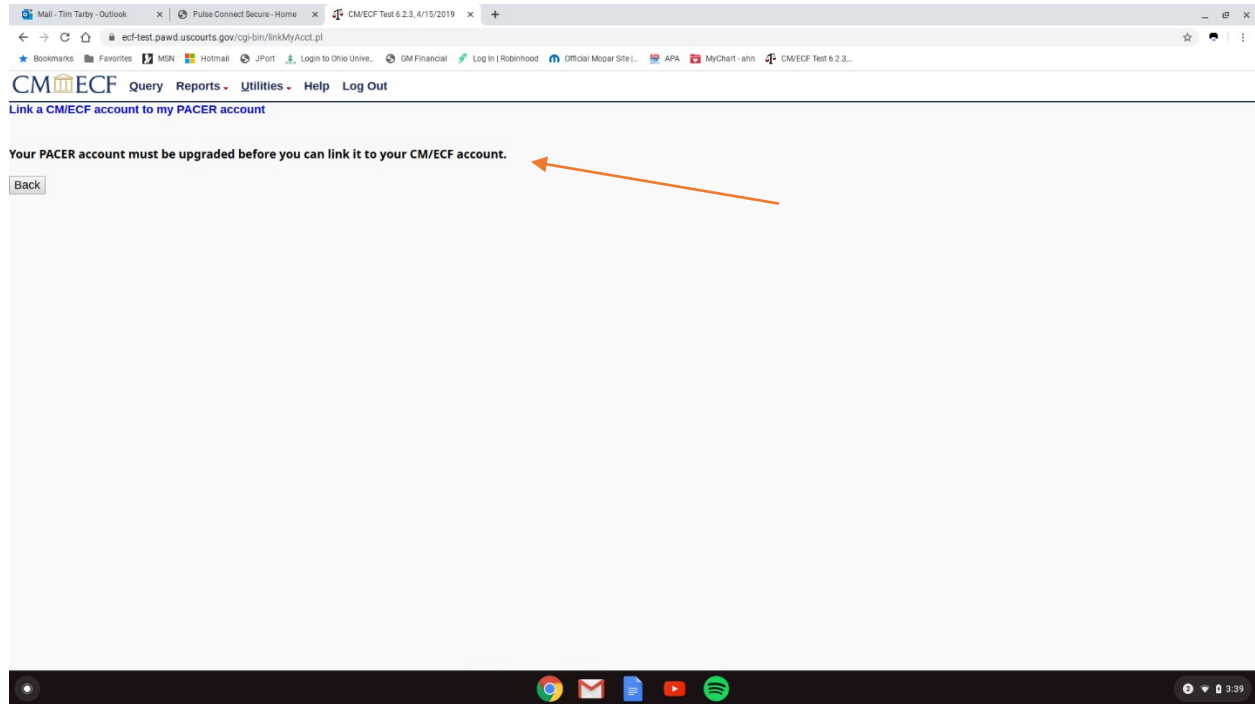


LINKING GUIDE FOR ATTORNEYS

Your PACER account must be upgraded before you can link to your CM/ECF account.

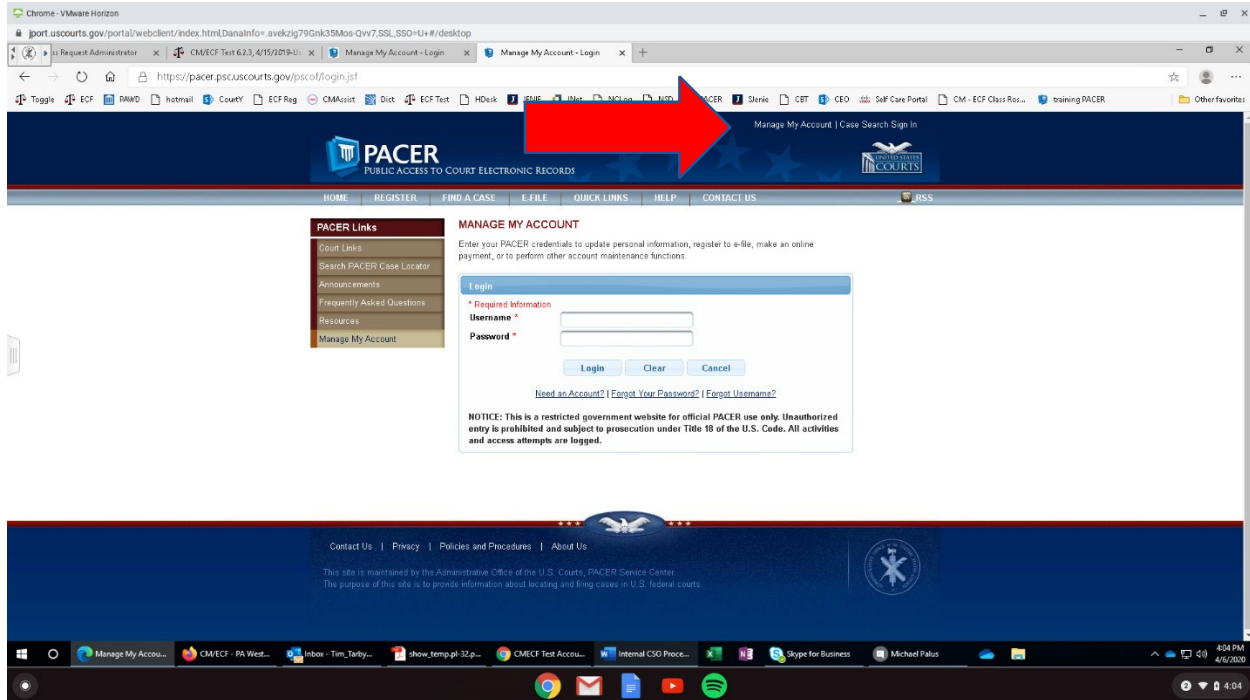
Note: Upgraded PACER accounts have login names with at least 8 characters

Go to <https://www.pacer.gov/> > Manage My Account

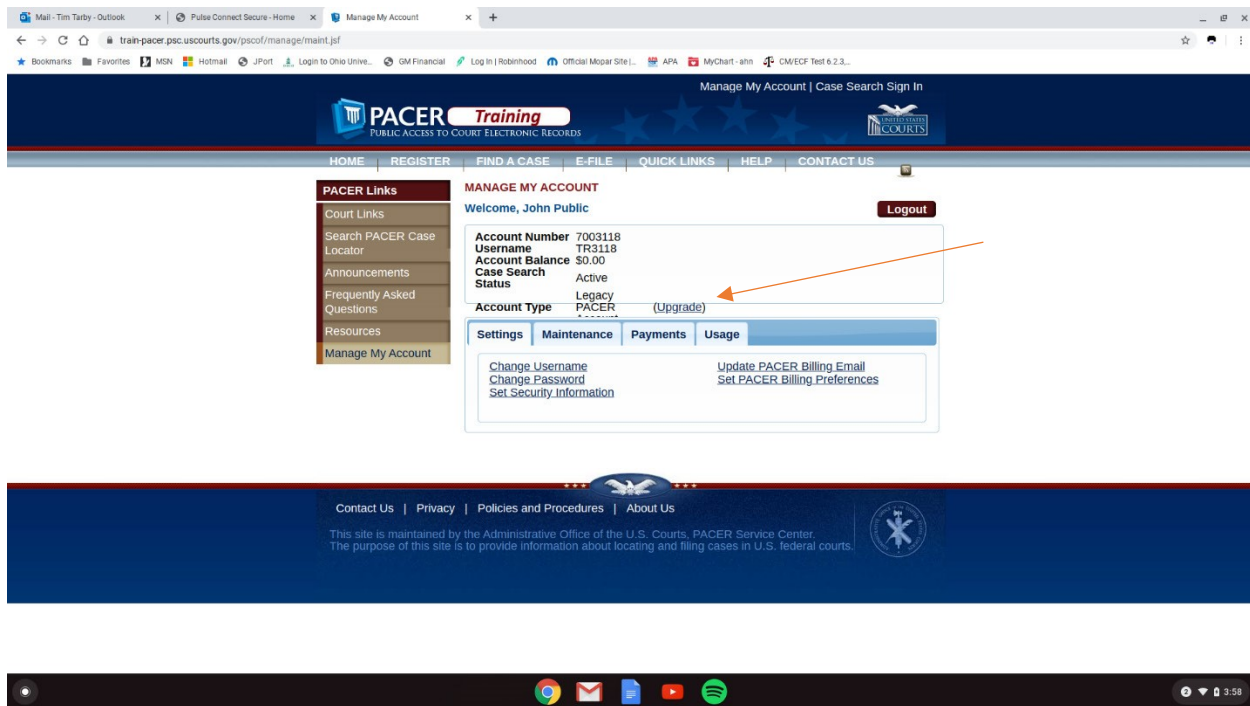


Go to <https://www.pacer.gov/>

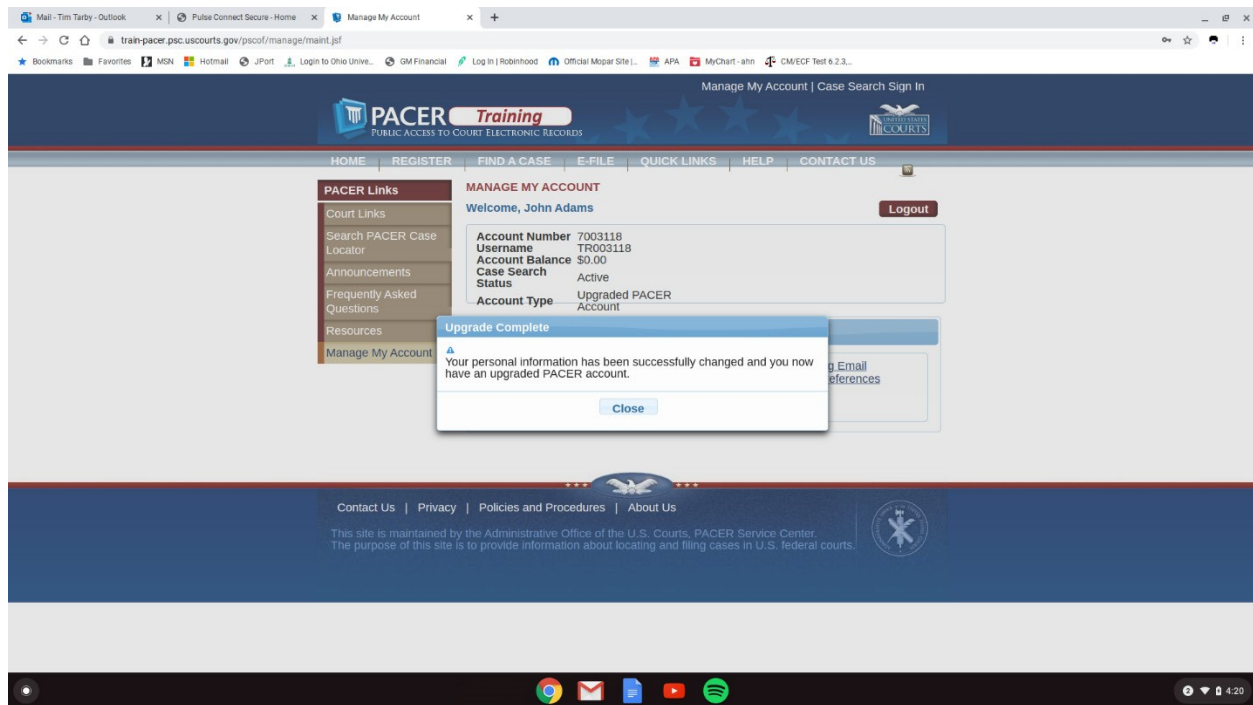
Manage My Account > Login into PACER using your PACER login and Password. Look at Account Type. If your Account Type is Legacy PACER then click the link for Upgrade.



V

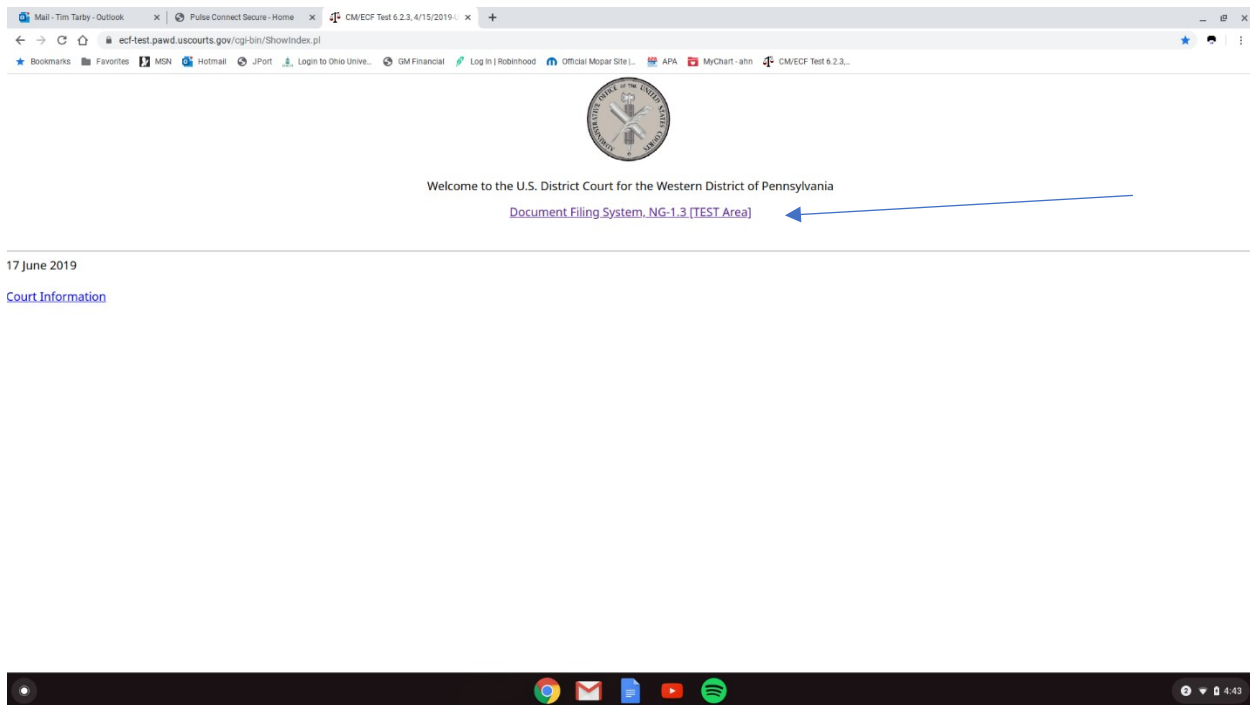


Once your personal Information has been updated successfully you should see the next screenshot.



Next go to our homepage and click on E-Filing (CM/ECF) and click the link to the Document Filing System.

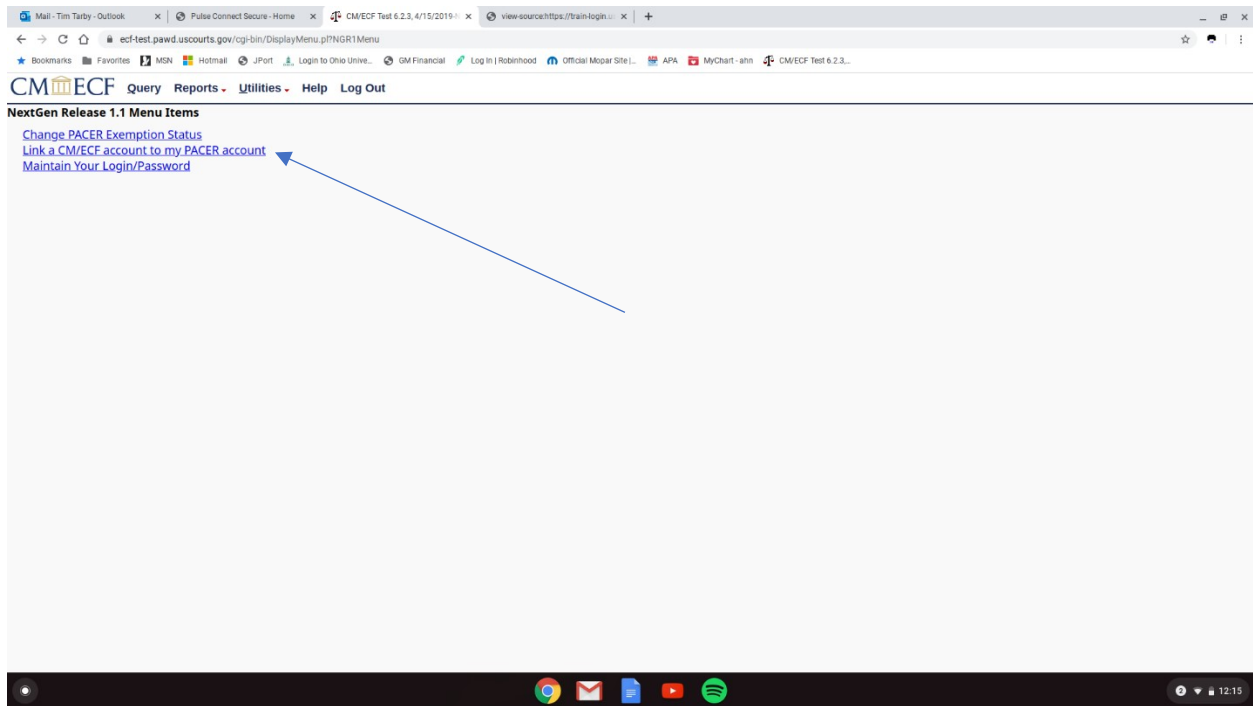
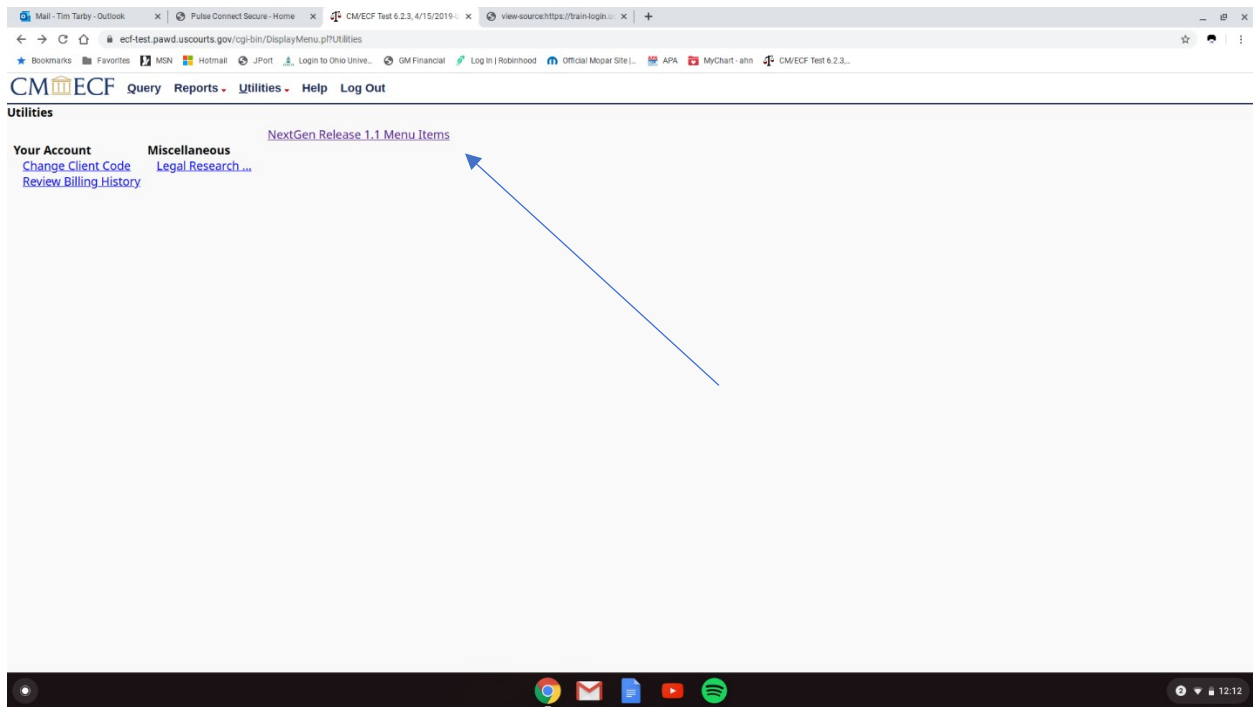




Enter your PACER login information and then click Utilities.

A screenshot of the PACER login page for the Pennsylvania Western District Court (TEST). The page has a blue header with the PACER logo and the text 'PACER Login'. Below the header, there is a warning message: 'Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.' The main content area contains a login form with the title 'PENNSYLVANIA WESTERN DISTRICT COURT (TEST) Login'. The form includes a red asterisk and the text '* Required Information'. There are three input fields: 'Username *', 'Password *', and 'Client Code'. Below the fields are 'Login' and 'Clear' buttons. At the bottom of the form, there are links for 'Forgot password?', 'Forgot username?', and 'Need an account?'. A notice at the bottom of the page states: 'NOTICE: This is a restricted government website 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.' The footer includes links for 'Contact Us', 'Privacy & Security', and 'PACER FAQ', and a statement: 'This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.' The browser's taskbar at the bottom shows various application icons and the system clock at 4:45.

Click on Utilities > NextGen Release 1.1 Menu Items > Link a CM/ECF account to my PACER account



Enter your CM/ECF login and password information > Submit

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 CM/ECF, enter your old CM/ECF login and password below and press Submit. You will be prompted to confirm that you want to link your PACER account to your old CM/ECF e-filing account. Press Submit to link the accounts (or go back if the names don't match).

CM/ECF login:

CM/ECF password: 

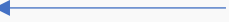
[Forgot login/password](#)
[More about Upgraded PACER account](#)

Do you want to link these accounts? Verify the names on the CM/ECF and PACER accounts to make sure they match > Click Submit.

CM/ECF Query Reports Utilities Help Log Out

[Link a CM/ECF account to my PACER account](#)

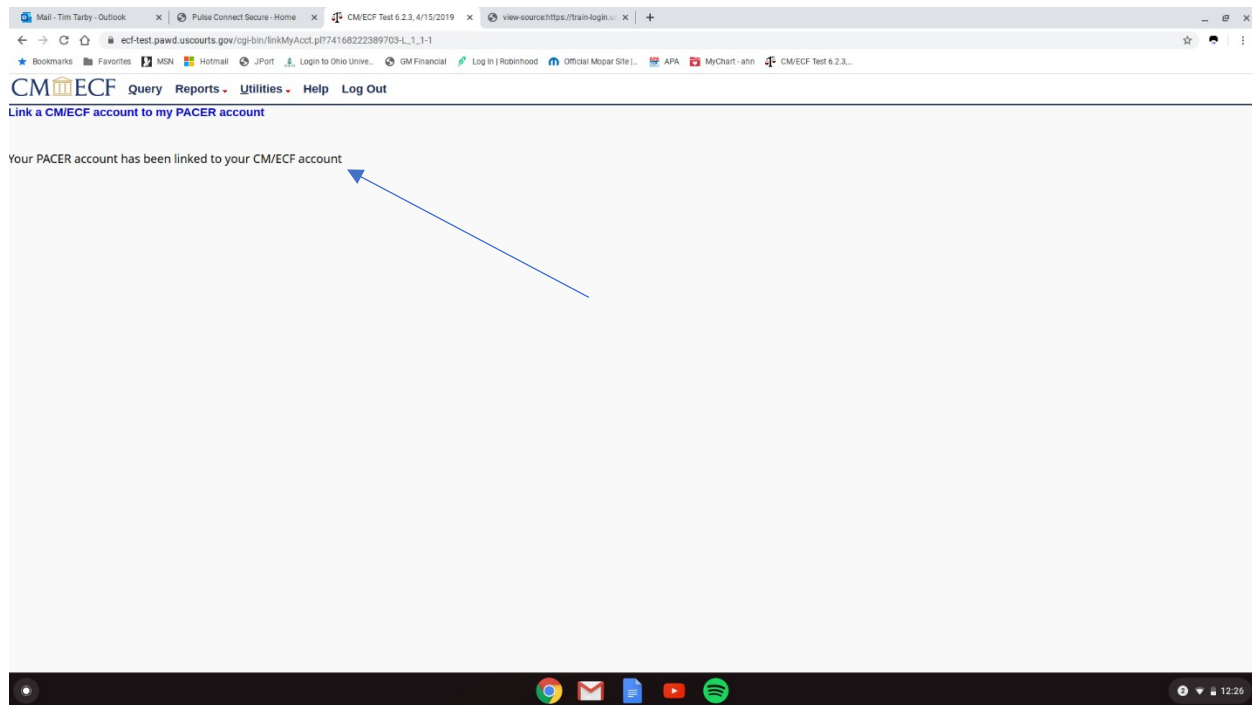
Do you want to link these accounts?

CM/ECF **Atticus Z Finch** 

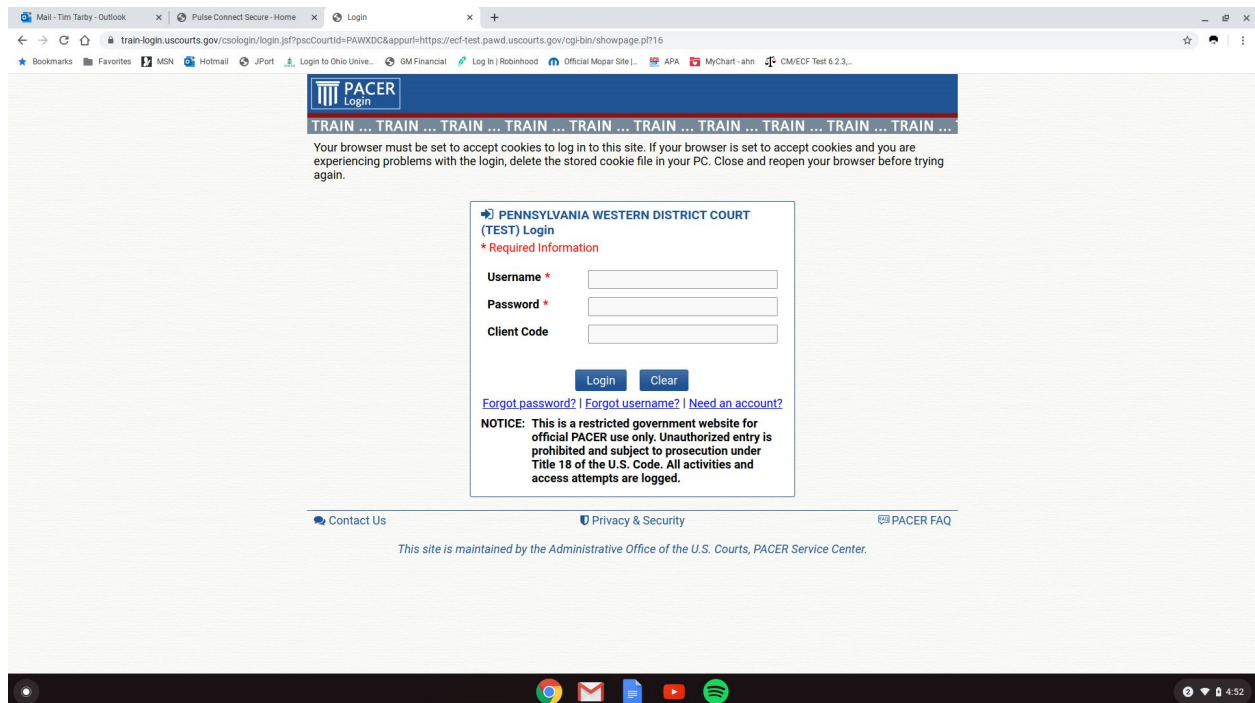
PACER **Atticus Finch**

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 to e-file in this court.

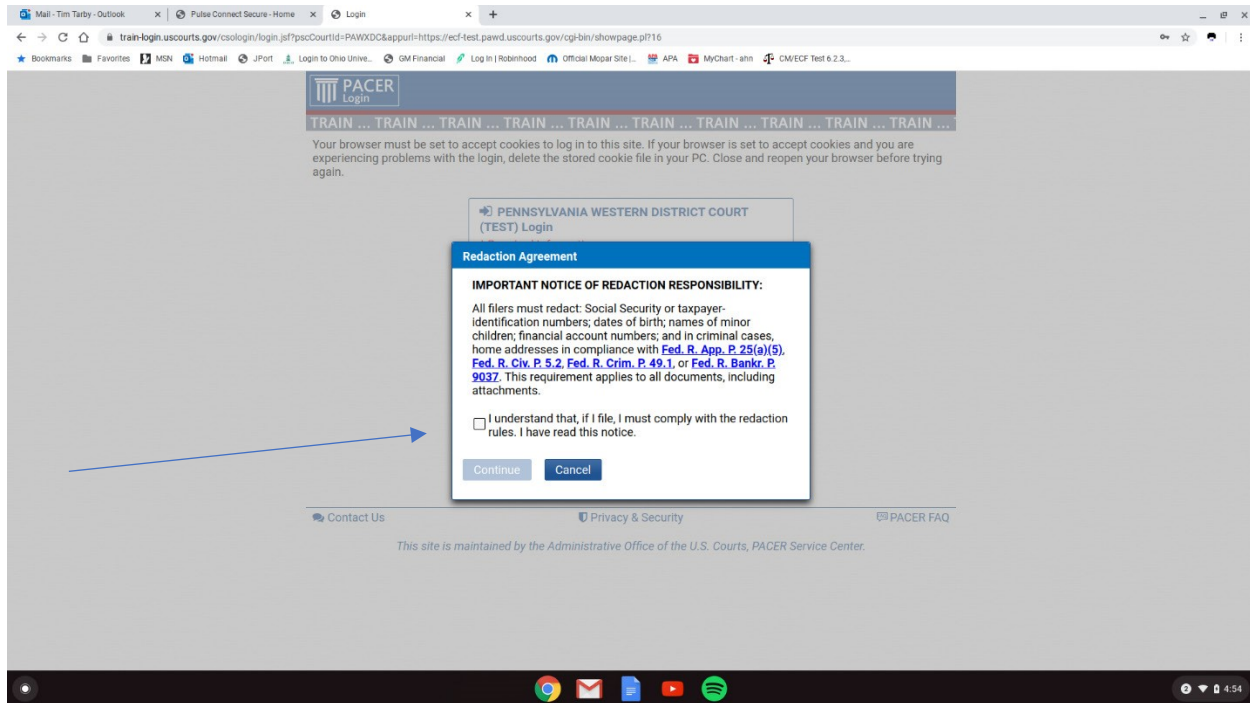
If successful, the below screen will appear confirming that your PACER account has been linked to your CM/ECF account.



Click **Log Out** and you will be returned to the CM/ECF page with the **Civil** and **Criminal** menu options available for you to use for docketing purposes. Log out when completed, or you will be directed to the PACER login page.



Click the redaction check box and then continue.



The next time you login to CM/ECF you must use your Upgraded PACER account to file in the court. Your CM/ECF credentials will no longer work after your account has been linked.

KEEP YOUR PACER ACCOUNT CURRENT BY USING THE MAINTENANCE TAB

NOTE: Update E-File Email Noticing and Frequency if your email address changes so you don't miss any NEF's (Notices of Electronic Filing).

Manage My Account | Case Search Sign In

PACER Training
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT
Welcome, John Adams [Logout](#)

Account Number 7003118
Username TR003118
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Settings Maintenance Payments Usage

[Update Personal Information](#)
[Update Address Information](#)
[Update E-File Email Noticing and Frequency](#)
[Display Registered Courts](#)

[Attorney Admissions / E-File Registration](#)
[Non-Attorney E-File Registration](#)
[Check E-File Status](#)
[E-File Registration/Maintenance History](#)

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This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center. The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.

Check the box for the Court(s) you wish to update.

Enter e-mail information, frequency and format and the Submit.

Manage My Account - Display R... Manage My Account - Display R...

train-pacer.psc.uscourts.gov/psc/manager/emailUpdate.jsf

Locator
Announcements
Frequently Asked Questions
Resources
Manage My Account

Username TR003118
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Update E-File Email Noticing and Frequency

Use the fields below to update your primary email address and preferences for receiving case notifications.

Note: If you want any of your preferences (i.e., email, frequency, email format) to vary from court to court, you will need to do so individually by selecting the court, performing your updates, and then clicking Submit.

You will then need to re-enter this page and follow the same steps for the next court.

Apply Updates to Selected Courts

U.S. District Courts

☒ **Pennsylvania Western District Court (test) - NextGen**
Click to apply changes to this court
[Load your e-filer email noticing and frequency preferences for this court below](#)
Email John_Adams@deadmail.com
Email Frequency At The Time of Filing (One Email per Filing)
Email Format HTML
Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

*** Required Information**

Primary Email *

Confirm Primary Email *

Email Frequency *

Email Format *

[Submit](#) [Reset](#) [Cancel](#)

