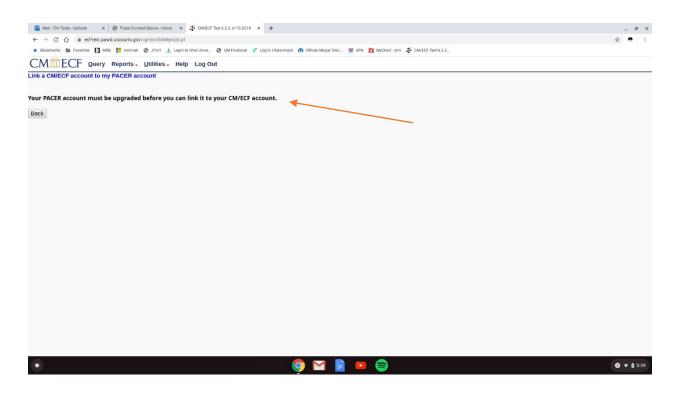
## LINKING GUIDE FOR ATTORNEYS

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

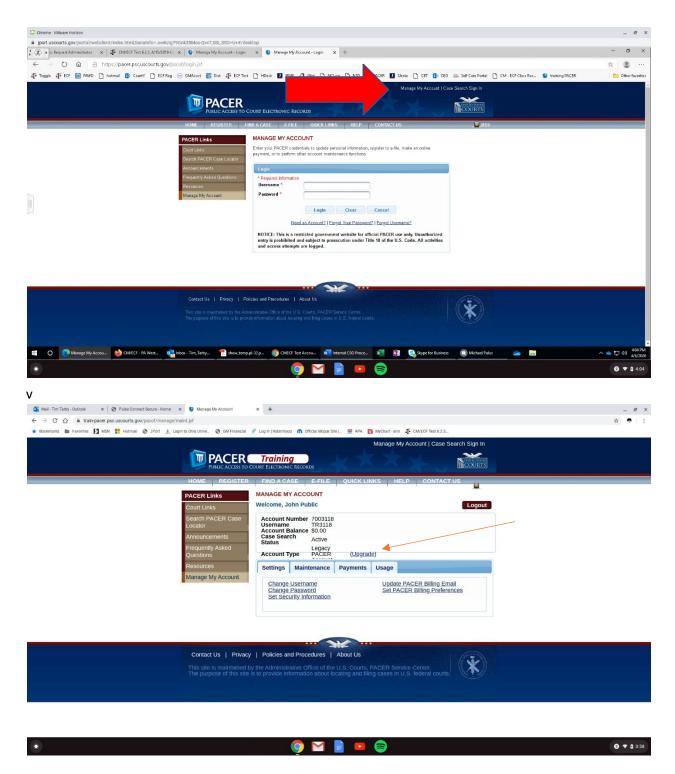
Note: Upgraded PACER accounts have login names with at least 8 characters

Go to <a href="https://www.pacer.gov/">https://www.pacer.gov/</a> > Manage My Account



Go to <a href="https://www.pacer.gov/">https://www.pacer.gov/</a>

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.



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

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	Close Contact Us   Privacy   Policies and Procedures   About Us 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.	
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Next go to our homepage and click on E-Filing (CM/ECF) and click the link to the Document Filing System.





Court Information

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## Enter your PACER login information and then click Utilities.

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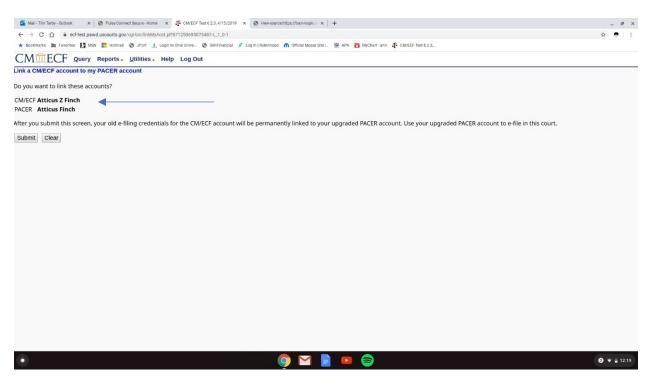
Click on Utilities > NextGen Release 1.1 Menu Items > Link a CM/ECF account to my PACER account

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Enter your CM/ECF login and password information > Submit

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



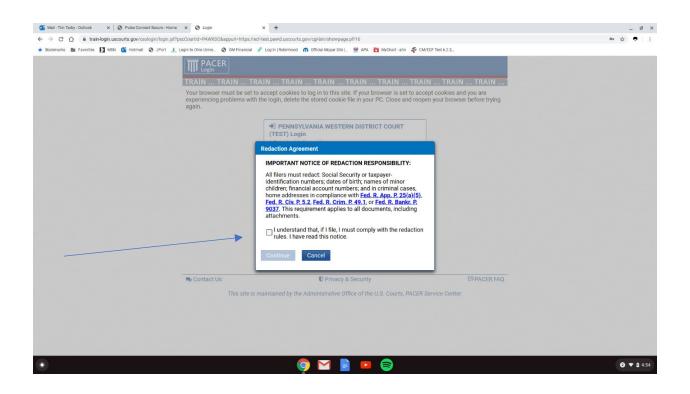
If successful, the below screen will appear confirming that your PACER account has been linked to your CM/ECF account.

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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.

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

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

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

	Use the helicits below to update your primary email adoress 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 Frequency At The Time of Filing (One Email per Filing) Email Format HTM. Additional email addresses for district and bankruptcy e-filers must be added through the CMECF Maintain Your Account utility.	
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