

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. Courts will notify users of their go-live dates.

Linking Your Account

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



Welcome to the U.S. District Court for the District of New Hampshire

Login to District of New Hampshire - Document Filing System

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

Your browser must be set	to accent cookies in orr	ler to log in to this si	te lf vour hrowser is s	et to accent cookies
and you are experiencing		0	* ·	
browser before trying aga	in.			
Login				
* Required Information				
Username *				
Password *				
Client Code				
	Login	Clear	Cancel	
	Need an Account? For	<u>qot Your Password'</u>	<u>' Forgot User Name'</u>	
NOTICE: This is a res	stricted government w	eb site for official	PACER use only. Un	authorized entry is
prohibited and subje	ct to prosecution unde	r Title 18 of the U	.S. Code. All activitie	s and access
attempts are logged.				



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



NOTE: If you do not see the Link a CM/ECF account to my PACER account link on the Utilities page, it will more than likely be on the NextGen Release 1.1 Menu Items page. To visit this page, click the **NextGen Release 1.1 Menu Items** link on the Utilities page.

STEP 4 Enter your current CM/ECF credentials in the CM/ECF login and CM/ECF password fields. Click Submit.

CMmECF 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:
Submit Clear
Forgot login/password More about Upgraded PACER account

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

ak a CM/ECF account to my PACER account
you want to link these accounts?
VECF John Attorney CER John Attorney
er 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
ubmi Clear

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.