

# 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.rid.uscourts.gov>). Click the **Document Filing System** link.



Welcome to the U.S. District Court for the District of Rhode Island

[District of Rhode Island - Document Filing System](#)

**This is a restricted government website for official court business only. All activities of CM/ECF subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to CM/ECF, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.**

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

**PACER LOGIN**

Your browser must be set to accept cookies in order 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.

Login

\* Required Information

Username \*

Password \*

Client Code

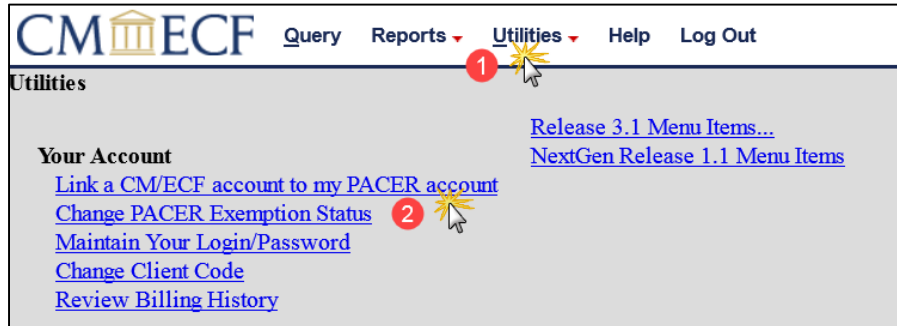
Login Clear Cancel

[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.

## Linking your CM/ECF Account to your Upgraded PACER Account

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

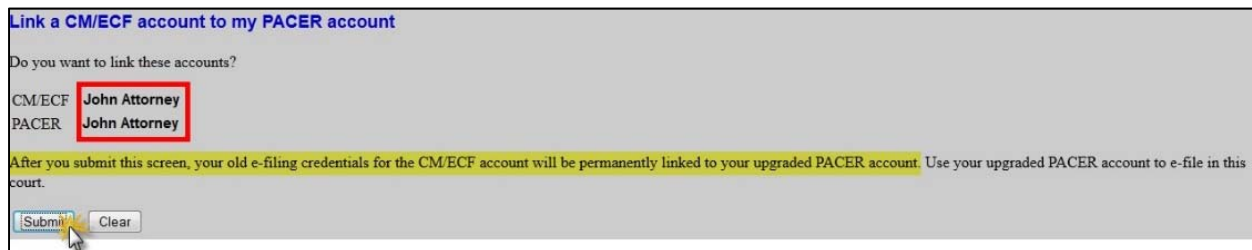


**NOTE:** If you do not see the Link a CM/ECF account to my PACER account link on the Utilities page, it will more than likely be on the NextGen Release 1.1 Menu Items page. To visit this page, click the **NextGen Release 1.1 Menu Items** link on the Utilities page.

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



**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.