Central Sign-On – Linking a PACER account to an ECF account

Please visit the court's website, <u>www.lawb.uscourts.gov</u> for information related to Policies and Procedures.

Linking a PACER account to an ECF account

Note: This process is completed by the filer requesting access, not the Court user.

- 1. Go to <u>www.lawb.uscourts.gov</u>.
- 2. Click E-Filing (CM/ECF). This redirects to the PACER login screen.



3. Enter the PACER account Username and Password. Click Login.

Your browser must be so problems with the login,	et to accept cookies to log in to this site. If your browser is set to accept cookies and you are experi delete the stored cookie file in your PC. Close and reopen your browser before trying again.	iencing
	Louisiana Western Bankruptcy Court Login Required Information Username * Password * Client Code Login Clear	

4. Click Utilities.



5. Click NextGen Release 1.1 Menu Items under Your Account.

Utilities		
Your Account <u>Change Client Code</u> <u>Review Billing History</u> <u>View PACER Account</u>	Miscellaneous <u>Mailings</u>	Release 5.0 Menu Items NextGen Release 1.1 Menu Items

6. Click Link a CM/ECF account to My PACER Account.



7. Enter old **ECF account login** and **password**. If password is unknown, the Clerk's office staff can reset with the temporary password of **Newuser1**.

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 CMECF e-filing account in this court before the court converted to NextGen CMECF, enter your old CMECF login and password below and press Submit. You will be prompted confirm that you want to link your PACER account to your old CMECF e-filing account. Press Submit to link the accounts (or go back if the names don't match).	
CMECF login:	
CMECF password:	
Submit Clear	
Forget login jansword More about Upgraded PACER account	

8. Answer question "Do You want to link these accounts?" by clicking Submit.



NOTE: When the PACER account has been linked to the ECF account, the ECF login and password are no longer valid. The PACER login and password replace them.



9. An email notification acknowledgement will be sent from PACER to the email address associated with the PACER account.

10. **Bankruptcy**, **Adversary** (filing menus) and other menu items should now appear in the tool bar.

If the menus do not appear, try the following steps:

- a. Refresh your webpage.
- b. Log out, close the browser, then log back in.
- c. Clear cookies, cache and history. Close the browser, then log back in.

Note: This process will need to be completed for any Nextgen Court.

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