

Link your upgraded individual PACER Account to your ECF Account

You have an **upgraded** individual PACER Account, and would like to file in ECF

****Note that this step cannot be completed until the District of CT is live on NextGen on December 11, 2017. It is a one-time procedure****

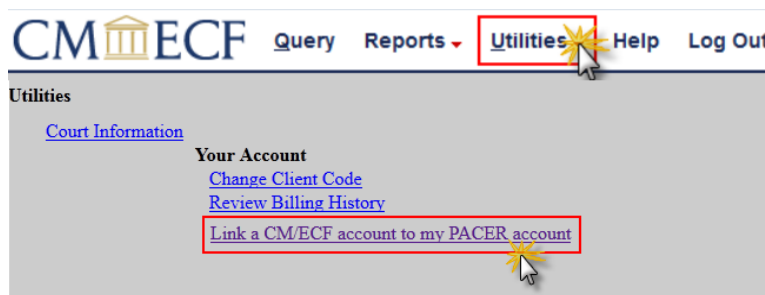
1. Click on **E-Filing (CM/ECF)** on the District of Connecticut's website:
www.ctd.uscourts.gov
2. Login with your **upgraded PACER** username and password.



The screenshot shows a login window with the following fields and buttons:

- Username *
- Password *
- Client Code
- Login, Clear, Cancel buttons
- Links: [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.

3. Click on **Utilities** and select **Link a CM/ECF account to my PACER account**.



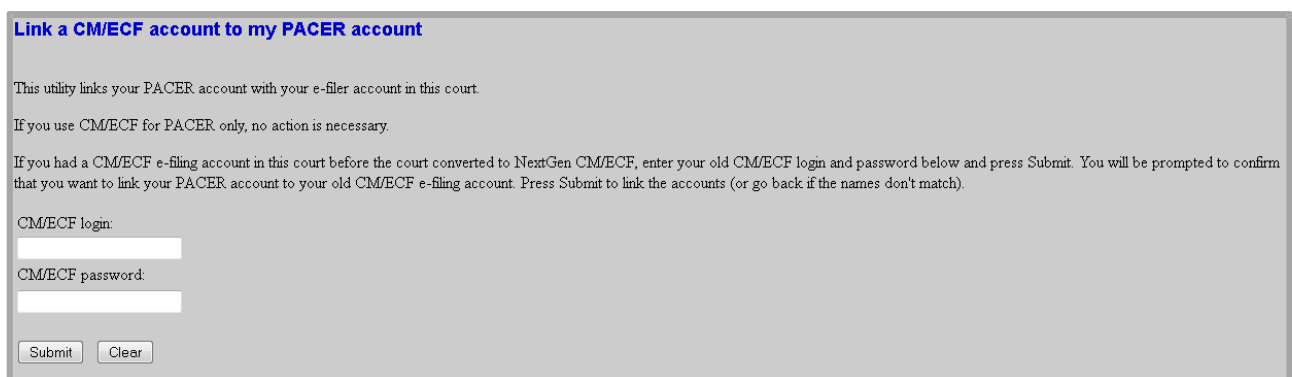
The screenshot shows the CM/ECF website navigation menu with the following items:

- CM/ECF logo
- Query
- Reports
- Utilities (highlighted with a red box and a mouse cursor)
- Help
- Log Out

Below the navigation menu, the Utilities section is visible with the following links:

- [Court Information](#)
- Your Account
 - [Change Client Code](#)
 - [Review Billing History](#)
 - [Link a CM/ECF account to my PACER account](#) (highlighted with a red box and a mouse cursor)

4. Enter your **current ECF login** and **password**. Click **Submit**.



The screenshot shows the utility page titled "Link a CM/ECF account to my PACER account". The page contains the following text and form elements:

- 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 buttons

5. Ensure that the **CM/ECF account** and **PACER account** listed are accurate. If so, click **Submit**. ****Note that your individual PACER account should be listed. DO NOT link a shared firm PACER account to your CM/ECF account.****

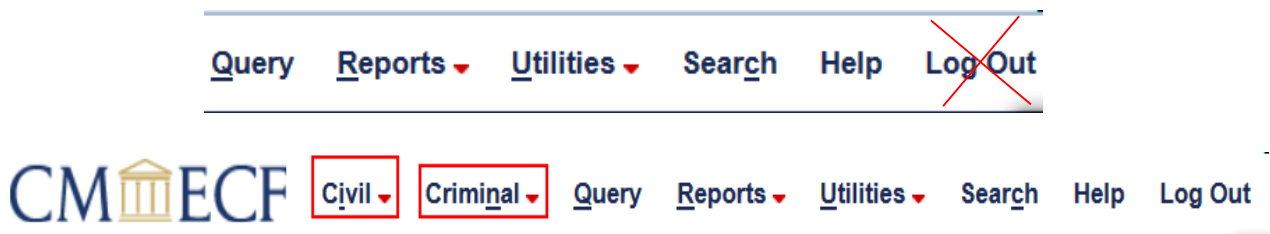
Link a CM/ECF account to my PACER account

Do you want to link these accounts?

CM/ECF	John Attorney
PACER	John Attorney

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.

6. You have successfully linked your account. Click on one of the menu items (except log out). The Civil and Criminal filing menu items appear with other options. The account is now ready for filings.



****You will now use your new PACER username and password to login to both PACER and ECF.****