

Link your upgraded 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 Northern District of New York is LIVE on NextGen (as of January 16, 2018), and it is a one-time procedure.****

1. Click on the **CM/ECF NextGen Project** link, which is found on the Northern District of New York's website: <http://www.nynd.uscourts.gov/>
2. Click on the **CM/ECF NextGen** button.



3. Click on the **Northern District of New York – Main Office (Syracuse) Document Filing System** link.



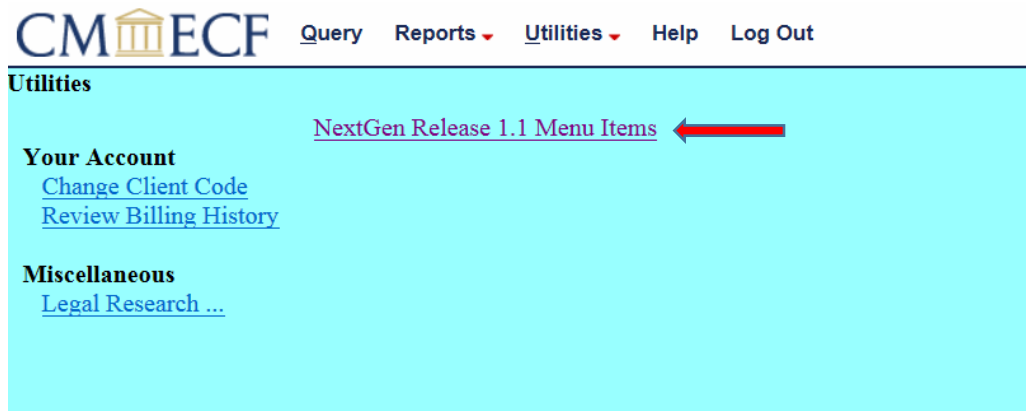
Welcome to the U.S. District Court for the Northern District of New York - Main Office (Syracuse) [TEST - NextGen CM/ECF Release 1.2]

 [Northern District of New York - Main Office \(Syracuse\) \[TEST - NextGen CM/ECF Release 1.2\]](#) ****CLICK HERE**** For ECF Document Filing System

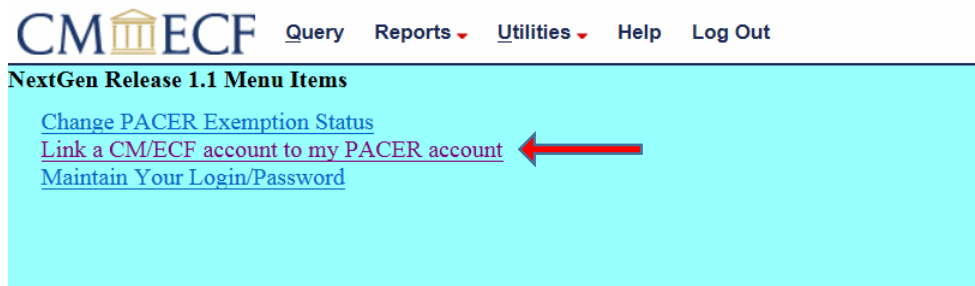
4. Log in with your **upgraded PACER** username and password.

A screenshot of the PACER Login page for the Northern District of New York. The page has a blue header with the PACER logo and 'Login' text. Below the header, there is a message about cookies. The main content area is titled 'New York Northern District Court (test) Login' and contains three input fields: 'Username *', 'Password *', and 'Client Code'. There are 'Login' and 'Clear' buttons below the fields. At the bottom, there are links for 'Forgot password?', 'Forgot username?', and 'Need an account?'. A notice at the very bottom states: 'NOTICE: This is a restricted government website 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.'

5. Click on **Utilities** and select **NextGen Release 1.1 Menu Items**.



6. Next, click on **Link a CM/ECF account to my PACER account**.



7. Enter your **current NYND CM/ECF login** and **password**. Then click **submit**.

A screenshot of the 'Link a CM/ECF account to my PACER account' form. The navigation bar is the same. The form title is 'Link a CM/ECF account to my PACER account'. Below the title, there is explanatory text: '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 (Bar Roll No.) 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).'. There are two input fields: 'CM/ECF login (Bar Roll No.):' and 'CM/ECF password:'. Below the fields are 'Submit' and 'Clear' buttons. At the bottom, there are two links: 'Click here to reset your old CMECF password to link with your PACER account' and 'More about Upgraded PACER Accounts'.

8. Ensure that the **CM/ECF account** and **PACER account** listed are accurate. If so, click **Submit**.

**** NOTE: Make sure your individual PACER account is listed. **DO NOT** link a shared firm PACER account to you 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.

9. You have successfully linked your account. Refresh your screen (press F5) to see the Civil and Criminal menu items for filing.

**** NOTE: You will now only use your **PACER** login and password to log in to **BOTH** PACER and CM/ECF ****