<div style="border:2px solid red;">

LINK YOUR INDIVIDUAL PACER ACCOUNT
TO THE NORTHERN DISTRICT OF NEW YORK

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The Northern District of New York converted to CM/ECF: NextGen on January 16, 2018. Attorneys admitted to practice prior to this date must first upgrade their PACER account through www.pacer.gov. The attorney must then link their legacy CM/ECF account to their upgraded individual PACER account to obtain filing access. You must be a member of the bar of the Northern District of New York with a valid bar number in order to use these linking instructions.

FOLLOW THE STEPS BELOW TO SUBMIT AN E-FILE REGISTRATION REQUEST IN ORDER TO LINK YOUR PACER ACCOUNT TO CM/ECF

1. **Navigate to www.pacer.gov.**

2. **Click on "Manage Your Account" and select "Manage My Account Login".**

Manage Your Account

Create a PACER account or log in to manage your account and pay a bill.
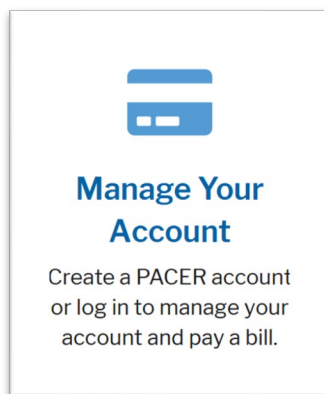
3. **Click on "Log in to Manage My Account"**

Log in to Manage My Account

4. **Enter your PACER username and password then click Login**

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

➜ Login
* Required Information

Username *

Password *

[Login] [Clear] [Cancel]

Need an Account? | Forgot Your Password? | Forgot Username?

WARNING: After you log in, check your "Account Type". If it states "Legacy PACER Account (Upgrade)", you MUST immediately upgrade your account FIRST before continuing the steps of these instructions to submit an E-file registration request to link your account.

5. **Select the "Maintenance" tab then click the "Attorney Admission/E-Filing Registration" link.**

6. **Select U.S. District Courts as the Court Type and New York Northern District Court – NextGen as the Court. Click Next**

7. **Since you're already admitted to the Northern District of New York, select "E-File Registration Only".**

8. **Complete all sections of the "Filer Information" screen.**

9. In the "Delivery Method and Formatting" section, set your e-mail frequency and format then click "Next".

10. Check the boxes to acknowledge and agree to the E-filing Terms, Conditions, Policies and Procedures.

11. Click Submit to get the confirmation screen then click Done.

12. Upon receipt of your Submission, the Court will verify your bar membership and, if necessary, update your bar record. You will receive notification by e-mail from PACER that your CM/ECF account has been successfully linked to your PACER account.

NOTE: If you are delinquent in Northern District of New York biennial registration fees, you will be required to pay immediately upon accessing the Court. FAILURE TO PAY BIENNIAL FEES MAY RESULT IN THE AUTOMATIC REMOVAL OF THE ATTORNEY FROM THE COURT'S BAR ROLL.