

LINKING YOUR ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT

If a court in which you file is live on NextGen ECF, you must link your existing 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 ECF accounts must be linked to your upgraded PACER account as each court goes live on NextGen ECF. Linking is a one-time process that can be completed only once the court is live on NextGen ECF. Courts will notify users of their go-live dates.

Linking Your Account

STEP 1 Go to the court's ECF site (e.g., <https://ecf.txeb.uscourts.gov>). Click the **Document Filing System** link.



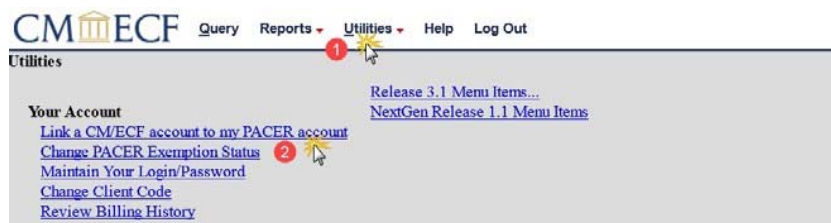
STEP 2 Log on with your individual upgraded PACER user name and password. **Do not log on using a shared firm PACER account.**

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.

A screenshot of the PACER Login form. The form has a blue header with the word "Login". Below the header, there are three input fields: "Username", "Password", and "Client Code". Each field has a red asterisk next to it. Below the input fields are three buttons: "Login", "Clear", and "Cancel". Below the buttons are three links: "Need an Account?", "Forgot Your Password?", and "Forgot User Name?". At the bottom of the form, there is a notice: "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."

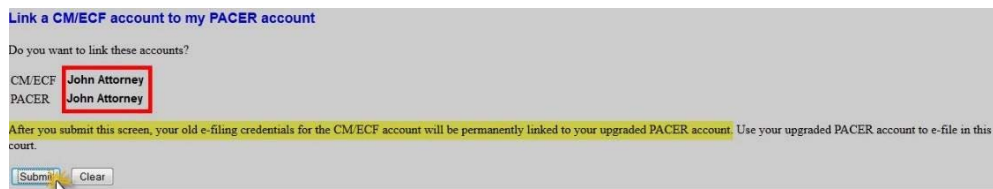
STEP 3 Click **Utilities**, and then click the **Link a CM/ECF account to my PACER account** link.
* Note: If you do not see the **Link a CM/ECF** option, click the **NextGen Release 1.1 Menu Items** options to locate that link.



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



STEP 5 Verify that the 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 ECF for this court. Press **F5** to refresh the screen and view the Bankruptcy and Adversary menu items for filing in bankruptcy courts.