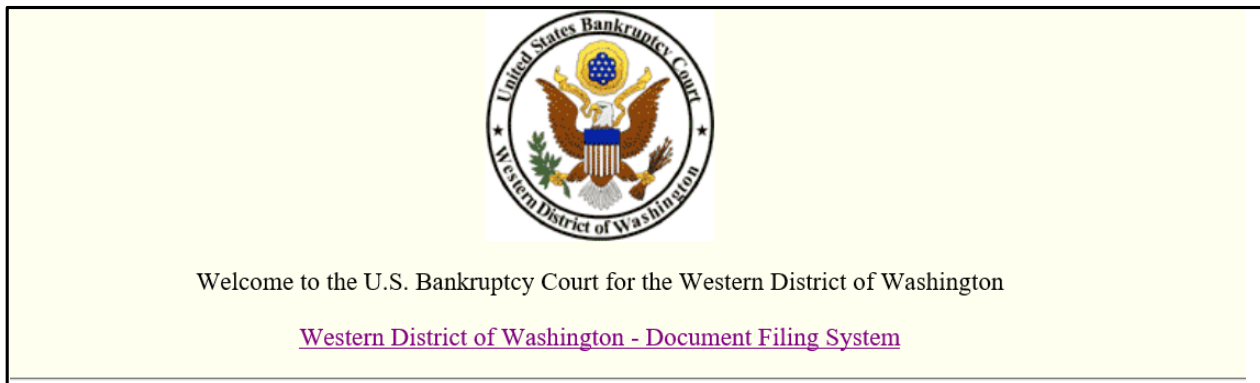


# NEXT GEN: LINKING YOUR CM/ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT

You must link your existing CM/ECF account to your upgraded PACER account to access the court's filing system. If your PACER account was created prior to August 2014, you must first upgrade your account. For creating or upgrading a PACER account, go to [www.PACER.gov](http://www.PACER.gov). Linking is a one-time process that can only be completed once the court is live on NextGen CM/ECF.

## Linking Your Account

**STEP 1** Access **CM/ECF** via one of the following: (1) your personal shortcut for CM/ECF, (2) go to the court's CM/ECF site (<https://ecf.wawb.uscourts.gov>), or (3) go to the court's website ([www.wawb.uscourts.gov](http://www.wawb.uscourts.gov)) and click on the **E-Filing (CM/ECF)** button. If you are redirected to PACER, proceed to Step 2. If you see the screen below, click the **Document Filing System** link which will redirect you to PACER, then proceed to Step 2.



**STEP 2** Log on with your individual upgraded PACER user name and password. **Do not log on using a shared firm PACER account.** If the user name and password auto populate, click clear, and enter your upgraded individual PACER account credentials.

### 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.

Login

\* Required Information

Username \*

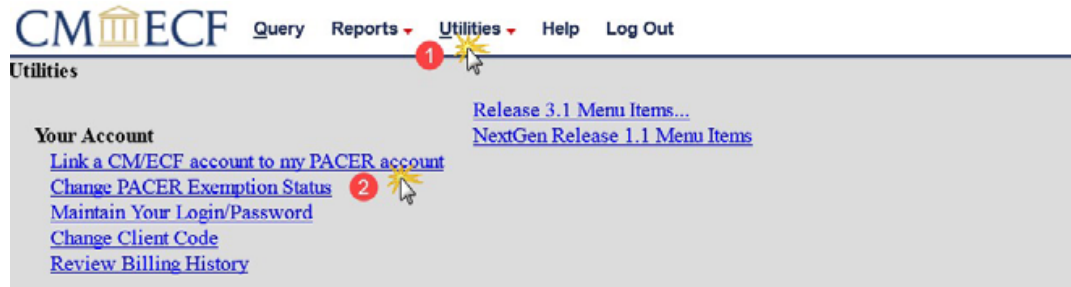
Password \*

Client Code

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot User Name?](#)

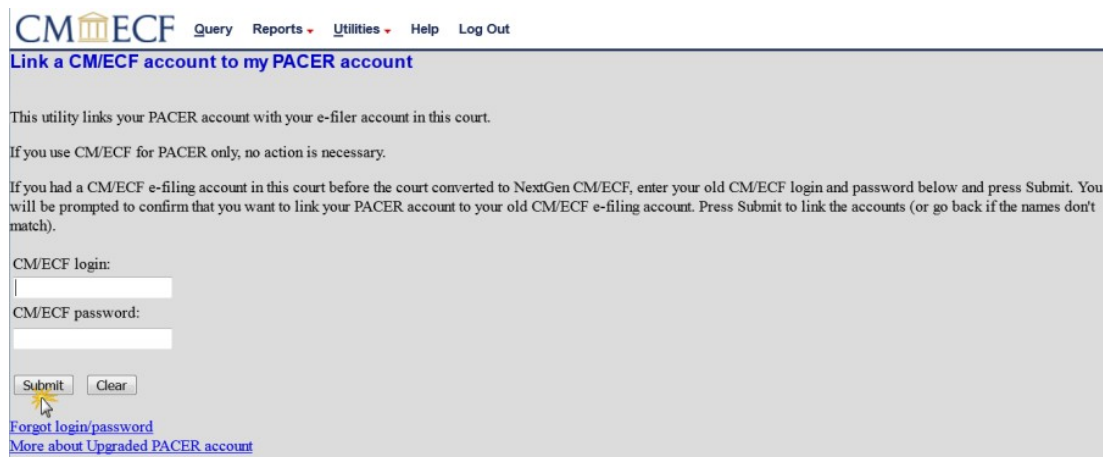
**NOTICE:** This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**STEP 3** Click **Utilities**, and then click the **Link a CM/ECF account to my PACER account** link.

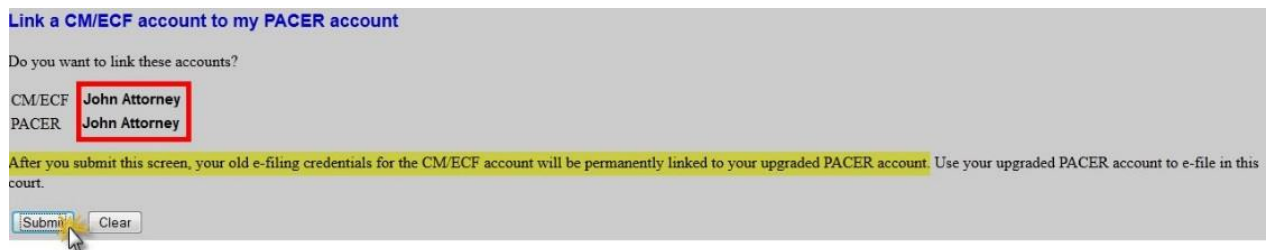


**NOTE:** If you do not see the **Link a CM/ECF account to my PACER account** link on the Utilities page, go to the **NextGen Release 1.2 Menu Items** link on the Utilities page.

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



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

**PACER troubleshooting:** If you have trouble logging into your PACER account visit [Manage My Account](#) at [www.PACER.gov](http://www.PACER.gov) or contact the PACER Service Center.  
Phone: (800) 676-6856 or email: [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov)

**CM/ECF troubleshooting:** If you have trouble logging into your CM/ECF account, please contact the Court.  
In Seattle call 206-370-5200 or email: [ECFHelp\\_Seattle@wawb.uscourts.gov](mailto:ECFHelp_Seattle@wawb.uscourts.gov)  
In Tacoma call 253-882-3900 or mail: [ECFHelp\\_Tacoma@wawb.uscourts.gov](mailto:ECFHelp_Tacoma@wawb.uscourts.gov)