## 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. Linking is a one-time process that can only be completed once the court is live on NextGen CM/ECF.

## **Linking Your Account**

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) 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.



Welcome to the U.S. Bankruptcy Court for the Western District of Washington

Western District of Washington - Document Filing System

STEP 2 Log on with your individual upgraded PACER user name and password.

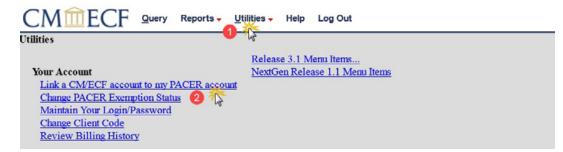
Do not log on using a shared firm PACER account. If the user name and password auto populate, click clear, and enter your upgraded individual PACER account credentials.

## **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 *	1			
Password *				
Client Code				
	1	Clear	Cancel	
	Login	Clear	Cancel	
	Need an Account?   Forg	qot Your Password?	Forgot User Name	?
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STEP 3 Click Utilities, an 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.

CMmECF Query Reports - Utilities - Help Log Out
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
Forgot login/password
More about Upgraded PACER account

STEP 5 Verify that the CM/ECF account and PACER account listed are accurate. If so, click **Submit**.

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
Submit Clear Clear

**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 or contact the PACER Service Center.

Phone: (800) 676-6856 or email: 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 In Tacoma call 253-882-3900 or mail: ECFHelp\_Tacoma@wawb.uscourts.gov