

Link Upgraded PACER Account to CM/ECF Account

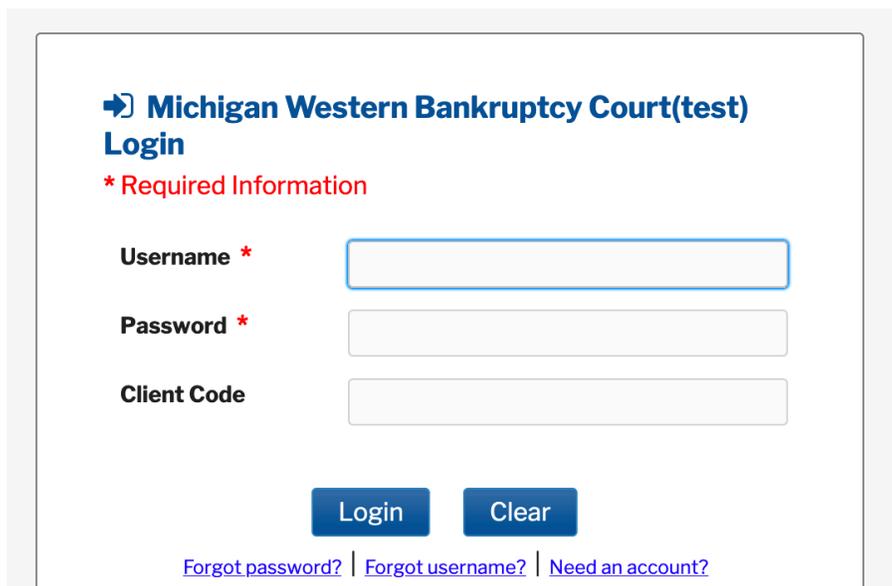
This process shows how to link your upgraded individual PACER account to your CM/ECF account. This linkage process may be done on or after November 23, 2020 and only needs to occur one time.

STEP 1 On the court's website, www.miwb.uscourts.gov, click on the E-Filing (CM/ECF) link.



STEP 2 You will be directed to the PACER login page.

STEP 3 Enter your upgraded PACER Username and Password and then select Login.

A screenshot of a login page for the Michigan Western Bankruptcy Court. The page title is 'Michigan Western Bankruptcy Court(test) Login'. Below the title, it says '* Required Information'. There are three input fields: 'Username *', 'Password *', and 'Client Code'. Below the fields are two buttons: 'Login' and 'Clear'. At the bottom, there are three links: 'Forgot password?', 'Forgot username?', and 'Need an account?'.

STEP 4 On the menu bar, select Utilities.

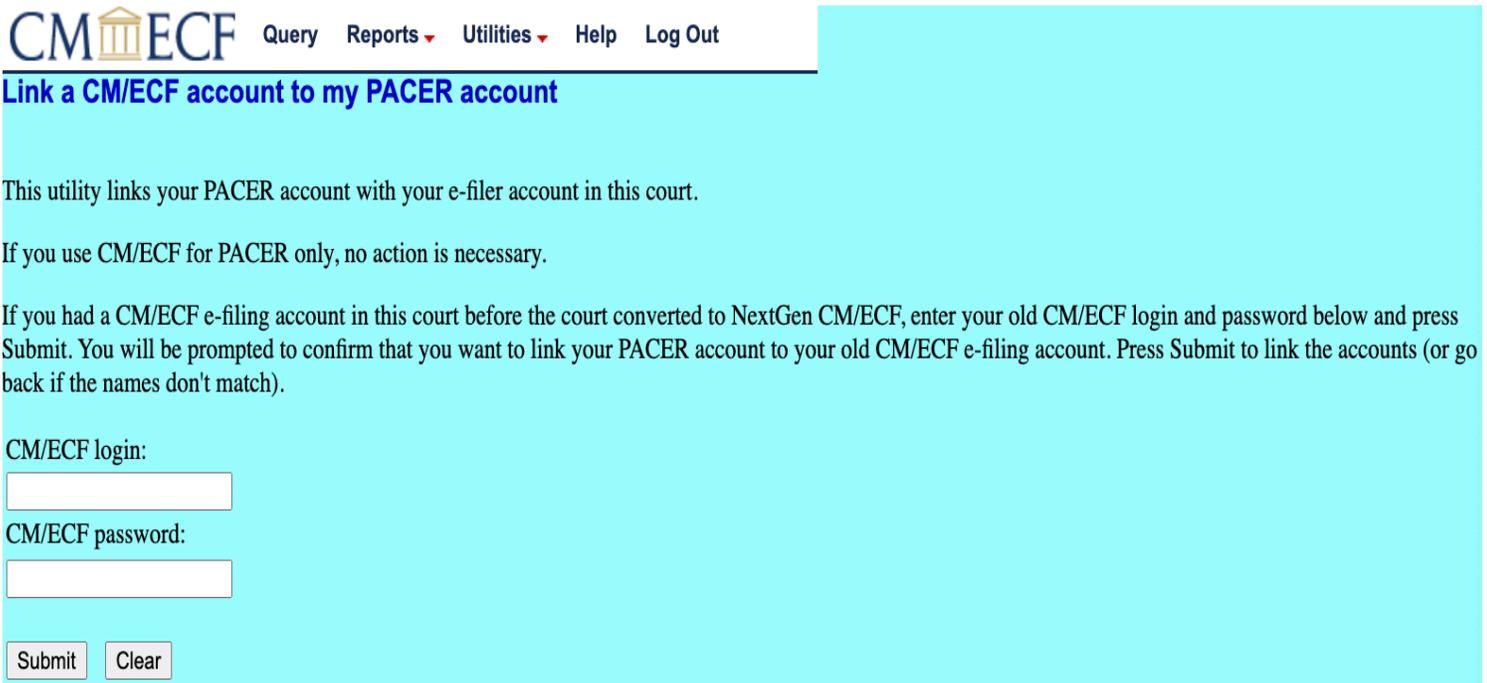


STEP 5 From the NextGen Items category, select 'Link a CM/ECF account to my PACER account'.



The screenshot shows the CM/ECF website's Utilities page. The navigation bar includes 'Query', 'Reports', 'Utilities', 'Help', and 'Log Out'. Under the 'Utilities' section, there are three columns of links: 'PACER Information' (View PACER Account, Change Your Client Code, Review Billing History, Maintain Your Login/Password, Links to Other Courts, Pacer Case Locator (National Index)), 'Miscellaneous' (Mailings...), and 'NextGen Items' (Link a CM/ECF account to my PACER account). The 'Link a CM/ECF account to my PACER account' link is circled in red.

STEP 6 The next screen requires your CM/ECF credentials. Enter your current ECF login and password. Click Submit.



The screenshot shows the 'Link a CM/ECF account to my PACER account' page. The navigation bar includes 'Query', 'Reports', 'Utilities', 'Help', and 'Log Out'. The page title is 'Link a CM/ECF account to my PACER account'. The text reads: '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)'. Below the text are two input fields: 'CM/ECF login:' and 'CM/ECF password:'. At the bottom are 'Submit' and 'Clear' buttons.

STEP 7 Ensure the information listed for both the CM/ECF and PACER accounts are accurate. If so, click Submit.

NOTE: Your individual PACER account should be listed and not a shared firm PACER account.

CM/ECF Query Reports ▾ Utilities ▾ Help Log Out

Link a CM/ECF account to my PACER account

Do you want to link these accounts?

CM/ECF Joan Attorney
PACER Joan 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.

Submit

Clear

STEP 8 A confirmation screen will appear.

CM/ECF Query Reports ▾ Utilities ▾ Help Log Out

Link a CM/ECF account to my PACER account

Your PACER account has been linked to your CM/ECF account

CONGRATULATIONS – you have successfully linked your account. Your old e-filing credentials for CM/ECF are permanently linked to your upgraded PACER account. You will now use your PACER credentials to login to both PACER and NextGen CM/ECF.

Refresh your screen and go to Bankruptcy or Adversary on the menu bar.