## Linking your CM/ECF Account to your Upgraded PACER Account

After the court moves to NextGen CM/ECF, you must link your CM/ECF filing credentials (login and password) to your upgraded PACER account. You must know both sets of credentials to link the accounts.

## **District Courts**

- 1. Go to the NextGen CM/ECF website of the court in which you are registered to e-file. The Eastern District of North Carolina's site is here: <u>https://ecf.nced.uscourts.gov</u>
- 2. Click the "CM/ECF Document Filing System" link. At the login screen, log in with your upgraded PACER account credentials.
- 3. Click the "Utilities" menu.
- 4. Click "Link a CM/ECF account to my PACER account." If you do not see this option, look for "NextGen Release 1.1 Menu Item," click it, and then click "Link a CM/ECF account to my PACER account."
- 5. Enter your CM/ECF login and password. (This is your legacy CM/ECF information, NOT your PACER information.)
- 6. You will be prompted to confirm the CM/ECF account being linked to the PACER account to ensure you are not linking the wrong accounts.
- 7. If successful, you will be sent to the welcome screen for that court. If the filing menu options do not appear, refresh your browser (F5) and/or clear your cookies, cache, and history.
- 8. If unsuccessful, please try again. To reset your password, or obtain your CM/ECF username, contact the court at 919-645-1700.