

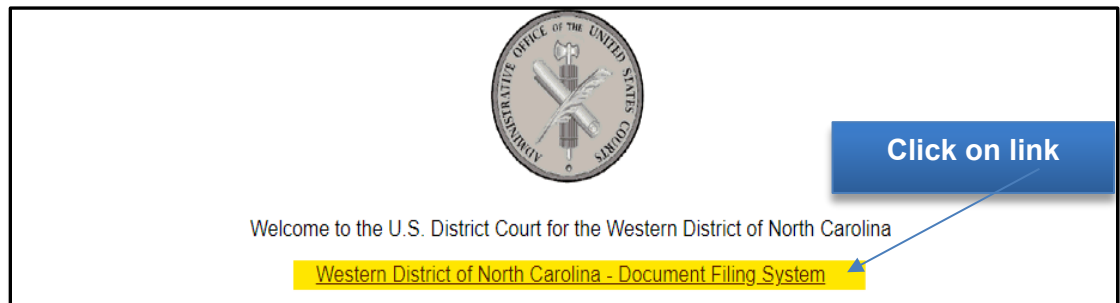
# LINKING YOUR CM/ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT

If a court in which you file is live on NextGen CM/ECF, you must link your existing CM/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.

**Linking is a one-time process that can be completed ONLY once the court is live on NextGen CM/ECF.** The Western District of North Carolina will be going LIVE on NextGen Monday, August 30, 2021.

## Linking Your Account

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



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

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

CM/ECF Query Reports **Utilities** Help Log Out

**Utilities**

**Your Account**  
[Change Client Code](#)  
[Change PACER Exemption Status](#)  
**[Link a CM/ECF account to my PACER account](#)**  
[Request Credit Card Refund](#)  
[Review Billing History](#)

**Miscellaneous**  
[Legal Research ...](#)

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

CM/ECF 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](#)

**Enter your CM/ECF login and password for North Carolina Western District (THIS is NOT the same as your PACER account)**

**If you do not know your CM/ECF login please call the Court before continuing.**

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

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 **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 court.

**Submit** 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** or click on Reports to refresh the screen and view the Civil and Criminal menu items for filing.