NOTICE: The Bankruptcy Court's case management and electronic filing system (CM/ECF) will be down on <u>Thursday</u>, <u>March</u>, <u>17 2022</u>, at 6:00pm to install the next generation of CM/ECF (NextGen CM/ECF). You will not be able to file electronically until after <u>Monday</u>, <u>March</u> <u>21</u>, <u>2022</u>. After services are restored we will be on the new CM/ECF system, NextGen. Please go to https://www.vaeb.uscourts.gov/content/nextgen-information for information.

## How can I file with the Court after March 21, 2022? Follow these instructions.

## Link Your PACER and CM/ECF Account

After March 21, 2022, and once the court implements NextGen, your individual upgraded PACER account must be linked to your CM/ECF filing account to create one Central Sign-On account. This will only have to be done <u>once</u>. To see the steps for upgrading your PACER acount go to <u>https://pacer.uscourts.gov/help/pacer/upgrading-your-pacer-account</u>. Below are the steps to link your PACER and CM/ECF accounts.

## Link Your PACER and CM/ECF Account

Go to the court's CM/ECF site (e.g., https://ecf.vaeb.uscourts.gov). Click the Document Filing System link.



1. On the CM/ECF home page, click your court's Document Filing System link to access the system.

PACER LOGIN Your browser must b and you are experien your browser before	e set to accept cookies in cing problems with the log rying again.	order to log in to this s gin, delete the stored co	ite. If your browser is set ookie file in your PC. Clo	to accept cookies use and reopen	
Login Username * Click Login	SmitheyB	•		2. Enter <u>ur</u> username	ograded PACER and password
NOTICE: This is a prohibited and so	Login Need an Account?   For a restricted government ubject to prosecution un	Clear orgot Your Password? web site for official P ider Title 18 of the U.S	Cancel   Forgot User Name? PACER use only. Unaut S. Code. All activities a	horized entry is nd access	

- 2. Enter your upgraded PACER username and password.
- 3. Click Login.

After logging in, you will still only have access to **PACER Search** since you have not linked your PACER account to your CM/ECF account. Notice the limited menu bar below.

## Remember, this is a one-time process.



4. From the menu bar, click **Utilities**.

- Help Log Out
cellaneous
urt Information rify a Document
to my PACER account

5. Click Link a CM/ECF account to my PACER account.

CMmECF	Query	Reports -	Utilities 🗸	Help	Log Out	
Link a CM/ECF acco	ount to r	ny PACEF	R account			
This utility links your PAC	CER accou	int with your	e-filer accou	int in th	is 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 NextGe account to your old CM/ECF e-filing account. Press Submit to link the accounts (or go b						
CM/ECF login:			6. Enter v	our CN	//ECF login	
barbaras					o.	
CM/ECF password:			and	a pass	word	
•••••				_		
Submit Clear Forgot login/password More about Upgraded PA0	CER accou	7. Click <b>Su</b> mt	bmit			
6 Enter your CM/E	CE Ioair	h and has	sword			

If you don't remember your CM/ECF password, call the court for assistance.

- Enter your CM/ECF login and password.
- 7. Click Submit.

Link a CM/ECF account to my PACER account			
Do you want to link these accounts?			
CM/ECF PACER	Barb A. Smithey		
	Barbara Smithey		
After you submit this screen, your old e-filing credentials for the CM/ECF			
Submit	Clear 8. Click Submit		
Submit	Clear 8. Click Submit		

Verify you have the correct CM/ECF and PACER names. If not, do not proceed. Call the court for assistance.

8. Confirm the two accounts to be linked are correct and click Submit.

A confirmation message will appear similar to this:

The CM/ECF account for Barb A. Smithey is now linked to your CSO account.

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 (CSO account) to e-file in this court. Your old CM/ECF login and password can no longer be used.

> To proceed with e-filing at this time, refresh your browser and the Bankruptcy and Adversary menus display. If the menus don't refresh, log out and then back in again.