NOTICE: The Bankruptcy Court's case management and electronic filing system (CM/ECF) will be down on <u>Thursday,</u> <u>March, 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 *https://pacer.uscourts.gov/help/pacer/upgrading-your-pacer-account*. Below are the steps to link your PACER and CM/ECF accounts.

Link Your PACER and CM/ECF Account

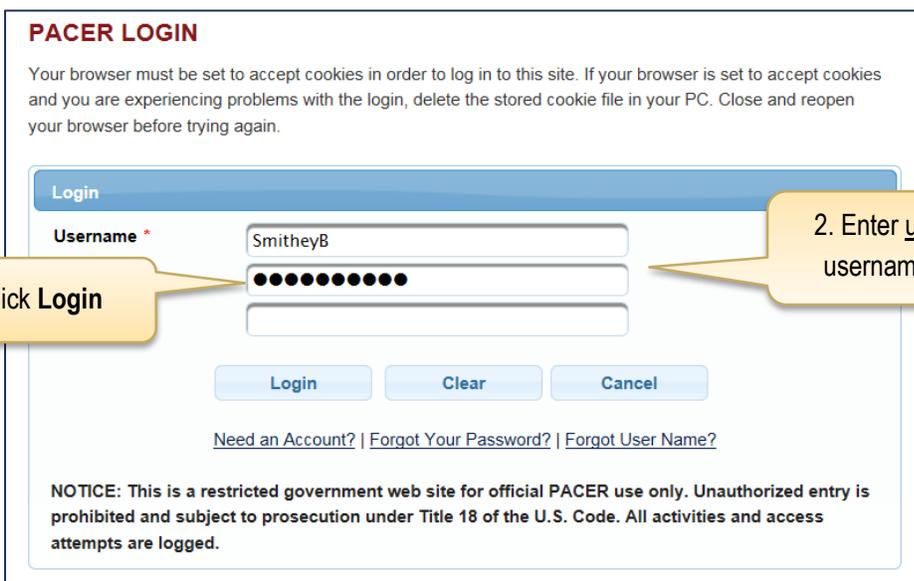Go to the court's CM/ECF site (e.g., https://ecf.vaeb.uscourts.gov). Click the Document Filing System link.

Welcome to the U.S. Bankruptcy Court for the Eastern District of Vi...

Eastern District of Virginia - Document Filing System

> 1. Click the **Document Filing System** link for your court

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

> 3. Click **Login**

> 2. Enter <u>upgraded</u> PACER username and password
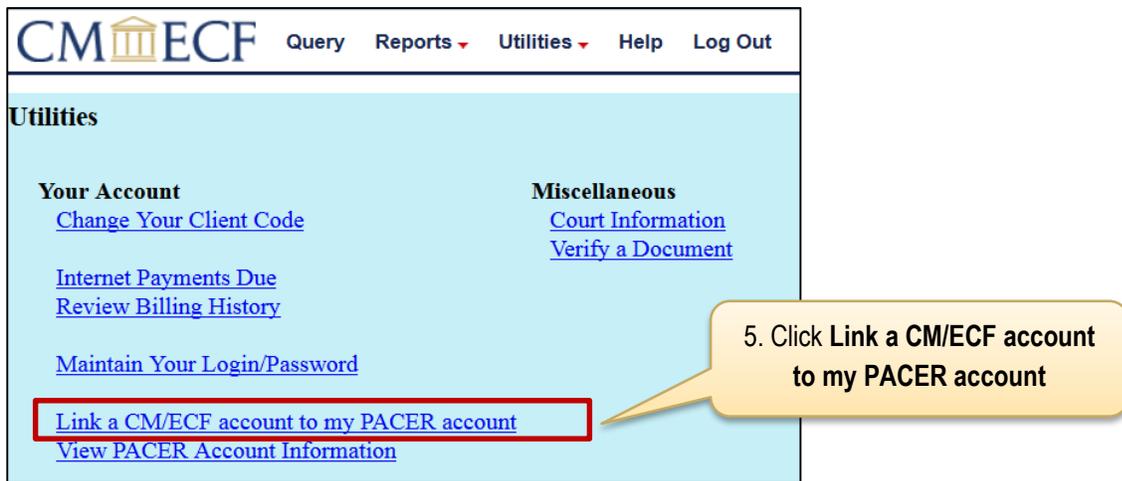
2.   Enter your <u>upgraded</u> **PACER** username and password.
3.   Click **Login**.

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

Remember, this is a one-time process.

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

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

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 account to your old CM/ECF e-filing account. Press Submit to link the accounts (or go ba

CM/ECF login:
barbaras

CM/ECF password:
•••••••••

[Submit] [Clear]

Forgot login/password
More about Upgraded PACER account

6. Enter your CM/ECF login and password

7. Click **Submit**

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

6. 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   Barb A. Smithey
PACER   Barbara Smithey

After you submit this screen, your old e-filing credentials for the CM/ECF

[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.